



Monthly Report: March 2024

Introduction:

As Acting City Manager, I am pleased to present the monthly report for March 2024, outlining the significant activities, achievements, and challenges faced by the City of Dillingham.

Key Highlights:

Appointment of Chief of Police:

I am delighted to announce the successful appointment of Tracy O'Malley as the Chief of Police for the City of Dillingham. This decision was made after careful consideration and with the concurrence and recommendation of the hiring committee, reflecting our commitment to ensuring effective leadership within our public safety department.

Appointment of Public Works Director:

I am pleased to report that Phil Baumgartner has been hired as the Public Works Director for the City of Dillingham. Phil brings a wealth of experience and expertise to this role, and I am confident that his leadership will contribute significantly to the continued improvement of our city's infrastructure and public services.

Budget Planning and Review:

Throughout March, the Finance Director and I have been actively engaged in budget planning and review processes for the upcoming fiscal year. Our focus remains on responsible financial management, prioritizing essential services, and addressing the needs of our community while maintaining fiscal sustainability.

Infrastructure Development Projects:

Progress continues on various infrastructure development projects aimed at enhancing the quality of life for our residents. This includes road maintenance initiatives, upgrades to public facilities, and ongoing efforts to improve utility services.

Attendance at AML Infrastructure Symposium:

I had the opportunity to represent the City of Dillingham at the Alaska Municipal League (AML) Infrastructure Symposium. This event provided valuable insights and networking opportunities related to infrastructure planning, funding, and sustainability, which will inform our strategic initiatives moving forward.

Challenges and Opportunities:

Infrastructure Maintenance and Upkeep:

While progress has been made on infrastructure development projects, we recognize the importance of ongoing maintenance and upkeep to ensure the long-term sustainability of our infrastructure assets. Addressing these needs will require strategic planning and allocation of resources.

Upcoming Priorities:

Emergency Preparedness and Response:

With the onset of spring and the potential for inclement weather events, emergency preparedness and response remain a top priority. We are actively collaborating with local emergency services and agencies to ensure our community is prepared for any emergencies that may arise.

Strategic Planning and Goal Setting:

Looking ahead, we will continue to engage in strategic planning and goal-setting processes to guide the direction of our city's future. This includes identifying key priorities, establishing measurable objectives, and aligning resources to achieve our collective vision for Dillingham.

Conclusion:

In conclusion, March has been a productive and eventful month for the City of Dillingham. Despite the challenges we face, I am confident that by working together as a community, we can overcome obstacles and build a brighter future for all residents. As Acting City Manager, I remain committed to serving the best interests of our city and its residents.

Sincerely,

Daniel E. Decker Sr.

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Acting City Manager

City of Dillingham, Alaska

Mayor
Alice Ruby

Acting Manager
Daniel Decker



Dillingham City Council
Bertram Luckhurst
Michael Bennett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: March 30, 2024
To: Daniel Decker, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report

Acknowledgements and Recognitions:

February Statistics: As of date of report.

Cash Receipts: \$430,129.16

All Payments: \$868,876.08 (includes \$252,508.57 for 2 payrolls & 2 supplement payrolls).

Department Accomplishment and Opportunities for March:

Accomplishments

- Medicaid renewal completed for ambulance billing.
- Property tax assessment notices mailed on 03/15/2024 for real and personal property taxes.
- OSHA reporting corrections made and completed.
- 1099 Adjustments completed.
- Started APEI Insurance Renewal for FY25.

Staffing changes

- Account Tech II – Payroll/Payables position resignation received, position has been advertised and potential position filled April 8, 2024.
- Account Tech II – Receivables position is advertised.
- Account Tech I – Cashier position filled 03/13/2024 by Alkayuk Moore, who is doing very well.
- AccuFund training completed by several staff for new hires, payables and report writing.

Grant Reporting

- SAM registration renewal completed.
- Started NTS continuation application

Budget

- FY24 Budget revision review pending council action.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit – Finalized.
- FY23 FY23 Audit – New questions have been presented and answered. One question pending council meeting minutes adopted.
- FY24 Audit – Contract approved. Scheduled for September 30, 2024, and November 11 2024.

Projects

- Setup of personal property tax in MARS is in progress for 2024 personal property tax, completed and assessments were mailed out.
- Questica training ongoing budgeting software – training is scheduled and build is ongoing.

Personal Property Tax

- Review of personal property tax has started with F&B Committee 09/25/2023 and is ongoing.
- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

Collections

- Ongoing.

Utility Rates Evaluation

- Evaluation of utility rates needs to be held for a rate study for water/wastewater.

Contract Management

- Ongoing, filing has started, process is in place.

Three+One

- Implementation has begun and view only access is being obtained.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 02/15/2024 any business conducting business without a business license can be fined.
- 02/01/2024 business/personal property tax assessments are due.
- 03/15/2024 real and personal property tax assessment notices are to be mailed out.

Revenue and Expense Report – Next report

Balance Sheet – Next report

Mayor
Alice Ruby

Acting City Manager
Daniel Decker Sr.



Dillingham City Council
Bertram Luckhurst
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Kaleb Westfall

MEMORANDUM

Date: April 3, 2024
To: Daniel Decker Sr., Acting City Manager
From: Patty Buholm, Planning Director
Subject: April 3, 2024 Monthly Report

Acknowledgements and Recognitions:

Please welcome Darrell Tilden as the newest Water/Wastewater Operator.

The Planning Department would like to recognize a fellow community member and recent collaboration with Bristol Bay Native Association (BBNA) Kristina Andrew. Kristina recently was recognized by the Alaska Journal of Commerce as one of the **2024 Top Forty Under 40** in her role as the Economic Development Program Manager at BBNA. Congratulations Kristina and thank you for all of your assistance with projects within Dillingham and ensuring the Regions Comprehensive Economic Development Strategy (CEDS) has included Dillingham. The CEDS document and website helps with planned projects and potential partnering for like-minded community projects.

Thank you to Kimberly Johnson for her time as the Acting and full-time role as the City Manager, your dedication to improving the City Services and push for unified processes has made a positive impact in the Planning Department. Good luck on your new role as the Curyung Tribal Administrator and I look forward to continuing collaboration with the Curyung Tribe.

Thank you to Daniel Decker for accepting the Acting City Manager role after Kimberly Johnson's departure. Having an Acting City Manager that is familiar with the many projects and existing community needs in this role makes the transition easier to continue with forward movement.

Department Accomplishment and Opportunities:

In February the City Council voted on and passed the new Organizational chart, which transfers the Landfill and Water/Wastewater into the Planning Department. I have been working with staff in each department on additional training opportunities and strengthening their respective departments. Staff at both the Landfill and Water/Wastewater have been open to this transition and are accepting of my leadership, I hope to fulfill each department's existing needs and work positively with all staff in each department. The Planning Department continues to organize and locate all the Planning Department records.

I was able to attend 3 training opportunities for the Planning Department:

1. March 26-29, 2024: Wastewater Collection and Lagoon Course. Darrell Tilden (Water/Wastewater Operator) and Triston Hansen (Public Works Operator) also attended this course. All 3 of us attended the course in full and are awaiting our test results for this course.
2. March 13-15, 2024: Alaska Native Claims Settlement Act (ANCSA) Workshop in Anchorage
 - a. This training workshop reviewed the ANCSA claim that was passed on December 18, 1971 by President Richard Nixon. The act has many aspects of how ANCSA relates to Native Allotment and Land Management surrounding restricted lands, including some of the unique and very specialized rules and regulations surrounding Land Conveyance to their respective Municipalities, as in the instance from Choggiung Ltd to the City of Dillingham.
3. February 27, 2024 – March 2, 2024: Managing Floodplain Development through the National Flood Insurance Program (NFIP).
 - a. This training was sponsored by FEMA Region 10 in Anchorage. This course was very beneficial for Managing the lands and permitting process within the Floodplain. I have yet to be able to take the Certified Floodplain Managers test at this time, however when time permits I do plan to sit for this exam.

Projects – Progress and Public Impacts: The Planning Department has been working diligently with landowners to assist with their needs. The Planning Commission Meeting scheduled for April 10, 2024 will consist of 3 Public Hearings for these individual landowner needs. I am still working with other businesses and private individuals on existing land issues. When these other land issues are ready to be shared, they will be scheduled with the Planning Commission to their appropriate “next steps” as they move through the appropriate code requirements.

The Planning Commission received a letter of resignation from Planning Commissioner Jennifer Evridge on February 7, 2024. If you know of anyone that is interested in filling Seat B on the Planning Commission, please have them send a letter of interest to the Mayor and/or the City Clerk. Please remember that the Mayor will appoint the Planning Commissioner once letters of interest have been received and acted upon.

Agnew::Beck will be submitting a Comprehensive Plan update before the April 10, 2024 Planning Commission meeting. I will share any new information as this comprehensive plan update was due to be completed by the end of April, 2024.

I have been communicating with Bristol Engineers and the DEC of Cell 3 Expansion and other items for Landfill compliance (location of fish waste bin). In communication with BBNC and Choggiung Limited, the city will be able to purchase the stripped overburden from the pit located closest to the landfill at a reduced rate of \$2.00/cubic yard. I still anticipate requesting a donation of gravel and/or materials that is offered through BBNC for region area projects, for the expansion of cell three at the Landfill. At this time, I have not been able to communicate with them due to many new duties in the Planning Department.

I have been in communication with the Curyung Tribe and Bristol Engineers on the Nerka Road Rehabilitation Project. At this time nothing has changed, and the project is still in winter shut down mode until favorable weather and construction can begin for the 2024

construction season. If you have any additional questions or concerns about this project, please contact Isaac Pearson, Project Engineer at 907-743-9313.

The Lagoon Project is approaching a near start as well for the 2024 construction season. I have been in communication with the Project Engineers and the Project Manager in preparation of the project start, however no start date has been announced at this time. On March 8, 2024 Senator Lisa Murkowski's office announced via press release that the City of Dillingham's request for 4.72 million dollars had been passed through Congress. Currently the appropriation application has been assigned to the Interior Division to sort and release the funding for Landfill improvements. This funding may become available as soon as May 2024 or as late as August 2024. This funding application was submitted for the FY 2024, however due to the Speaker of the House, Nancy Pelosi, resigning and then stretch of time for her replacement to be named, caused a delay in the processing of the FY24 appropriations; therefore, the timing of this funding is uncertain as we are already months beyond the average time of releasing funding.

Upcoming Calendar Items:

Training will continue to occur for the Landfill, Water/Wastewater, and Planning staff. As these training courses are identified and scheduled for their respective departments, I will relay that information. Currently all 3 departments (Landfill, Planning, and Water/Wastewater) need to either test for or participate in some sort of training to become more effective, compliant, and efficient in their roles within the department.

A new sign will be placed prior to A Street from Central Ave stating "END CITY MAINTENANCE" will be posted upon receiving in Dillingham. A platted but undeveloped road was constructed by a private citizen without proper guidance or engineered plans. The process for a Land Use Permit was not followed and had caused confusion among previous staff. I am working with others to find potential corrections to this issue.

Public Feedback: The Planning Department has received several communications from landowners who have expressed their thanks for assisting with their land issues and concerns.

List of Attachments: none