



City of Dillingham, Alaska

Daniel E. Decker Sr., Acting City Manager

Monthly Report to the City Council – September 2024

Date: October 3, 2024

To: Mayor Alice Ruby and Members of the City Council

1. Administration and Operations

- **City Staffing:**
Staffing levels remain stable across most departments. HR continues to collaborate with department heads to address ongoing staffing needs and facilitate evaluations as we prepare for the upcoming fiscal year.
 - **Grants and Funding:**
The City is actively pursuing several funding opportunities, including state and federal grant applications for infrastructure improvements.
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2. Public Safety

- **Bear Problem and ADF&G Meeting:**
The City held discussions with the Alaska Department of Fish and Game (ADF&G) this month to address the ongoing issue of bear activity within city limits. We are actively working on solutions to mitigate the risks posed by increasing bear encounters. Plans include launching public awareness campaigns, securing waste disposal sites, and exploring further bear deterrence measures.
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3. Public Works

- **Roads and Maintenance:**
Routine Road maintenance is ongoing on key access roads. Seasonal preparations for winter are underway, with a focus on securing supplies for snow removal and equipment maintenance. Additionally, we have completed the bidding process for the demolition of the building at 1000 Kanakak Road (Bingman Property), targeting completion before the winter freeze.



4. Harbor and Port

- **Operations:**
Harbor activity decreased in September as the peak fishing season concluded. Preparations for the offseason are in progress, including the winterization of harbor facilities and the removal of harbor floats for the winter.
 - **Revenue:**
September's harbor revenues were in line with projections for the end of the fishing season. The finance department is currently reviewing the final figures for the year.
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5. Financial Report

- **Audit Preparation:**
The finance department is in the process of completing preparations for the FY24 audit review.
 - **Budget Planning:**
Initial planning for the FY2025 budget will begin in October, with a focus on departmental input and prioritizing capital projects. Public budget hearings are scheduled for late October.
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6. Other Notable Items

- **Lobbyist:**
We received two bids for lobbyist services. After reviewing, we have decided to award contracts to both bidders, pending the results of reference checks.
- **Dillingham City School District Meeting:**
Mayor Ruby and I met with representatives of the Dillingham City School District to discuss the ongoing housing challenges affecting teachers.



Looking Ahead

- **Winter Readiness:**
In October, our focus will be on completing winterization efforts, ensuring all critical systems, including heating and public works equipment, are ready for the season.
- **Legislative Priorities:**
Preparations are underway for the upcoming Alaska State legislative session. The city is developing its priorities for state funding requests and legislative advocacy, particularly concerning infrastructure and emergency services.

Thank you for your continued support and guidance. I look forward to discussing these items and more at the upcoming council meeting.

Respectfully Submitted,

Daniel E. Decker Sr.

Daniel E. Decker Sr.

Acting City Manager, City of Dillingham

Mayor
Alice Ruby

Acting Manager
Daniel Decker



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

MEMORANDUM

Date: September 25 2024

To: Daniel Decker, Acting City Manager

From: Anita Fuller, Finance Director

Subject: Monthly Report

Acknowledgements and Recognitions:

August Statistics: As of date of report.

Cash Receipts: \$1,356,240.47

All Payments: \$2,952,249.78 (includes \$314,322.66 for 2 payrolls & 4 supplement payrolls).

Council Considerations/Recommendations:

- Ongoing, Dock and Harbor tariff rates need to be evaluated to offset the amount of expenses experienced by the departments.
- Ongoing, DMC 4.07 Regional Fisheries Improvement Fund, 4.20 Tax on Sales of Raw Fish and 4.22 Severance Tax need to be reviewed by Code Committee to determine necessary changes required from the changes made with annexation.

Department Accomplishment and Opportunities for September:

Accomplishments

- Ongoing development of vehicle and mobile equipment spreadsheet. APEI Insurance updates have been submitted on vehicles in use with the city.
- Department has received an increase in complimentary comments on customer service over the month.

Staffing

- Finance Director – A remote work agreement has been made with the City Manager to allow for every other month to work in Dillingham.

- Account Tech II and Account Tech III - Job switch has happened with Basil Tilden as the Account Tech II, Receivables and Kortney Johnson as the Account Tech III, Payroll/Payables.
- Training of Cashier, Payroll and Receivables is going well.

Grant Reporting

- Asset Forfeiture reporting completed for FY25.
- PLA Grant approval submitted for the reduced amount of \$1,825.

Budget

- FY25 Budget revisions will begin at the end of them on the month with department heads.

Projects – Progress and Public Impacts:

Audit

- FY24 Audit – Test work is being pulled for final review. Federal and State grant schedules have been completed. Auditors will be on site 09/30/2024. Final review scheduled for November 11, 2024.
- Audit is on target for February presentation to the council to meet required deadline.

Projects

- Implementation in process. Past data has been imported and ready for City staff to review accuracy as of 09/22/2024. Start date is being discussed to see if it can assist with FY25 Budget Revisions.
- Sharepoint Migration has been completed for all departments.
- Scanning of payables has been a focus to move towards an electronic filling system for Finance.
- Evaluation of electronic timesheets ongoing. Dependent on IT upgrades.

Personal Property Tax

- Personal property tax has been sent to Code Committee for review 09/28/2023 and is ongoing.

Collections

- A foreclosure list has been filed with the courthouse for 2017-2022 tax years. Two properties have been paid in full and are removed from the list. There are ten remaining properties.
- Promissory default notices mailed at the end of August.

Utility Rates Evaluation

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

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- November 1, 2024 – First half property tax payments due.
- November 3, 2024 – Penalty will be assessed on all property taxes if the first half payment is not made.

- December 1, 2024 – Allowed to pay on December 2, 2024. Second half property tax payments due if 1st half was paid by Nov 1, 2024.
- December 3, 2024 - Penalty assessed to remaining balance of property tax to those taxes where first half was paid on time and not paid by December 2, 2024.

Revenue and Expense Report – February – June 2024

Information providing support for July 2024. July 2024 impact on the fund balance is an increase of \$2,762,495. Which is typical due to property taxes being invoiced on 07/01/2024. The expected percentage is 8%.

- Real and personal property taxes are as expected. Penalty & Interest is high. Which causes the overall revenue to be 38%. The actual amount collected is 12%.
- The Telephone State Tax is received after the fiscal year is over.
- Shared Fisheries, Raw Fish, Community Sharing, PILT, State Jail Contract, Motor Vehicle tax arrive later in the year.
- PERS Forfeiture fund has already exceeded expectation. Will review with budget revision.

Special Revenues & Other Funds Revenue

- Harbor revenue is high as expected due to the bulk of Harbor stickers purchased in May and June of each year.

Transfers

- All transfers are as expected.

General Fund Expenditures

- All expenses are as expected.

Special Revenues & Other Funds Expenditures

- All revenue and expenses are as expected.

Grant and Bond Revenues/Expenditures

- The Lagoon Aeration project is in full motion and is expensed by the LGLR grant and the SRF Loan.

Capital Project Revenues/Expenditures

- Snagpoint erosion project has not started.

The Sewer Lagoon city portion is not expended until grant funding is spent.

Balance Sheet

Will be presented with quarterly with the September 2024 report.

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,200,000	\$ 374,046	12%	\$ (119,382)	\$ 493,428	(877.54)	12%
General Sales Tax - Remote	425,000	45,206	11%	(55,344)			
Alcohol Sales Tax	280,000	27,701	10%	27,383	318		10%
Transient Lodging Sales Tax	150,000	10,956	7%	22,385	(11,429)	-	7%
Gaming Sales Tax	45,000	3,199	7%	-	3,199		7%
Tobacco Excise Tax	300,000	22,195	7%	34,709	(12,514)		7%
Marijuana Excise Tax	90,000	5,272	6%	10,444	-		6%
Business License	17,000	250	1%	300	-		
Penalty & Interest - Sales Tax	17,000	766	5%	1,304	(537)	-	5%
Total Sales Tax	4,524,000	489,593	11%	(78,201)	472,465		11%
Real Property Tax	2,460,000	2,472,978	101%	2,476,512	(3,534)	(2,177,650.39)	12%
Personal Property Tax	1,098,000	1,052,793	96%	573,653	479,140	(906,070.28)	13%
Penalty & Interest - Property Tax	130,000	37,627	29%	25,476	12,151		29%
Total Property Taxes	3,688,000	3,563,399	97%	3,075,641	487,758		13%
Telephone Gross Receipts State Tax	70,000	69,204	99%	(83,984)	153,188		99%
Shared Fisheries	600,000	-	0%	-	-		0%
Raw Fish Tax	20,000	-	0%	-	-		0%
Community Sharing	75,396	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	520,000	-	0%	522,976	(522,976)		0%
State Jail Contract	720,000	-	0%	-	-		0%
Motor Vehicle Tax	25,000	-	0%	(3,571)	3,571		
Ambulance Fees	60,000	882	1%	1,299	(417)		1%
Lease & Rental Income	35,000	920	3%	910	10		3%
Admin Overhead	157,405	9,251	6%	13,698	(4,447)		6%
PERS on Behalf	168,162	13,522	8%	6,328	7,194		8%
PERS Forfeiture Fund	25,000	26,796	107%	14,422	12,374		107%
Other Revenues	298,800	41,866	14%	19,087	22,779	-	14%
Total	2,774,763	162,441	6%	491,164	(328,724)		6%
Total	\$ 10,986,763	\$ 4,215,432	38%	\$ 3,488,604	\$ 631,499		10%
Special Revenue & Other Funds Revenue							
Water	229,211	22,735	10%	20,882	1,853	(6,302.64)	7%
Sewer	462,111	34,103	7%	36,037	(1,933)	(4,800.71)	6%
Landfill	346,032	47,275	14%	50,855	(3,580)	(18,387.00)	8%
Port - Dock	750,402	108,572	14%	8,196	100,376	(97,211.37)	2%
Port - Harbor	157,912	63,715	40%	20,073	43,642	(3,168.00)	38%
Asset Forfeiture Fund	500	34	7%	43	(10)		0%
E-911 Service	67,000	5,693	8%	4,069	1,624		8%

City of Dillingham

Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:

9/20/2024

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	49,059	883	2%	2,364	(1,481)	2%
Senior Center (Grant)	80,450	-	0%	(69,140)	69,140	0%
Library (Grants)	38,578	7,419	19%	(11,579)	18,998	19%
Debt Service - Bond Investments	80,000	9,562	12%	8,677	885	12%
Debt Service - SOA Revenue	742,060	7,447	1%	7,457	(10)	
Debt Services - Streets Refund	-	-		-	-	
Mary Carlson Estate	21,000	1,844	9%	1,810	34	9%
Ambulance Rental	14,400	1,200	8%	-	1,200	
Total	\$ 3,038,715	\$ 310,483	10%	\$ 79,745	\$ 230,738	6%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	662,724	75,607	11%	54,658	20,949	
Senior Center	281,383	15,607	6%	4,281	11,326	
Ambulance Reserve	50,000	794	2%	1,169	(376)	
Equipment Replacement	220,000	-	0%	84,620	(84,620)	
Capital Projects (Fund 7140)	368,694	-	0%	-	-	
Landfill Closure (Fund 7150)	25,000	-	0%	-	-	
Debt Service SRF Loans	51,461	-	0%	-	-	
Debt Service Streets Bond	151,500	-	0%	-	-	
Debt Service Firehall Bond	43,000	-	0%	-	-	
Debt Service School Bond	318,440	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	258,263	-	0%	-	-	
Port - Harbor - Ice Machine	-	-		-	-	
Port - Harbor - Bathhouse	13,470	-	0%	-	-	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	67,000	4,395	7%	4,209	-	
Transfer from Carlson Estate to Library	4,000	337	8%	333	-	
Transfer from Wastewater to Water	102,068	-	0%	-	-	
Total	\$ 2,617,003	\$ 96,739	4%	\$ 149,270	\$ (52,721)	
Total Revenues & Transfers	\$ 16,642,481	\$ 4,622,654	28%	\$ 3,717,619	\$ 809,516	

City of Dillingham
Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
9/20/2024

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 146,350	\$ 202	0%	\$ 7,000	\$ (6,798)
City Clerk	326,797	15,486	5%	889	14,597
Administration	771,879	23,396	3%	21,386	2,010
Finance	1,496,839	73,697	5%	62,294	11,403
Legal	125,000	0	0%	90,237	(90,237)
Insurance	328,100	0	0%	27,692	(27,692)
Planning	527,182	13,397	3%	10,138	3,259
Foreclosures	9,000	0	0%	0	-
IT	342,300	33,036	10%	15,930	17,106
Public Safety Administration	370,887	9,607	3%	11,272	(1,665)
Dispatch	745,231	43,958	6%	35,725	8,234
Patrol	1,597,624	52,378	3%	62,041	(9,663)
Corrections	773,407	56,685	7%	43,834	12,852
DMV	86,804	4,372	5%	3,710	662
Animal Control Officer	187,282	6,800	4%	7,138	(338)
Fire	776,570	52,874	7%	39,814	13,059
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	499,835	22,541	5%	7,494	15,046
Building and Grounds	1,229,345	21,564	2%	22,903	(1,339)
Shop	743,197	27,908	4%	11,859	16,049
Street	738,528	8,308	1%	67,029	(58,721)
Library	255,972	15,326	6%	13,289	2,037
Grandma's House	73,961	1,329	2%	2,901	
City School	1,702,000	0	0%	425,000	(425,000)
Transfers to Other Funds	2,147,202	92,007	4%	144,728	(52,721)
Total	\$ 16,011,292	\$ 574,871	4%	\$ 1,134,302	\$ (557,860)

City of Dillingham
 Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
 9/20/2024

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	331,279	8,619	3%	11,088	(2,469)
Sewer	539,468	8,210	2%	69,591	(61,382)
Landfill	1,008,756	122,882	12%	121,609	1,273
Port - Dock	840,229	53,454	6%	37,814	15,640
Port - Harbor	428,545	32,811	8%	47,899	(15,088)
Asset Forfeiture Fund	500	-	0%	-	-
E-911 Service	67,000	4,395	7%	4,209	186
Senior Center (Non-Grant)	330,469	16,490	5%	8,425	8,065
Senior Center (Grant)	80,423	3,449	4%	1,790	1,659
Library (Grants)	38,578	397	1%	677	(280)
Mary Carlson Estate	6,255	396	6%	442	(47)
Ambulance Reserve Fund	20,000	-	0%	-	-
Debt Service SRF Loans	51,461	-	0%	-	-
Debt Service School Bond	1,060,500	-	0%	-	-
Debt Service Firehall Bond	43,000	-	0%	-	-
Debt Service Streets Bond	231,500	-	0%	-	-
Equipment Replacement	220,000	-	0%	84,620	(84,620)
Total	\$ 5,297,963	\$ 251,102	5%	\$ 388,165	\$ (137,062)
	\$ 21,309,255	\$ 825,973	4%	\$ 1,522,467	\$ (694,922)
Net Increase (Decrease) to Fund Balances	\$ (4,666,774)	\$ 3,796,681		\$ 2,195,152	\$ 1,504,439

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	-	0%	280,966	(280,966)
SRF Loan - Lagoon Aeration	615,813	93,719	15%	-	93,719
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	-	0%	-	-
Curyung-Ice Machine	20,833	-	0%	(1,324)	1,324
Snagpoint Funding	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	-	0%	-	-
BBEDC Training Reimb	-	-		-	-
BBNC Training Reimb	-	-		-	-
Total	\$ 5,896,499	\$ 93,719	2%	\$ 279,643	\$ (185,924)
Grant & Bond Expenditures					
SOA-Landfill Firebreak	-	-		-	-
EPA Snagpoint Erosion Grant	-	-		-	-
COVID - CARES & ARPA & LGLR	1,776,543	845,838	48%	-	845,838
SRF Loan - Lagoon Aeration	615,813	275,804	45%	-	275,804
SRF Loan - Landfill	-	-		-	-
SOA-DOH Grants	201,000	-	0%	-	-
Curyung-Ice Machine	20,833	-	0%	-	-
Snagpoint Erosion	3,209,387	-	0%	-	-
BBEDC Intern Program	72,923	6,263	9%	14,145	(7,882)
BBEDC Training Reimb	-	-		10,350	(10,350)
BBNC Training Reimb	-	-		10,350	(10,350)
Total	\$ 5,896,499	\$ 1,127,905	19%	\$ 34,845	\$ 1,093,060
	\$ -	\$ (1,034,186)		\$ 244,797	\$ 907,136

City of Dillingham
 Unaudited Revenues and Expenditures As of July 31, 2024

Data Collected on:
 9/20/2024

	<u>Budget - FY24</u>	<u>07/31/24</u> <u>YTD</u>	<u>Percent</u>	<u>07/31/23</u> <u>YTD</u>	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Harbor Mayor Sale Revenue	-	-		-	-
Total	\$ -	\$ -		\$ -	\$ -
Capital Project Funds Expenditures					
Public Safety Building	-	-		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Snagpoint Erosion	356,694	-	0%	-	-
Sewer Lagoon Aeration	12,000	-	0%	-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill Closure (7150)	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Harbor cleanup	-	-		-	-
Total	\$ 368,694	\$ -	0%	\$ -	\$ -
	\$ (368,694)	\$ -		\$ -	\$ -

	Budget	Actual
General Fund Revenue	\$ 10,986,763	\$ 4,215,432
Special Fund Revenue	\$ 3,038,715	\$ 310,483
Transfers In	\$ 2,617,003	\$ 96,739
Grant and Bond Revenue	\$ 5,896,499	\$ 93,719
CIP Revenue	\$ -	\$ -
	\$ 22,538,980	\$ 4,716,373
General Fund Expenditures	\$ 16,011,292	\$ 574,871
Special Fund Expenditures	\$ 5,297,963	\$ 251,102
Grant and Bond Expenditures	\$ 5,896,499	\$ 1,127,905
CIP Expenditures	\$ 368,694	\$ -
	\$ 27,574,448	\$ 1,953,878
Net Increase (Decrease) to Fund Bal	\$ (5,035,468)	\$ 2,762,495



MEMORANDUM

DATE: 9/26/24
TO: City Manager
FROM: Chief of Police
SUBJECT: Police Department Report for September 2024

STAFF REPORT

Patrol:

There are currently six sworn officers in the department including the Chief of Police. One new officer will begin working with us in October, possibly two. I am working with human resources to fill our current open patrol positions. Last week the police department assisted with a cross country running event in the community.

Corrections Dept.:

Lee Wassen began working in corrections on 9/18/24. He is a retired federal correctional officer with many years of experience. We have experienced applicants applying and anticipate hiring two more correctional officers by the beginning of November.

We currently have one working correctional officer and one correctional officer in training. The department of corrections sent an officer out to assist with training. I am working with human resources to fill our current open correctional officer positions.

Dispatch:

There are presently five dispatchers including the supervisor. Our newest dispatcher is still in training.

City of Dillingham
Monthly Administrative Report

Department/Program: Corrections	By: Sgt. Lee Wassen	Date: 09/26/2024
Operations: The jail is partially open with one correctional officer at this time, and one in training.		
Staffing: One new rotational correctional officer began working on 9/18/24. We are expecting to hire two more rotational correctional officers by November.		
Projects: <ul style="list-style-type: none"> • Currently waiting on new toilet/sink assembly for cell #2. Cell is currently unusable. Update measurements have been sent to the manufacturer using there template. Comby unit will be installed on arrival. • Waiting on the new door to cell #5 to arrive. 		
Facility Needs: Small toolkits for minor repairs/projects		
Tools & Equipment Needs: New cameras for cells that have privacy masking software. New cameras need to be able to integrate with current system.		

List of Attachments:

STATS:

Monthly Activity Report

Dillingham Dept. of Public Safety

For the period of August 27, 2024 to September 26, 2024

Division of Motor Vehicle

- ❖ 10 – Commercial D/L
- ❖ 49 – Driver License
- ❖ 22 – Identification Cards
- ❖ 00 – HC Permits (No Fee)
- ❖ 20 – Miscellaneous Fees
- ❖ 48 – Vehicle Registration
- ❖ 42 – Title / Lien
- ❖ 10 – Boat Registration
- ❖ 09 – Road Test

Customer Assist:

- ❖ 00 – License Services
- ❖ 25 – AK Written Test

Mayor
Alice Ruby

City Manager
Daniel Decker Sr.



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

MEMORANDUM

Date: September 25, 2024
To: Daniel Decker Sr., City Manager
From: Christopher Maines, Planning Director
Subject: August-September Monthly Report

Planning Commission Activity:

The Planning Commission held a workshop on August 21, 2024. Discussion involved the proposed abbreviated plat or Barret Subdivision, housing issues, future training opportunities, and the comprehensive plan.

The Planning Commission held an official meeting on September 11, 2024. The agenda included the preliminary plat or the Barret Subdivision. The preliminary plat was accepted and will be moving forward once all parties have agreed to the easements. No further actions will be taken until the agreement is finalized.

Planning Department Activity:

The aeration lagoon improvements project is developing on schedule. The new aerators and baffles have been installed. Nexum arrived on site in late August and ran staff through the new aeration system. It was certified by the company and is in working order. Because of needed modification to the original plan the fence line will need to be altered as a safety precaution. A change order is forthcoming or review.

I have been working with Edge Consulting on the myriad of requests. Due to staffing shortages the platting of the Bingman Lot 2 Harbor Area, Napa Lease Lot, and Shannon's Pond have languished within their office. I had a meeting with Veronica Bojko, PLS who works for Edge Consulting and she assured me that our plat requests are being prioritized and I am hoping we get them by October.

I have been working with our Public Works Director Phil Baumgartner on numerous items as our departments overlap in many areas. We have been working to address the permit renewal or the landfill, the scope of work for the senate appropriation of the Landfill Improvements Project, determining City of Dillingham owned roads, State roads, and

private access roads, and other potential and future infrastructure upgrades and improvements

I am working with Scott Runzo, Fire Department Coordinator, on the new Fire Hall for the City of Dillingham. We visited the site with Principal Engineer Karl Johansson of Aetta Architects. I provided the most current documentation of the site for reference. A meeting was held to further gain an idea of the scale and positioning of the building. Future details will be given, as this is in the early stages of the project design phase.

I have been working with Wendi Deschamps Environmental Permitter on the GCI/Unicom Land Use Permit for their CLS Shelter install at 3832 Antenna Road. The paperwork is in order and easements have been determined. The construction is set for the first week of October.

I will be completing a Community-Wide Brownfields Inventory for the Alaska DEC. The list will be for possible brownfields in a community. This information can help inform local leaders where to prioritize resources and assist with planning for how best to address and reuse these properties. If you have any nominations please notify us as soon as possible, as the last day to apply is November 15, 2024.

I attended a meeting with the Curyung Tribal Council, SAFE, and BBNA to discuss the homeless situation in Dillingham. The discussion involved potentially purchasing Marrulut Eniit and turning it into a shelter with the intention of it being maintained by BBNA. Other options included the Curyung Tribal Council building on D Street as another option, but staffing would become an issue. I will provide further information as plans are developed that may involve the City.

Alaska State Parks & Outdoor Recreation is working hard to catch-up with the backlog of overdue inspections that are required every five years by the National Park Service for all park properties assisted with Land and Water Conservation Fund (LWCF) grants. The City of Dillingham has one (1) park that has received LWCF federal grant assistance. This grant was for the Tennis Court that was built over 30 years ago. I took pictures of the current conditions and am completing the report.

Upcoming Calendar Items:

September 27:	Community Change Grant Meeting
October 1-2:	Sustainability Summit
October 9:	Planning Commission Meeting

Mayor
Alice Ruby

City Manager
Daniel Decker



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

MEMORANDUM

Date: September 25, 2024
To: City Manager
From: Public Works Director
Subject: Monthly report

Accomplishments:

Public Works is working toward planning and scheduling known maintenance items within and around buildings, streets and vehicles. We've engaged engineers and industry professionals in identifying scope, budget and next steps on City Hall heating systems, Lagoon Aeration, Public Works septic, Dock lighting, Landfill permitting, ground water monitoring and improvements, Harbor Park, Snag Point erosion among others.

A multi-jurisdictional group met to discuss options and next steps regarding problem bears. Status, plans and implementation of prevention systems at the landfill, coordination of response to bear calls as well as lethal and non-lethal options were primary points of review.

Building and Grounds has worked diligently to tend to work orders and general maintenance. Such as repairing the Senior Center entry floor. An older service vehicle was brought online to streamline this department's efforts.

Public Works currently has five (5) open positions for which we are advertising and recruiting. Our Fleet Mechanic was promoted to Landfill Supervisor and is backfilling for vehicle maintenance pending filling the newly opened position. The Landfill is fully staffed and making progress on cleaning and organizing the facility. An offer letter to an overseas candidate for Heavy Equipment Mechanic was rescinded as cost, timeline and logistics were prohibitive. Alternate manpower and contract services options are being considered for open positions.

A trailer and container vans at the Lake Road fire station have been moved for fire training and rest area for bike path users. Plans are being developed to put in a food vendor and park area to the East of the Harbor/Animal Control building.

Incinerator repairs are slated for Spring of '25 as supplies missed the fall barge of '24. Installation of garage door is pending arrival of the fall barge. Quotes for various pieces of heavy equipment and attachments have been acquired. Research of equipment pricing and lead time continues.

Underway:

Staffing recruitment, identifying breakdown in procurement and tracking processes, researching Brightly software for work order and asset tracking capacity. ID and scheduling training for PW personnel. Issued RFP on Aggregate and 1000 Kananak Road demolition. Working CRW and BERS engineering firms and Industry on multiple projects. Continue review and prioritization of infrastructure needs, assessing crew capacities, LF groundwater monitoring and Operation Permitting.

Upcoming:

Plan/build PW septic, continue prioritizing work orders/lists, find as-builts, plans, manuals and information on existing & planned infrastructure, Landfill Improvements grant, incinerator service, groundwater monitoring, dock light evaluation, Mayor Sale. City Hall heat system upgrade, install Landfill gate & install electric fence, purchase equipment, Lagoon aeration completion, research Snag Point erosion project

- PW:
 - Quotes for equipment & vehicles
 - Staffing – Mechanic promoted, advertising positions and evaluating structure
 - Garage Doors – pending barge arrival
 - Incinerator – delayed to Spring '25
 - Phase I into a Phase II Environmental Study of “Bingman’s” property
 - RFP – bids received and pending Council review
 - IT – waiting on Admin computer, systems corrupted and repaired.
 - Inventory roads, current ownership & maintenance status efforts continue

- SHOP:
 - Service – passenger fleet – Public Safety patrol, “old” B&G truck, general
 - Service equipment – service equipment, attachments and small equipment
 - Coordinating Service Technician trips

- B&G:
 - City Hall - Siding
 - Senior Center – entry floor, gutter system, apartment, finished roof
 - PS – Jail door & toilet being built, second fuel tank installed, prep buildings for winter
 - PW – Shop unit heater installed
 - LF – work on water supply for incinerator and potential bathroom
 - Clear additional trees @ LR Fire Hall
 - Use Oil systems operations
 - Grounds – landscaping City Hall, Library, Public Safety, Baseball field
 - Weed control @ dock & ice rink

- STREETS:
 - Harbor floats and arms pulled
 - Repair LF Cell access road
 - Assist with web recycle & disposal
 - Prep fleet for winter operations
 - Installed delineators on corners – prevent gravel spread to asphalt
 - Pothole repairs – Waskey/Lake Road curtain & Senior Center, etc.
 - Dispose of old vehicles – not sold or picked up from Mayor Sale
 - Clear septic lines & plan for holding tank conversion

- WATER / WASTEWATER:
 - Train PW Foreman and B&G staff
 - Aeration project nearing completion
 - Change Order – review & negotiated
 - Planning hydrant repair & winterization
 - Research backup generator status, search for install contract

- LANDFILL:
 - Fish Waste closed
 - Consolidated disposed paints
 - Water supply to incinerator & potential bathroom
 - Consolidated metal pile
 - Reopened Cell operating area & evened distribution of refuse
 - New gates – need hinges & posts to install
 - Groundwater monitoring scheduled
 - Renewing Operating Permit
 - Rate sheet signs ordered

Mayor
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City Manager
Daniel Decker



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MEMORANDUM

Date: September 23, 2024, 2024
To: Daniel Decker, City Manager
From: Scott Runzo, Fire Department Coordinator
Subject: Monthly Report

Acknowledgements and Recognitions:

- The department would like to thank our current volunteers as they will begin to start running on calls at the end of the month. We have several people out for different reasons and with the lack of personnel it will require more commitment from our current volunteer team.
- I would also like to thank Chris Maines for working with us and the Architect on the development of the future fire station

Department Accomplishment and Opportunities:

During the month of September, the department's focus is training and prevention.

- Three volunteers will be attending the state Fire conference for training. This is a weeklong in Wasilla and is a great opportunity for our members
- Last week the architect came for a site visit for the new proposed fire station. The time was very encouraging, and it looks like the first choice that will work is the current site of the old fire station. The city should have the first draft of the pre-design in about a month.
- The city has also received a grant of 600k to pay for the new fire hall's design and engineering costs.
- Staff have set a working date with the Fire Chief and Executive Board to plan and schedule monthly meetings. Things covered will be department needs, desired training, and looking into how to better the department for future needs.
- The staff will be working with the hospital for a vaccination day on October 5th at the high school for flu and Covid shots
- The fire staff is working with BBNA hosting a Red Card wildland fire training at the end of October. Participates will be able to get their nationally recognized Red Card once they complete the training. 3 of our volunteers will be attending.

Projects – Progress and Public Impacts:

- The department continues to offer many training opportunities that consist of CPR, First Aid, Emergency Trauma Technician, and Emergency Medical Technician-1, and Narcan Training classes. If you need training, please contact us.
- Summer employees will have their last day with the City on September 29, 2024. Once the summer season is complete, the volunteers will resume the night and weekend Fire and EMS calls.
- The new Fire Command Truck will be arriving next week on the barge.

Upcoming Calendar Items:

- Fire training conference end of September
- Flu and covid shots October 5th
- Volunteers running calls starting September 25th
- Fire prevention week second week of October for the school
- Wildland fire training end of October
- EMS and Fire training starts the 25th and is held twice a month

Public Feedback:

- There have been several citizens that have called wondering why their home insurance rates have increase. The reason they were given is because of the type of fire infrastructure and fire resources that we currently have. This is all related to our current ISO rating, which is a 6, which is good. For some reason insurance carriers think it has changed. We are looking into this and will keep you informed.

List of Attachments:

- None currently

Mayor
Alice Ruby

Acting City Manager
Dan Decker



Dillingham City Council

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

MEMORANDUM

Date: 9/25/2024
To: Dan Decker, Acting City Manager
From: Daniel Miller, Port Director
Subject: Monthly Report: September

Acknowledgements and Recognitions:

Department Accomplishment and Opportunities:

- Winterized ice machine
- Winterized and stored harbor skiff/bobcat
- Removed remaining docks

Projects – Progress and Public Impacts:

- Planning Port Advisory Committee for October
- Working to become a certified member of Alaska Clean Harbors
- Replace compressor for cold storage in icehouse
- Update Port Terminal Tariff
- Develop a plan for improved Kanakanak Beach Access maintenance
- Awaiting results to begin phase 2 of Bingman property cleanup
- Awaiting announcement for PIDP Grant awards
- Planning and preparation for next season

Upcoming Calendar Items:

- Last scheduled barge to arrive October 1
- October 21-25: AAHPA Conference
- November: Debrief for PIDP Grant Application

Public Feedback:

- Repair/replace ice machine.
- Repair Bulkhead Crane
- Electricity to docks.

Mayor
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MEMORANDUM

Date: September 25, 2024
To: Daniel Decker, Acting City Manager
From: Abigail Flynn, Acting City Clerk
Subject: Monthly Report

Acknowledgements and Recognitions:

Thank you to Jon Sorensen who has kept the Clerk Department running while I was out serving on three Juries and out on medical leave. Jon will be acting Clerk while I am away in October. While I am away, I will check in and work remotely as often as possible. Thank you to Scott Runzo for cooking and shopping for the Employee BBQ.

City Clerk Department Accomplishment and Opportunities Since the Last Meeting:

Accomplishments

*Prepared for the Municipal Election.
New bids advertised, opened and scored.
Employee Appreciation BBQ planned and carried out*

Upcoming Calendar Items:

Elections:

November General Election Early and Absentee Voting Oct 21st to Nov 4th
<https://www.elections.alaska.gov/voter-information/absentee-and-early-voting/>

November 5th General Election 7:00 A.M-8:00 P.M. in the Council Chambers

Upcoming Meetings:

Planning Commission Meeting October 9th 5:30 P.M.
Council to Certify Election October 10th 5:30 P.M.
Potential-Special Council Meeting to publicly declare election results TBD
Friends of the Landfill October 25th, 10 am
Finance and Budget Committee October 28th, 5:30 P.M. (4th Monday)
Port Advisory Committee meeting date TBD
Next Regular City Council meeting November 7th, 7 P.M.

Needs:

- *Election Workers for the November 5th General Election- please email cityclerk@dillinghamak.us and see <https://www.elections.alaska.gov/election-workers/>*

Attachments:

November 5th Election Information

Senior Center Accomplishment and Opportunities August 28th-September 24th:

Accomplishments

- Days open when meals were served: 18 with 634 meals served during that time.
- Days the van ran:13, People given rides:120, Meals delivered:174

Staffing Update

- Two staff members will be out of town from 9/25-10/4 for Medical.
- Diana let the elders know that there is no shuttle service until October 7th. Diana will still be cooking lunch by herself at the center. Home delivery clients have been notified that there will be no delivery, but pickup is still available if they have someone to pick up their lunch.
- There is an opening for a temporary driver.

News

- Committee appointments needed so that Senior Advisory Meetings can be set

Grant Reporting

- The NSIP/NTS grants for the State of Alaska were approved on September 18th.

Library Accomplishment and Opportunities for the summer:

Accomplishments

<i>Library Stats for August 26 to September 22, 2024</i>			
629	<i>Patron count</i>	447	<i>Desktop computer usage</i>
652	<i>WiFi Session Count</i>	30	<i>Museum visitors</i>
13	<i>AWE station usage</i>	1	<i>Volunteer hours</i>
0	<i>Game night attendees</i>	28	<i>Story Time attendees</i>

Staffing changes

- Library Fully staffed with some taking time off
- Library Closed on Labor Day and a few hours on September 19th for the City Employee Appreciation Event.
- Library will be closed Monday, October 14th for Indigenous Peoples Day

Grant Reporting

- PLA Grant received FY25 funding of \$1,829, more to be awarded in October
- PLA final grant report for FY24 due September 27th, 2024.
- LINKED Grant- \$25,000 a year budgeted for Year 4 and year 5

Advisory Board News

- LAB met September 26th
- New appointment for vacant LAB Seat E needed

NOTICE OF GENERAL ELECTION

To the qualified voters in the State of Alaska in

**37-714 Dillingham
Dillingham City Hall**

Notice is hereby given that a General Election will be held on

**Tuesday, November 5, 2024
Between the hours of
7:00 A.M. and 8:00 P.M.**

For the purpose of electing officials for the following seats:

1. President / Vice President
2. United States Representative
3. State Senators (10)
4. State Representatives (40)

For the purpose of voting on judicial retention of the following:

1. Supreme Court Justices
2. Court of Appeals Judges
3. Superior Court Judges
4. District Court Judges

If you are not already registered to vote, or if you need to update your existing registration, please contact your election office listed below or visit our website at www.elections.alaska.gov.

For Language Assistance, please call 1-866-954-8683.

THE REGISTRATION DEADLINE FOR THIS ELECTION IS OCTOBER 6, 2024.

Juneau
465-3021 or
1-866-948-8683

Anchorage
522-8683 or
1-866-958-8683

Mat-Su
373-8952 or
1-844-428-8952

Fairbanks
451-2835 or
1-866-959-8683

Nome
443-5285 or
1-866-953-8683