

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council
Tristan Chaney
Jean Barret
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date:11/25/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report November 2025

***Special shout out this month to the DVFD for their quick response to a fire in the Nerka area, their timely response and outright dedication saved a near by home as well as prevented the fire from spreading to other properties and beyond.**

Upcoming Events:

- TBD _____Public Outreach Committee meeting
- December 15, MOU (10 AM in the Council Chambers)
- December 4, 7:00 PM, Regular Council Meeting (With a 5:30 housing workshop)
- December 10, 1/14/2026, 2/11/2026: Planning Commission 5:30 PM
- December 17, 01/15/2026, 02/12/2026: Code Review Committee, 5:30 PM
(December meeting will need to be rescheduled due to AML)
- December 15, 01/21/2026, 02/18/2026: Finance and Budget, 5:30 PM
- AML December 8-13
- School Facilities meeting should happen on the Third Wednesday in January
- Observed City Holidays: November 27-28, December 24, 25, 31, Jan 1, Feb 16

All employee meeting held on 11/17/2025:

- Items discussed were all employee benefits with the consideration that it is open season where changes could be made, we felt it was important to update everyone, so they were informed as to what was available.
- City Clerk held a safety talk pertaining to slips, trips, and falls on Ice.
- Talked with employees about the "How can I help" approach pertaining to interactions with the Citizens of Dillingham and between departments.
- Everyone was in good spirits, very attentive, and receptive to the direction we were all heading together.

Gramma's House

- Administration will pursue a Quiet Title Claim as authorized by Resolution 2025-05. This will establish that the City of Dillingham holds clear and accurate record title.

RFP 2025-02 Airport Waterline Extension Update:

- Phase 1 Contract with RESPEC presented and approved by City Council at regularly scheduled meeting on 11/06/2025
- Phase 1 Approved Contract signed by both the City of Dillingham and RESPEC
- Phase 1 In person Contract kick off 12/02 – 12/04/2025

Lobbying Contracts:

- State; contract with Navigate AK expired 11/30/2025, council does have the option to extend it one year. I recommend to council to not extend the contract at this time. This can and should be revisited in the future after we develop an updated CIP priority list and submit our priorities into CAPSIS
- Federal; contract with The Reserve Component expires 12/31/2025, recommend to council to not extend the contract at this time. This can and should be revisited in the future for the same reasons as above.

City Manager Search:

RFP 2025-03 Recruiting and Executive Search Services

- Proposals and scoring information given to Council Members 11/20/2025
- Requested completed scoring sheets turned into Admin 12/01/2025
- Next steps
 - Admin submits highest scoring proposal to City Council
 - City Council final approval and select firm
 - Admin works with council on drafting a contract with selected firm
 - Draft a budget amendment to allocate funds following budget amendment process
 - Contract brought back to council for approval
 - Search begins

City Clerk:

- Established a functioning volunteer Senior Van driving group.
- Recognitions
 - A big thank you to Trail Breaker Veterinary Services, they were here for a week providing their Vet services to our community.
 - Thank you to Bayside Diner for providing home delivery meals for our seniors while our cook was out.
 - Thank you to all the volunteer senior van drivers who have been providing a great service to the community delivering meals and giving rides to seniors for appointments and other essential things.
 - Thank you to the Library Advisory Board for their volunteer time organizing library to comply with fire safety regulations.
- Work on new City of Dillingham website continues with a projected launch date January 2026
- BOE late appeal options researched and considered see agenda item for further information and recommended action to be taken by Administration.
- Please see the complete report in the upcoming pages of your packet.

HR report:

Total Employees: 59

- 50 full time
- 4 part-time
- 3 on-call
- 2 Seasonal

Open Positions: 7

- 1 police officer
- 1 corrections officer
- 2 heavy equipment operator
- 1 fleet mechanic
- 1 accounting Technician II
- 1 Public Works Foreman, offer letter accepted, anticipated start date November 17

Senior Center – Library:

- Days opened when meals were served: 15, with 280 congregate meals served.
- Days the van ran: 19, with 155 people given rides and 281 home meals delivered.
- The Senior Center was rented out 6 times during this period.
- Five fantastic van volunteers have been delivering home meals in the mornings and giving elders rides in the afternoons. We appreciated Maason Savo, Erica Tweet, Maryanne Dickey, Paul Liedberg, and Nate Carlow for their service.
- Library hours reduced to 25 hours a week starting September 29
- Library Advisory Board set new hours as follows
 - Closed Sunday and Monday
 - Open Tuesday – Thursday 12:00pm – 4:00pm
 - Open Friday 10:00am – 6:00pm (story time at 10:30)
 - Open Saturday 10:00am – 3:00pm

As shown in the reporting numbers, both services are very important to our community.

-Please see the complete report in the upcoming pages of your packet.

Public Safety:

- Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events
- Animal Control Officer online training is almost completed for euthanasia licensure. Upon completion he will attend the practical training in Anchorage, tentatively looking at December to early January for in person training attendance and certification.
- This is a much-needed service to the citizens of Dillingham, and we are looking forward to providing this in the future.
- PSEA Public Safety Employees Association negotiations continue
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
 - We hope to be able to bring a recommendation to the Council in January

-Please see the complete report in the upcoming pages of your packet.

Planning:

- CIP 2024-2029

-Below is the list of the top projects from the latest Capital Improvement Program. The CIP is reviewed annually, and new projects may be submitted for review and inclusion.

-1 Downtown Fire Hall Replacement. Estimated	\$14,018,000
-2 Water System Improvements. Phase IV PFAS	\$10,000,000
-3 Wastewater System Upgrades. Improvements beyond the Harbor	\$8,649,519
-4 Harbor Revetments and Breakwater/Emergency Bank Stabilization	\$1,659,000
-5 New Landfill Trash or Ash Cell	\$ 6,500,000
-6 Snag Point Erosion/Sewer Lagoon Bank Stabilization	\$4,800,000
-7 Replace one well at the Landfill for Ground Water Monitoring	\$89,500
-8 Repair Landfill Shop	\$1,300,000

-Please see the complete report in the upcoming pages of your packet.

Public Works:

- Public Works Foreman started 11/13/2025
- 4 Public Works employees have completed BBNC Heavy Equipment training here in Dillingham.
 - 2-Heavy Equipment Operators, 1 Mechanic (enables post work testing), and 1 cross train from B&G
- Winter preparations are completed
- Progress has been made in implementation and population of our work and asset management software program. This is a program that will have constant implementation and updates. We hope to have this running in tandem with our existing systems NLT Spring 2026.

- Water/wastewater department has repaired multiple fire hydrants, bringing us down to only two requiring additional maintenance.
- Please see the complete report in the upcoming pages of your packet.

Finance:

- Tribal exemption for fee simple property has been sent to Code Committee for consideration
- Employee insurance renewal has been completed
- Please see the complete report in the upcoming pages of your packet.

Department Accomplishments:

- All Departments have been busy with various tasks to help accomplish the City's mission, motivation is high, and communication lines are open.
- We have been working towards a more cooperative environment in our City, "How can we help"
- Individual Department reports follow this, please read through and see the last month's accomplishments.

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MEMORANDUM

Date: 11/18/2025

To: Jack Savo, Acting City Manager

From: Anita Foran, Finance Director

Subject: Finance & Budget Report 11/17/2025

Acknowledgements and Recognitions:

September Statistics: As of date of report.

Cash Receipts: \$1,326,112.13

All Payments: \$1,278,515.52 (includes \$ 427,076.60 for 3 payrolls & 4 Supplements).

Council Considerations/Recommendations:

Tribal Exemption for fee-simple property (DMC 4.15.030) has been sent to code committee.

Department Accomplishment and Opportunities:

2025 business application renewal notices have been mailed out.

Employee insurance renewal has been completed.

A credit card setup has been started at the landfill. Setup of the software is being tested now. Once completed, will address online payments.

Audit Update:

FY25 Audit – Testwork conducted October 13, 2025. Questions pending answers. Final week scheduled for the week of December 1, 2025.

Department staffing:

Account Technician II – Receivables position continues to be advertised.

Property Tax:

2026 personal property tax assessment returns have been mailed o

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period closes on December 18, 2025. There are 8 remaining properties on this list. To bring this to a close the taxpayer will get a letter from the City Clerk, a newspaper advertisement is to be done for four week and posted in a public place in Dillingham.

2020-2024 Foreclosure (3DI-25-00062CI) has until July 24, 2026 before the redemption period is closed.

Grants:

Fourth quarter reports were finalized in July and August. Some reporting was completed in September, due to some adjustments in project narratives.

Developing a status list of all grant is ongoing.

Budget:

FY26 Budget amendment 2 has begun. Returning up to \$500,000 city matching funds to the budget is part of the revision. CIP budget changes will also be made at this time.

FY27-FY28 creation ready to begin with staff and management.

Internal Controls:

- Review of the document is ongoing.
- Payables review is first to be reviewed in full detail.

Other News:

- Working with other departments to determine all contracts that need to go out for the bidding process is ongoing.
- GCI lease has been presented to GCI and have received their response. Negotiations have begun.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- All property taxes that have not had at least the first half paid by November 1, 2025 have been assessed a penalty of 10% to all taxes due. Those that paid the first half on time must pay the remaining balance by December 1, 2025 to avoid penalties.

Revenue and Expense Report – September 2025:

- The budget amendment #1 will be implemented on the next revenue and expense report (timing did not allow for the update to be reflected in this report).

- Target percentage for July activity is 25%. Explanations provided in this report are for those items below 5% and above 45%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is an increase of \$2,253,872. This increase is due to property tax invoices going out on 07/01/2025. Payments of property tax are 25% for real property and 40% for personal property.
- Business license renewals are expected by 01/01/2026.
- PILT for 2025 has been received in full for the year.
- PERS Forfeiture funds were first used in October for the first time this year.
- All other reporting at this time is as expected based on revenue receiving history.

Special Revenues & Other Funds Revenue

- All revenues are on target at an average of 19%.
- Harbor revenue is at 59% due to seasonal activity. Invoices were mailed out to any F/V that used the harbor without getting a harbor sticker which has increased the revenue over last year at this time.
- Senior Center grant is lower than originally budgeted and is reduced in the budget revision with the first payment being received in October.
- Bond Reimbursement from the State is expected in December.

Transfers

- Landfill transfers are still low due to timing of gravel purchase, fuel for the incinerator needs are still low, major equipment purchases have not been made and the equipment maintenance is still pending.
- Senior Center transfer is at 53%. (refer to Special Revenue Expenditures).
- Debt Service payments are paid out in the 2nd quarter of the year.
- Transfers from Dock to the Harbor are lower due to a Dock revenue being less than expenditures.
- Overall revenue at 40% due to revenue from property taxes.

General Fund Expenditures

- K-9 Unit and the Fire Department donation have not had any expenditures.
- Not upkept has been done with Grandma's house due to ongoing discussions of purpose for the building.
- General fund expenditures are at 21% average as expected.

Special Revenues & Other Funds Expenditures

- Senior Center expenditures are higher due to wages, unemployment expenses, and food expenses being higher than normal.
- Debt services expenses are on time as expected.
- Average expenditures are at 16%.

Grant and Bond Revenues/Expenditures

- BBEDC Training has been reported in October and available expenses have been invoiced for reimbursement.
- Remaining grants are in the beginning stages of the projects.

Capital Project Revenues/Expenditures

- None at this time.

Fund Balance Evaluation:

- Fund Balance as of 09/30/2025.
 - Fund balance as of 06/30/2025 is still unaudited and is subject to change.
 - Ending fund balance at 06/30/2025 is currently \$11,034,867.
- Fund Balance as of 06/30/2026 (for original budget)
 - Fund balance if the original budget was in place is reflected in the 06/30/2026 column would be \$6,684,143.
 - An updated fund balance evaluation will accompany the next Rev & Expense Report to reflect the budget amendment.

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

	<u>09/30/25</u>			<u>09/30/24</u>				
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>		Uncollected	% Adj
<u>General Fund Revenues</u>								
General Sales Tax	\$ 3,400,000	\$ 544,318	16%	\$ 1,039,901	\$ (495,583)		(1,222.57)	16%
General Sales Tax - Remote	450,000	156,491	35%	152,403				
Alcohol Sales Tax	280,000	87,469	31%	85,481	1,989			31%
Transient Lodging Sales Tax	125,000	46,097	37%	34,732	11,365	-		37%
Gaming Sales Tax	15,000	4,509	30%	3,199	1,310			30%
Tobacco Excise Tax	280,000	49,624	18%	76,414	(26,790)			18%
Marijuana Excise Tax	90,000	17,192	19%	18,987	-			19%
Business License	17,000	400	2%	400	-			2%
Penalty & Interest - Sales Tax	17,000	2,196	13%	3,219	(1,023)	-		13%
Total Sales Tax	4,674,000	908,296	19%	1,414,736	(508,733)			19%
Real Property Tax	2,600,000	2,735,937	105%	2,574,193	161,744	(2,097,290.86)		25%
Personal Property Tax	700,000	753,535	108%	1,145,761	(392,225)	(472,275.83)		40%
Penalty & Interest - Property Tax	130,000	43,881	34%	41,899	1,982			34%
Total Property Taxes	3,430,000	3,533,353	103%	3,761,853	(228,499)			28%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-			0%
Shared Fisheries	150,000	-	0%	-	-			0%
Raw Fish Tax	20,000	-	0%	-	-			0%
Community Sharing	75,396	-	0%	-	-			0%
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881			100%
State Jail Contract	670,000	261,472	39%	231,664	29,808			39%
Motor Vehicle Tax	25,000	2,276	9%	2,570	(294)			9%
Ambulance Fees	60,000	15,031	25%	3,934	11,098			25%
Lease & Rental Income	35,000	4,190	12%	2,760	1,430			12%
Admin Overhead	202,405	56,277	28%	45,236	11,041			28%
PERS on Behalf	285,399	57,833	20%	39,044	18,789			20%
PERS Forfeiture Fund	25,000	-	0%	26,796	(26,796)			0%
Other Revenues	306,400	78,878	26%	158,573	(79,695)	(8,014.48)		23%
Total	2,464,600	1,016,256	41%	1,047,994	(31,738)			41%
Total	\$ 10,568,600	\$ 5,457,905	52%	\$ 6,224,582	\$ (768,970)			27%
<u>Special Revenue & Other Funds Revenue</u>								
Water	232,800	66,711	29%	60,876	5,835	(7,956.08)		25%
Sewer	463,300	105,612	23%	102,114	3,498	(10,740.70)		20%
Landfill	331,100	122,177	37%	148,000	(25,824)	(2,680.00)		36%
Port - Dock	746,600	122,575	16%	403,162	(280,587)	(8,474.54)		15%
Port - Harbor	158,780	93,852	59%	81,468	12,384	(18,496.00)		47%
Asset Forfeiture Fund	500	90	18%	108	(19)			0%
E-911 Service	67,000	16,584	25%	17,040	(456)			25%
Public Safety Reward	-	-	0%	-	-			

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

	<u>09/30/25</u>			<u>09/30/24</u>		
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	39,200	9,421	24%	3,444	5,976	24%
Senior Center (Grant)	76,000	2,966	4%	13,773	(10,806)	4%
Library (Grants)	38,578	6,775	18%	-	6,775	18%
Debt Service - Bond Investments	70,000	24,884	36%	29,424	(4,540)	36%
Debt Service - SOA Revenue	745,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-	-	-	-	-
Mary Carlson Estate	21,000	4,122	20%	5,432	(1,310)	20%
Ambulance Rental	-	-	0%	3,600	(3,600)	-
Total	\$ 2,989,858	\$ 575,768	19%	\$ 868,442	\$ (292,674)	18%
<u>Transfers</u>						
<i>From General Fund to Other Funds</i>						
Water	-	-	-	-	-	-
Landfill	544,400	9,843	2%	361,592	(351,749)	-
Senior Center	186,361	98,707	53%	67,417	31,290	-
Ambulance Reserve	50,000	11,125	22%	3,147	7,978	-
Equipment Replacement	-	2,805	0%	59,289	(56,484)	-
Capital Projects (Fund 7140)	-	-	0%	41,971	(41,971)	-
Landfill Closure (Fund 7150)	25,000	6,249	25%	-	6,249	-
Debt Service SRF Loans	51,011	-	0%	-	-	-
Debt Service Streets Bond	166,000	-	0%	-	-	-
Debt Service Firehall Bond	47,000	-	0%	-	-	-
Debt Service School Bond	319,750	-	0%	-	-	-
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	314,630	-	0%	26,877	(26,877)	-
Port - Harbor - Ice Machine	3,200	255	8%	1,370	(1,115)	-
Port - Harbor - Bathhouse	11,720	-	0%	3,716	(3,716)	-
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	5,652	8%	17,040	-	-
Transfer from Carlson Estate to Library	4,000	670	17%	1,003	-	-
Transfer from Wastewater to Water	-	14,278	0%	-	-	-
Total	\$ 1,790,072	\$ 149,584	8%	\$ 583,422	\$ (436,395)	
Total Revenues & Transfers	\$ 15,348,530	\$ 6,183,258	40%	\$ 7,676,446	\$ (1,498,038)	

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

	<u>Budget - FY26</u>	<u>09/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>09/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 31,557	26%	\$ 4,562	\$ 26,996
City Clerk	308,100	76,328	25%	70,147	6,181
Administration	651,050	147,665	23%	105,103	42,562
Finance	1,547,940	343,497	22%	329,922	13,575
Legal	100,000	40,126	40%	17,124	23,003
Insurance	375,000	84,110	22%	106,969	(22,858)
Planning	336,000	49,697	15%	47,871	1,826
Foreclosures	20,000	2,041	10%	4,666	(2,625)
IT	372,500	63,248	17%	107,156	(43,908)
Public Safety Administration	448,850	102,528	23%	85,392	17,136
Dispatch	842,850	201,315	24%	222,720	(21,404)
Patrol	1,566,000	309,411	20%	254,425	54,986
Corrections	780,945	220,738	28%	197,199	23,539
DMV	92,150	22,166	24%	22,938	(772)
Animal Control Officer	73,600	30,816	42%	30,856	(40)
K-9 Unit	2,000	0	0%	0	-
Fire	561,800	182,888	33%	249,147	(66,259)
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	504,400	92,138	18%	112,522	(20,384)
Building and Grounds	986,800	245,312	25%	231,308	14,004
Shop	606,600	70,473	12%	84,826	(14,352)
Street	698,400	80,112	11%	74,354	5,758
Library	184,195	40,159	22%	54,485	(14,326)
Grandma's House	90,900	3,042	3%	6,940	
City School	1,702,000	425,401	25%	850,347	(424,946)
Transfers to Other Funds	1,364,522	122,480	9%	499,226	(376,745)
Total	\$ 14,348,152	\$ 2,987,250	21%	\$ 3,770,203	\$ (779,055)

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

	<u>Budget - FY26</u>	<u>09/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>09/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	509,800	80,990	16%	44,480	36,510
Sewer	518,500	85,573	17%	42,042	43,531
Landfill	886,800	134,103	15%	328,106	(194,004)
Port - Dock	1,104,596	257,881	23%	336,327	(78,445)
Port - Harbor	488,330	173,536	36%	115,529	58,007
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	20,131	30%	90,092	(69,961)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	225,561	106,423	47%	80,786	25,637
Senior Center (Grant)	76,000	1,493	2%	19,687	(18,195)
Library (Grants)	38,578	15,241	40%	12,160	3,081
Mary Carlson Estate	6,255	1,136	18%	1,784	(648)
Ambulance Reserve Fund	15,000	-	0%	-	-
Debt Service SRF Loans	51,011	-	0%	-	-
Debt Service School Bond	1,064,750	-	0%	-	-
Debt Service Firehall Bond	47,000	-	0%	-	-
Debt Service Streets Bond	236,000	-	0%	-	-
Equipment Replacement	-	2,805	0%	192,554	(189,749)
Total	\$ 5,360,181	\$ 879,311	16%	\$ 1,263,547	\$ (384,235)
	\$ 19,708,333	\$ 3,866,562	20%	\$ 5,033,750	\$ (1,163,290)
Net Increase (Decrease) to Fund Balances	\$ (4,359,803)	\$ 2,316,696		\$ 2,642,696	\$ (334,748)

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

	<u>Budget - FY26</u>	<u>09/30/25</u> <u>YTD</u>	<u>Percent</u>	<u>09/30/24</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		-	-
SRF Loan - Landfill	200,000	-		-	-
AHSO	-	-		-	-
Legislative Grant Harbor	-	-		-	-
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		-	-
Curyung-Ice Machine	-	-		-	-
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	-	0%	8,590	(8,590)
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ -	0%	\$ 1,760,785	\$ (1,760,785)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-		554,795	(554,795)
SRF Loan - Landfill	200,000	-		-	-
AHSO	-	-		-	-
Legislative Grant Harbor	-	54,320		-	54,320
Southern Region EMS	-	-		-	-
SOA-DOH Grants	-	-		965	(965)
Curyung-Ice Machine	-	1,187	0%	-	1,187
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	73,400	7,318	10%	15,412	(8,094)
BBEDC Training Reimb	-	-		2,701	(2,701)
BBNC Training Reimb	-	-		-	-
Total	\$ 3,482,787	\$ 62,825	2%	\$ 2,326,067	\$ (2,263,242)
	\$ -	\$ (62,825)		\$ (565,282)	\$ (4,024,027)

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2025

Data Collected on:
11/13/2025

		<u>09/30/25</u>		<u>09/30/24</u>	
		<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u> <u>INC/(DEC)</u>
<u>Capital Project Funds Revenues</u>					
Harbor Mayor Sale Revenue		-	-		-
Total		\$ -	\$ -		\$ - \$ -
<u>Capital Project Funds Expenditures</u>					
Public Safety Building		-	-		-
Water Improvements		-	-		-
WasteWater Improvements		-	-		-
Snagpoint Erosion		-	-		-
Sewer Lagoon Aeration		-	-		-
Other Lift Station		-	-		-
Fire Dept Water Damage Repair		-	-		7,781
Landfill Closure (7150)		-	-	0	-
Landfill Shop Fire		-	-		-
Landfill Groundwater Well		-	-		-
Harbor cleanup		-	-		-
Total		\$ -	\$ -	0%	\$ 7,781 \$ -
		\$ -	\$ -		\$ (7,781) \$ -

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,568,600	\$ 5,457,905
Special Fund Revenue	\$ 2,989,858	\$ 575,768
Transfers In	\$ 1,790,072	\$ 149,584
Grant and Bond Revenue	\$ 3,482,787	\$ -
CIP Revenue	\$ -	\$ -
	<u>\$ 18,831,317</u>	<u>\$ 6,183,258</u>
General Fund Expenditures	\$ 14,348,152	\$ 2,987,250
Special Fund Expenditures	\$ 5,360,181	\$ 879,311
Grant and Bond Expenditures	\$ 3,482,787	\$ 62,825
CIP Expenditures	\$ -	\$ -
	<u>\$ 23,191,120</u>	<u>\$ 3,929,386</u>
Net Increase (Decrease) to Fund Bal	<u>\$ (4,359,803)</u>	<u>\$ 2,253,872</u>

Fund Balance Evaluation

	<u>Fund Bal.</u> <u>6/30/2025</u> <u>Unaudited</u>	<u>FY'26</u> <u>Revenue</u>	<u>FY'26</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY26 Fund Bal</u>	<u>Fund Bal.</u> <u>9/30/2025</u> <u>Unaudited</u>
General Fund	6,634,151.00	5,464,227	2,987,250	2,476,977	9,111,128
Planning Capital Project	1,030,472.00	-	-	-	1,030,472
Debt Service	67,107.00	24,884	-	24,884	91,991
Special Revenue Fund					
Water & Sewer	1,425,768.00	186,601	166,563	20,039	1,445,807
Landfill	(27,103.00)	132,020	134,103	(2,083)	(29,186)
Port - Dock	647,114.00	122,575	257,881	(135,306)	511,808
Port - Harbor	(78,176.00)	94,107	173,536	(79,429)	(157,605)
E-911 Service	267,909.00	16,584	20,131	(3,547)	264,362
Asset Forfeitures Fund	27,824.00	90	-	90	27,914
Reward Fund	400.00	-	-	-	400
Senior Center	(11,388.00)	111,094	107,915	3,179	(8,209)
Library (Grants)	(79.00)	6,775	15,241	(8,466)	(8,545)
Public Safety	-	-	-	-	-
Local Support	(11,868.00)	-	7,318	(7,318)	(19,186)
Covid, ARPA & LGLR Support	-	-	-	-	-
Capital Project Fund					
Ambulance Reserve Capital Project	437,515.00	11,125	-	11,125	448,640
Equipment Replacement Capital Project	73,306.00	2,805	2,805	-	73,306
School Project	(1,626.00)	-	-	-	(1,626)
Streets Project	100,772.00	-	-	-	100,772
Firehall Project	(48,058.00)	-	-	-	(48,058)
Dock and Harbor Capital Project	-	-	55,507	(55,507)	(55,507)
Public Safety Capital Project	-	-	-	-	-
Wastewater System Improvements	(101,006.00)	-	-	-	(101,006)
Water Improvement	-	-	-	-	-
SOA Loans Capital Projects	-	-	-	-	-
Jail Health care reimbursement	(9,079.00)	-	-	-	-
SOA DOH Grants	25,334.00	-	-	-	25,334
Denali Commission Project	-	-	-	-	-
Landfill Committed Funds	197,044.00	6,249	-	6,249	203,293
Permanent Fund					
Mary Carlson Estate	388,534.00	4,122	1,136	2,986	391,520
Snagpoint	-	-	-	-	-
Total	11,034,867	6,183,258	3,929,386	2,253,872	13,297,818

Fund Balance Evaluation

	<u>Fund Bal.</u> <u>6/30/2025</u> <u>Unaudited</u>	Budget Impact <u>FY'26</u> <u>Revenue</u>	<u>FY'26</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>FY26 Fund Ba</u>	<u>Fund Bal.</u> <u>6/30/2026</u> <u>Unaudited</u>
General Fund	6,634,151.00	10,639,600	14,348,152	(3,708,552)	2,925,599
Planning Capital Project	1,030,472.00	-	-	-	1,030,472
Debt Service	67,107.00	1,398,761	1,398,761	-	67,107
Special Revenue Fund	-	-	-	-	-
Water & Sewer	1,425,768.00	696,100	1,028,300	(332,200)	1,093,568
Landfill	(27,103.00)	875,500	886,800	(11,300)	(38,403)
Port - Dock	647,114.00	746,600	1,104,596	(357,996)	289,118
Port - Harbor	(78,176.00)	488,330	488,330	-	(78,176)
E-911 Service	267,909.00	67,000	67,000	-	267,909
Asset Forfeitures Fund	27,824.00	500	25,000	(24,500)	3,324
Reward Fund	400.00	-	-	-	400
Senior Center	(11,388.00)	301,561	301,561	-	(11,388)
Library (Grants)	(79.00)	38,578	38,578	-	(79)
Public Safety	-	-	-	-	-
Local Support	(11,868.00)	73,400	73,400	-	(11,868)
Covid, ARPA & LGLR Support	-	-	-	-	-
Capital Project Fund	-	-	-	-	-
Ambulance Reserve Capital Project	437,515.00	50,000	15,000	35,000	472,515
Equipment Replacement Capital Project	73,306.00	-	-	-	73,306
School Project	(1,626.00)	-	-	-	(1,626)
Streets Project	100,772.00	-	-	-	100,772
Firehall Project	(48,058.00)	-	-	-	(48,058)
Dock and Harbor Capital Project	-	-	-	-	-
Public Safety Capital Project	-	-	-	-	-
Wastewater System Improvements	(101,006.00)	-	-	-	(101,006)
Water Improvement	-	-	-	-	-
SOA Loans Capital Projects	-	200,000	200,000	-	-
Jail Health care reimbursement	(9,079.00)	-	-	-	-
SOA DOH Grants	25,334.00	-	-	-	25,334
Denali Commission Project	-	-	-	-	-
Landfill Committed Funds	197,044.00	25,000	-	25,000	222,044
Permanent Fund	-	-	-	-	-
Mary Carlson Estate	388,534.00	21,000	6,255	14,745	403,279
Snagpoint	-	3,209,387	3,209,387	-	-
Total	11,034,867	18,831,317	23,191,120	(4,359,803)	6,684,143

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council

Curt Armstrong
Jean Barrett
Steven Carriere
Triston Chaney
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 11/18/2025
To: Jack Savo Jr., Acting City Manager
From: Tracy O'Malley, Chief of Police
Subject: Monthly Report: November 2025

Patrol:

Sgt. Nickels, Officer Van Cor and K-9 Jey visited the Seventh Day Adventist School on 11/14/25.

Chief O'Malley attended the school board meeting on 11/17/25 and at the request of the school superintendent did a short presentation.

Both Sgt. Nickels and Officer Tanner are attending trainings this week.

Officer Van Cor attended the Child Advocacy Meeting on 11/18/25.

Chief O'Malley will be attending the CAANDU meeting on 11/20/25.

Dispatch:

We had a total of 146 calls for service from September 21, 2025 to October 20, 2025.

2.74% DUI (4)

23.97% EMS Calls (35)

1.06% Animal Calls (3)

2.05% Agency Assist (3)

4.10 Vehicle Accidents (6)

9.59% Welfare Checks (14)

1.37% Reckless Driving (2)

17.80% Disturbances (26)

4.79% Traffic Stops (7)

4.10% Assault DV/Non DV (6)

.68% Trespass warnings (1)

DMV:

02 – Commercial D/L

27 – Driver License

10 – Identification Cards

00 – HC Permits (No Fee)

01 – Miscellaneous Fees

18 – Vehicle Registration

11 – Title / Lien

00 – Boat Registration

02 – Road Test

03 – License Services

10 – AK Written Test

Corrections:

Twenty inmates were held in the jail during the last month.

Animal Control:

Three dogs were taken into the pound this month. ACO Romie is continuing to train for euthanasia licensure.

The City is seeking volunteers for the pound. This would include caring for animals and assisting with clinics. The animal clinic is taking place this week.

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council
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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager
Date: November 19, 2025
Re: December 2025 Report

PLANNING COMMISSION: The Planning Commission met on November 12, 2025. The main topics of discussion involved reviewing the comments from the kick-off meeting with Agnew::Beck, Road Maintenance and Ownership, and Parking Lot Standards. It was decided to focus the December meeting on Road Maintenance and Ownership. I will be compiling municipal code, DOT owned roads, the Curyung Tribal Council's Long Term Transportation Plan, and other information. Depending on the discussion we should have a resolution to present to the City Council by January. I will be attending public meetings over the next few weeks to discuss this issue. I will be speaking at the CANDU meeting on November 20th and will be working with Cade Woods to develop a presentation for UAF's Lunch and Learn. I encourage Council members to attend our Planning Commission or these other public meetings to hear the discussion.

EPA Landfill Appropriation:

The City of Dillingham's 4.72-million-dollar project officially started on October 1st, 2025. Now that the government shutdown is over, I have heard back from our EPA contracts and grant specialist. She assured me that our contract is entering the final stage and we should expect our agreement before the Thanksgiving Holiday. This has been a long process, but it finally appears we will be able to begin work by December.

Harbor Lights and Harbor South End:

We have been in communication with Nushagak Electric on behalf of the City of Dillingham. Since the weather has changed and the ground is now frozen, we have decided to postpone the construction activities until Spring of 2026. We have contacted Nushagak Electric and have requested a meeting in February/March of 2026 to coordinate the details and try and get the work accomplished before the Harbor starts receiving fishing vessels.

Snag Point Erosion Appropriation:

I have been working with Acting City Manager Jack Savo Jr. on this project. I have completed a scope of work and budget for review by FEMA. The scope and budget were reviewed on November 5th, 2025. Only a few questions and suggestions were offered, and I have since made the changes and adjustments. We are still being held to a strict timeline, and we are in the process of requesting an extension. We will update the Council when we receive a response from our funder on whether an extension is granted or not.

Dillingham Airport Waterline Extension:

The Council awarded RESPEC with the contract for engineering and design on the airport waterline extension. RESPEC has already begun their work and has scheduled a site visit for December 2nd through December 4th. They will be in town to look at our existing system and gather preliminary data. I will also be providing them with previous documents on past waterline extension models that were designed for the City of Dillingham in 2015 and 2022. I am excited to get started on this project.

Rural Electric Vehicle Supply Equipment Deployment (ARED) Project

I was connected with Andrea Tousignant, MPA, at the Alaska Municipal League through Kristina Andrew of Deerstone Consulting. After reviewing Andrea's proposal for the Alaska Rural Electric Vehicle Supply Equipment Deployment (ARED) project, I found the initiative compelling and am looking forward to discussing this opportunity with Andrea to explore potential collaboration on advancing EV adoption in rural Alaskan communities.

Updates/News:

I was contacted and held a meeting with a local future business owner. He had recently won a small business competition sponsored by BBNC for his E-Bike rental business. We discussed permits and requirements for a business of this type. I wanted the Council to be aware because his idea could prove to be very helpful to residents, fisherman, and potential tourists. Plus supporting local business is always a good thing. As more details become available, I will provide them.

CIP 2024-2029

Below is the list of the top projects from the latest Capital Improvement Program. The CIP is reviewed annually, and new projects may be submitted for review and inclusion.

1 Downtown Fire Hall Replacement. Estimated	\$14,018,000
2 Water System Improvements. Phase IV PFAS	\$10,000,000
3 Wastewater System Upgrades. Improvements beyond the Harbor	\$8,649,519
4 Harbor Revetments and Breakwater/Emergency Bank Stabilization	\$1,659,000
5 New Landfill Trash or Ash Cell	\$ 6,500,000
6 Snag Point Erosion/Sewer Lagoon Bank Stabilization	\$4,800,000
7 Replace one well at the Landfill for Ground Water Monitoring	\$89,500
8 Repair Landfill Shop	\$1,300,000

Mayor

Alice Ruby
Triston Chaney
Jean Barrett
Kaleb Westfall
Steven Carriere
Curt Armstrong
Kevin McCambly



MEMORANDUM

Date: November, 19th 2025

To: Jack Savo, Acting City Manager

From: Scott Runzo, Fire Department Coordinator

Subject: Fire/EMS Report

Acknowledgements and Recognitions

- For all volunteers that responded and stayed on scene for the large fire we had in Nerka. The whole team did an outstanding job and saved a structure.
-

Fire Board Members

- **Fire Chief:** Koolie Heyano
- **Assistant Fire Chief:** Kevin Hardin
- **Medical Squad Director:** JJ Larsen
- **Member at-large:** Kim Larsen

Department Accomplishments & Upcoming Activities

- Fire training has started, and we had our first Fire training with good results
- Fire training has really paid off, and it was very evident on our last fire.
- Fire and EMS volunteers taught over 180 elementary kids in October.
- We are waiting for new battery-operated extrication equipment. The value of this funding is 30 thousand and is critical to operations
- We had elections for new officers. During this process we have revised the board structure to have less positions for greater efficiency
- EMS has sent the final comprehensive Memorandum of Understanding (MOU) with BBAHC to the city manager to finalize it with the lawyer.

Projects – Progress, Public Engagement & Preparations

- Pi-Lit program is coming to Dillingham. These are sensors provided by DOT and will be placed on our vehicles to map our streets in hopes of preventing accidents.
- EMS will be presenting a rate comparison study to evaluate and revise the ambulance fee structure to the council after the first of the year.
- A new ambulance is in the spec process in preparation for replacing the A-2 at the downtown station.
- We are preparing to move into phase two of the new Fire Hall building project this next phase will move us to a shovel ready project.
- This fall, we will collaborate with local schools to introduce new prevention programs for elementary and middle school students.
- EMS and Fire completed a Wilderness Survival training course for the public, and it was well received.

Public Feedback

- The wilderness survival training was completed in October
-

Mayor
Alice Ruby

Acting City Manager
Jack Savo, Jr.



Dillingham City Council
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Kevin McCambly

MEMORANDUM

Date: November 14, 2025
To: Jack Savo, Jr., Acting City Manager
From: Phil Baumgartner, Public Works Director
Subject: Monthly report

Four employees are soon to complete Heavy Equipment Operator training. Our new Foreman started on the 13th. He comes with experience in operations, maintenance, regulatory compliance and reporting, with asset management and preventative maintenance software utilization. With this skill set, our able crew, and Asset Essentials (a.k.a. Brightly) software, we expect to see progress toward improving our monitoring, planning and reporting of the City's assets.

Two Heavy Equipment Operator and one Fleet Mechanic positions in Public Works remain open. We have two upcoming internal training sessions lined up. One for employee benefits. The other is for the Public Works crew navigating the payroll structure of the new Local Union Collective Bargaining Agreement.

Recent Council approval has enabled us to move forward with Respec on the Airport Waterline Extension and purchase of a new grader.

On going research to find effective and efficient methods to maintain our community we learned of a Boom & Mulcher-head attachment designed for graders. The tool "mows" the shoulder of roads and overhanging branches. We are pursuing purchase at a discounted rate through NC Machinery for manufacturer install prior to shipping in the Spring '26. This tool increases driver and pedestrian safety, makes our town more inviting to guests and enhances pride in our community.

The Public Works Office Assistant, Foreman and I are utilizing online training for asset management, data collection and recording to better our scheduling, tracking and reporting.

Accomplishments:

The Water/Wastewater department has repaired multiple fire hydrants, bringing us down to having only two units requiring maintenance. The registry of all water distribution systems and assets was completed and submitted. Starting a new Water/Wastewater rate study. Both operators are enrolled in online water treatment, distribution and wastewater treatment training.

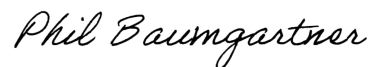
With the onset of winter, our Building and Grounds crew have moved to more indoor maintenance tasks. Time will be spent with the Foreman evaluating facilities, vehicles, equipment and processes to establish status of the City.

Document retention and disposal is ongoing. Research on vehicle and equipment replacement schedules continues.

Upcoming Activities/Events:

Alaska Municipal League annual conference, Asset Management training, Snag Point Erosion RFP, year-to-date budget review, research of water/wastewater metering systems, outfitting equipment for snow removal & sanding

Respectfully,



Phil Baumgartner
Public Works Director

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



Dillingham City Council

Curt Armstrong
Jean Barrett
Steven Carriere
Triston Chaney
Kevin McCambly
Kaleb Westfall

MEMORANDUM

Date: 11/12/2025
To: Jack Savo Jr., Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: November 2025

Upcoming Events:

- ~11/19: Winterize and shut down Dock facilities
- 11/24: AAHPA Board meeting
- 12/11: Monthly Meeting w/ MARAD and PND

Projects – Progress and Public Impacts:

- Replace compressor for cold storage in icehouse
- Develop a plan for improved Kanakanak Beach Access maintenance
- Work with PND Engineering to acquire all necessary permits for PIDP Grant
- Work with Nushagak Coop. and Public Works to restore harbor lights and extend primary power
- Work with PW Director and Planning Director to improve security and efficiency at Dock facilities
- Develop plan for more efficient/effective enforcement
- Working with PW Director and CRW to restore Dock lighting
- Exploring options for Harbor breakwater
- Working with Finance Director to request reimbursement for Ice machine expenses

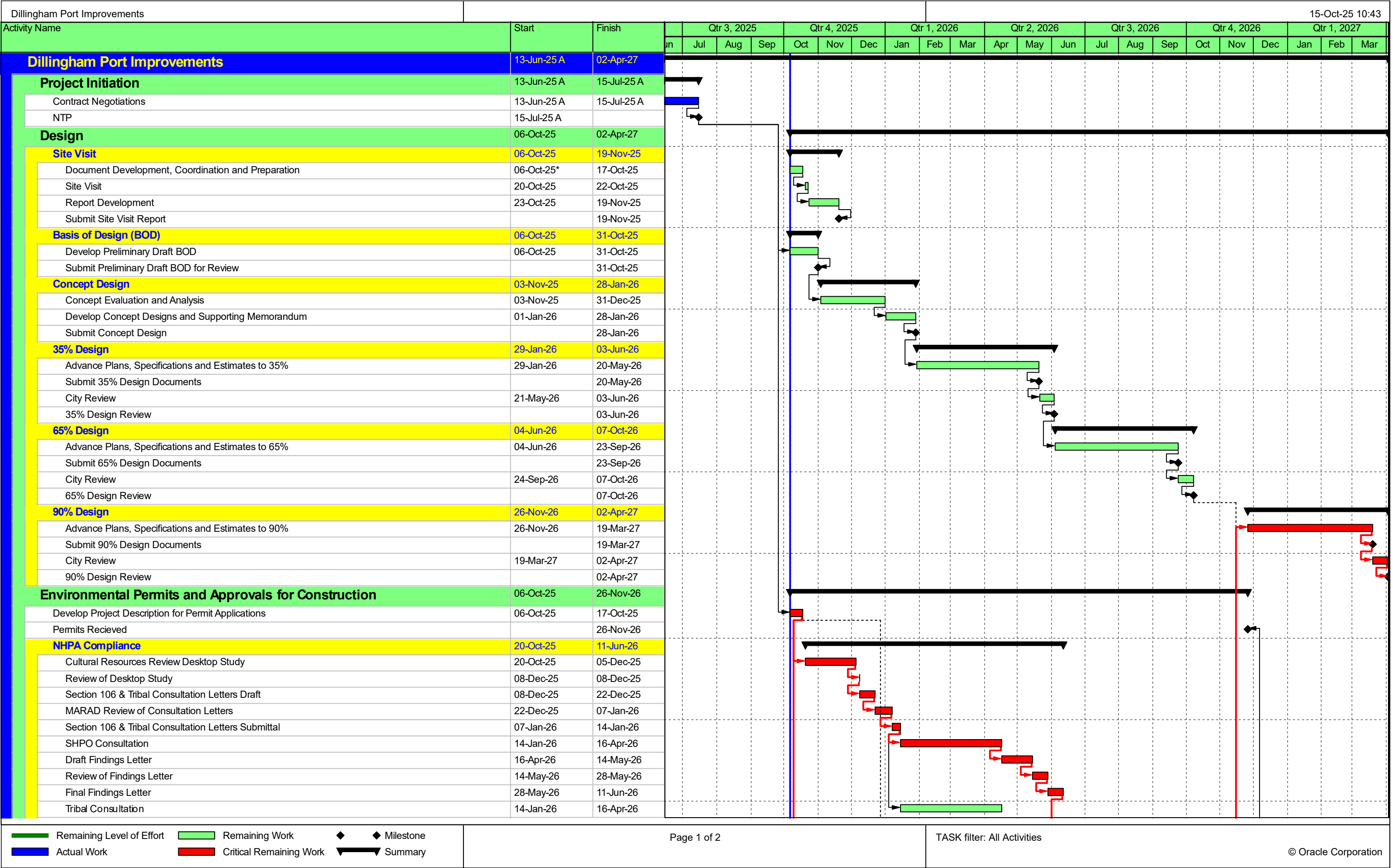
Completed Projects:

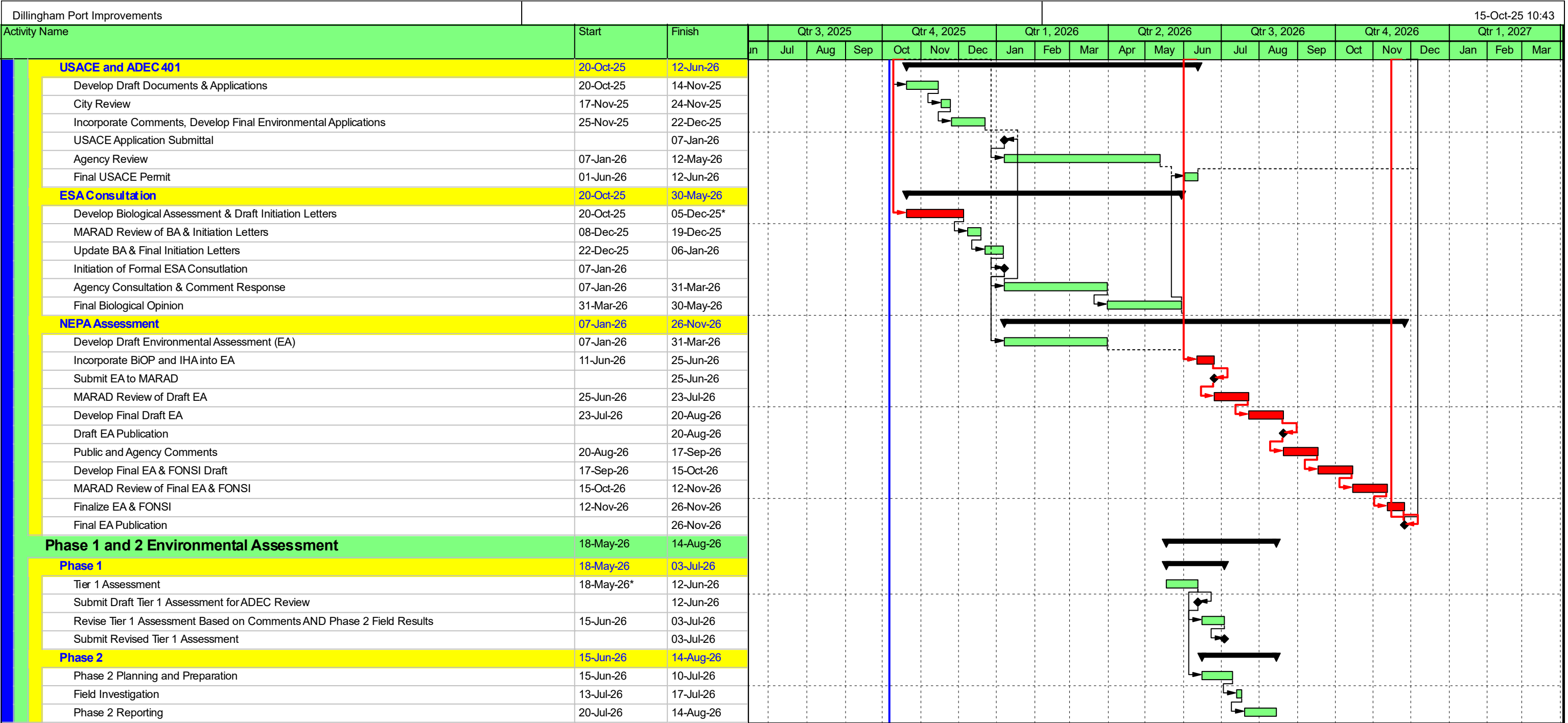
- 10/20-10/24: Alaska Association of Harbormasters and Port Administrators (AAHPA) Conference in Juneau. Points of emphasis:
 - Operations and Maintenance
 - Harbor Success
 - Asset Management
 - Safety & Spill Response
 - Communication & Outreach
 - Use of AI in the Workplace
 - Planning for Success
 - Architectural Planning

- Public Process
- Engineering Process
- Building Local Capacity
- Grant Opportunities
- Project Permitting
- Building Partnerships
 - Customer Service
 - Connecting with City Management
 - Politics & Perseverance
 - Commercial Fishing
- Appointed to Board of Directors for AAHPA
- 10/16-10/17: PIDP grant Bingman property preliminary site visit with MARAD and PND Engineers
- 10/28: Meeting with PND to discuss Harbor project
 - Received updated timeline draft for Harbor Improvements project (attached)
- 11/13: Meeting with MARAD/PND to discuss existing conditions, scope, schedule, and budget as well as next steps for Harbor Improvements project
- Met with representative from Alaska Clean Harbors to discuss our Harbor
- Coordinated with PW to remove bulkhead ladders before ice sets in
- Publish revised Terminal Tariff on COD website

Public Feedback:

- Repair cold storage for ice machine
- Restore harbor lights
- Repair/Replace docks





Remaining Level of Effort

Remaining Work

Actual Work

◆

 Milestone

Critical Remaining Work

Summary

Page 2 of 2

TASK filter: All Activities

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Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Jean Barrett
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Kaleb Westfall
Kevin McCambly

MEMORANDUM

Date: November 19th for the period beginning October 25, 2025
To: Jack Savo Jr., Acting City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for November

Recognition:

- A big thank you to Tail Breaker Veterinary Services for spending a week here and seeing so many of our pets. (97 pets are scheduled to be seen during this clinic.)
- Thank you to Michael Filipek, Jr. of Bristol Bay Diner for making meals for seniors on the delivery list while the senior center cook was out.
- Thank you to all the volunteers who have stepped up to drive seniors and deliver meals.
- Thank you to the library advisory board members who have volunteered their time to organize the library.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- *Travel Scholarships update: I was awarded the Energy Efficiency and Conservation Block Grant (EECBG) Annual Conference Scholarship for up to \$1574, Triston was awarded the Alaska Community Connectivity Action Plan (ACCAP) Annual Conference Stipend for up to \$1200. Jean and Steve also had scholarships applied for in their names but the award notifications would have gone to their council emails.*
- *Foreclosure Update: Three Certificates of Redemption have been prepared for Bristol Bay Recorder's Office for recording. More are expected to come in before December 18th. The time for the end of the redemption period for the 2018-2022 Foreclosure list is on or after December 18th, 2025. After that, properties can no longer be redeemed. Local public notices of the end of the Redemption period for the foreclosure were posted at AC and the Post Office and the Library and City Hall on November 14th. Certified letters went out to everyone on the list on November 14th. Newspaper ads will be published weekly from November 20th until December 11th, 2025. Public Notice Posts were made to the City Website and Facebook on 11/18/2025. Follow up letters continue to go out.*

- *Public Notices for all meetings and events made, published and posted*
- *Continued to provide oversight to the library and senior center through fire and safety inspection follow-up. Attended Library Advisory Committee Meeting November 18th. Interviews in process for Librarian/ Community Services Director Position.*
- *Presided over the public meeting for and opened RFP 2025-03 as planned on November 14.*
- *Minutes, Ordinances and Resolutions approved before my time as clerk have now been scanned and uploaded to the City Website.*
- *Election tasks to date completed. This represents six pages of single-spaced checklists for tasks that began in June this year. There is only one more task left to do on that list and that is to seek permission from the legal team to destroy old ballots and then burn them. This is part of our records retention policy.*
- *More work was done on the website update. We are currently looking at a January 2026 launch date for the new website if all goes according to plan.*
- *One Jurassic Parliament training completed, Preparing for Clerk training at AML.*

Upcoming Meetings in the Council Chambers & Important Dates: Dec.- Feb

- TBD _____ Public Outreach Committee meeting
- December 15, MOU (10 AM in the Council Chambers)
- December 4, 7:00 PM, **Regular Council Meeting** (With a 5:30 housing workshop)
- December 10, 1/14/2026, 2/11/2026: **Planning Commission 5:30 PM**
- December 17, 01/15/2026, 02/12/2026: **Code Review Committee, 5:30 PM**
(December meeting will need to be rescheduled due to AML)
- December 15, 01/21/2026, 02/18/2026: **Finance and Budget, 5:30 PM**
- **AML December 8-13**
- **School Facilities meeting should happen on the third Wednesday in January**
- **Observed City Holidays: November 27-28, December 24, 25, 31, Jan 1, Feb 16**

Requests for the Council:

Please allow the BOE to convene for a hearing on a late filed appeal to determine if the taxpayer was “unable to comply” with the 30-day appeal window. This is the only action open to the City given our City Code requirements for late filed appeals and the fact that what is being asked is not the correction of a clerical error. The relevant City Code is attached, as is a memo from our legal team on the subject.

4.15.125 Appeals to board of equalization.

- A. A person whose name appears on the assessment roll or his agent or assigns may appeal to the board of equalization for relief from an alleged error in valuation.
- B. No appeal may be taken unless the applicant files with the city clerk written notice of appeal specifying grounds for such appeal within thirty days from the date the assessment notice was mailed.
- E. As soon as practicable after the deadline for filing appeals expires, the board shall convene an organizational meeting to determine the number of outstanding appeals and schedule hearings. No more appeals shall be accepted except as provided in subsection G of this section.
- F. **Hearings for all outstanding appeals shall be held prior to May 15th of the tax year for which the assessment is appealed**, unless the board determines at its organizational meeting that additional time is necessary to conduct all the hearings. **All hearings and assessments must be complete before the council considers the resolution required by Section 4.15.020(B).**
- G. A property owner who seeks to appeal the assessor's valuation after the thirty-day filing period has closed may request a finding that the property owner was unable to comply with the requirement to timely file an appeal by filing a written request with the city clerk within fourteen days after the inability to comply ceased or within fourteen days after the taxpayer should have become aware of the reason for filing the appeal, whichever is earlier. The written request must include information sufficient to determine whether the request has been submitted within the time stated in this section.
1. Each letter shall be considered in a scheduled hearing by not less than three members of the board of equalization, although the entire board may convene if available and convenient. The city clerk shall provide notice to the public and the property owner no less than five days prior to the hearing. The panel shall only consider reasons the appellant was unable to comply within the thirty-day period and shall not consider evidence regarding property valuation. The panel's determination shall be based on the letter and supporting documents. A taxpayer may not make an oral presentation at this hearing.
 2. The panel shall interpret the term "unable to comply" to mean that a property owner has demonstrated compelling reasons or circumstances that were beyond the property owner's control and which would prevent a reasonable person under the circumstances from filing a timely appeal.
 3. If the request is denied, the city clerk shall notify the property owner of the panel's decision. If the request is granted, the property owner shall have thirty days from the date the city clerk so notifies the property owner to file an appeal and submit all evidence required by Sections 4.15.130(G) and (J). A hearing shall be scheduled to occur within thirty days from the deadline identified in the previous sentence, and a decision rendered at the conclusion of the hearing or as soon as practicable thereafter.
 4. A request for a finding of inability to comply is limited to an appeal of the notice of assessment for the current assessment year. (Ord. 13-02 § 4 (part), 2013; Ord. 14-05 § 4, 2014.)

Senior Center

Accomplishments and Opportunities for Oct. 20th- Nov. 16th, 2025

Accomplishments

- Days opened when meals were served: 15, with 280 congregate meals served.
- Days the van ran: 19, with 155 people given rides and 281 home meals delivered.
- The Senior Center was rented out 6 times during this period.
- Five fantastic van volunteers have been delivering the home meals in the mornings and giving elders rides in the afternoons. We appreciated Maason Savo, Erica Tweet, Maryanne Dickey, Paul Liedberg, and Nate Carlow for their service. During this time, Maason drove (4) days, Erica (2), Maryanne and Paul (4), Nate (1), and Sonja Marx (10).

Staffing Update

- The volunteers have helped lighten the load on the other staff by driving, cleaning, etc.
- The City of Dillingham has advertised the Librarian/Community Services Coordinator position along with posting the current job description combining the two jobs.

News

- Future opportunities are in the works at the Senior Center as the BBAHC Departments wish to present various topics for the seniors prior to hosting an event such as BINGO. We appreciate how other organizations in our community want to help support the seniors to foster learning while having fun and socializing.

Grant Reporting

- Grant reporting is in progress for the various grants.

Needs

- The senior center gladly accepts subsistence food donations.
- Senior Advisory Board members are needed to fill open seats.

Library

Accomplishments and Opportunities for Oct. 20th - Nov. 16th, 2025

<i>Library Stats for October 20 – November 16, 2025</i>	
460 Patron count	47 Desktop computer usage
378 WiFi session count	25 Museum visitors
	1 Volunteer hour
1 AWE station usage	27 Storytime attendees
566 items were checked out from October to November 16, 2025	
The Library was closed on Tuesday, November 11 th for Veterans Day.	

Staffing Changes

- Short staffed for 1 week during this 4-week period.
- The Librarian/Community Services Coordinator position is being advertised along with the job description for the combined job for the Dillingham Public Library and the Dillingham Senior Center.
- Continuing to complete grant reports.
- The LINKED grant librarians held an event for children and their families at the library on Saturday, November 15th from 10 am to 12 pm showcasing Dan Santat, author and illustrator of over a hundred books for young people.

Library Advisory Board News

- Seeking to fill one LAB seat.
- The LAB met at 5:30 pm at the library on Tuesday, November 18th with upcoming work sessions planned.

FOL updates

- The Friends of the Library will be hosting a “Holiday Books and Cookies” event on December 10th from 5-6 pm at the Dillingham Public Library. This is geared toward the younger crowd (10 and under)
- The FOL have a seat to fill on their board.

Needs

- Two volunteer applications have been received; more volunteers are needed.

Sonja Marx

Acting Librarian/ Community Services Coordinator