

Mayor
Alice Ruby

Acting City Manager
Jack Savo Jr.



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

MEMORANDUM

Date: 01/29/2025

To: Dillingham City Council

From: Jack Savo Jr., Acting City Manager

Subject: City Manager Monthly Report January 2026

Upcoming Events:

- February 11, 2026, Planning Commission 5:30PM
- February 12, 2026, Code Review Committee 5:30PM
- February 18, 2026, Finance and Budget 5:30PM
- March 05, 2026, Regular City Council Mtg 7:00PM
- February 25 – March 01, 2026 Beaver Round Up

-City will be coordinating the Parade and the Fun Run for Beaver Round Up this year.

-Administrative Budget for Travel and Training is \$20000. There is \$17405.26 remaining.

-Potential SWAMC attendance March 4-6, 2026, estimated cost to attend \$3,400

-Required online training is in progress for all City of Dillingham staff, deadline for training completion is March 15. This will help with a substantial reduction in our insurance costs.

-Landfill project workplan and narrative is an attachment to this packet, a question was asked at the last council meeting about cost and timeline as related to the Dillingham Landfill Improvements project.

-Gramma's House water damage cost assessment for fire suppression system pipe break is still being developed, we are waiting on our insurance to go through their process.

-Tribal Exemption for fee-simple property (DMC 4.15.030) is with Code Committee. We are closely tracking a couple on going court cases in Alaska pertaining to this very issue. Please see attached Alaska Municipal League Resolution 2026-08. We do not want to take up legal time and city funds to develop something that may or may not contradict State Statute or any court rulings. This is being closely monitored by staff and will remain a priority item.

-City land ownership of firehall site has been confirmed. City obtained ownership June 14, 1999. Documentation is on file at the City.

-Meeting held with the Executive Director for Bristol Bay Housing Authority to discuss ways both entities could work together in the future. MOU may be forthcoming.

-Meeting scheduled with DCSD Superintendent for February 5th

School Facilities Meeting, January 27, 2026

-Items discussed included parking lot maintenance, fuel oil cost/alternatives, garbage service cost/alternatives, HVAC and Fire Suppression system maintenance, and structural issues.

-Meeting with Superintendent and Acting City Manager scheduled for February 5th to discuss a MOU pertaining to parking lot maintenance and snow removal.

-School thanked the City for their support so far this winter with snow removal and parking lot maintenance. They had a school full of kids in town for a basketball tournament during the last winter storm. Public works was able to keep EMS access clear throughout the storm from the school to the state-maintained road. Tournament was able to proceed in a limited capacity, and everyone was safe.

-Working collaboratively with the School going forward will be a benefit to the community.

Gramma's House

-Quiet Title Claim submitted as authorized by Resolution 2025-05. Once completed this will establish that the City of Dillingham holds clear and accurate record title.

-Quiet Title Claim filed January 05, 2026, Judge took 3 weeks to sign the order.

-60-day period starts at the time the order was signed, period should end March 28, 2026

-If there is no intervention by another entity contesting the claim we will move for a summary judgment/default judgment immediately after the 60-day period ends.

RFP 2025-02 Airport Waterline Extension Update:

-Phase 1 Contract with RESPEC approved 11/06/2025

-Phase 1 In person Contract kick off 12/02 – 12/04/2025

-Design Analysis Report completed January 2026, keeping us on track to reach 35% design late May 2026.

-The current system requires upgrades to support expansion, such as additional wells, treatment, storage capacity, and monitoring.

-Estimated ROM (Rough Order of Magnitude) construction cost is \$17.5 Million, we must remember that this is a rough estimate cost at this time, we will have a more accurate estimate when we reach the 35% design phase.

-Next steps include complete 35% schematic design, conduct geotechnical sampling (34 borings planned for March 2026), environmental permitting with ADEC, FAA, and other agencies.

-Staff will pursue additional funding after reaching 35% design phase

-Waterline Extension is registered as a high priority project in the CIP and is also in the State's CAPSIS (Capital Project Submission and Information System) since 2024.

City Clerk:

-City Clerk Job Description Section VII Certification and Training requires City Clerk to obtain Certification as a Certified Municipal Clerk (CMC) after 3 years, Master Municipal Clerk (MMC) after 6 years, as well as National Incident Management (NIMS) compliance training and certification.

-Certified Municipal Clerk Certification progress report, 34 of 60 Educational Credits and 38.88 of 50 experience points earned. Clerk is on track to become a CMC within the time frame set forth. NIMS training and certification is completed.

-Work on new City of Dillingham website continues with a projected launch date January 2026

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

Senior Center – Library:

*Special thanks to Curyung Tribe for coordinating and paying for the carpets to be cleaned at the Senior Center.

*Special thanks to Bristol Bay Fuels for providing meals for 45 of our elders during the Christmas season.

*Special thanks to Erica Tweet for driving the Senior van giving rides and delivering meals to seniors during the Christmas break.

-Librarian/Community Coordinator position was advertised. 5 applicants received with 4 interviews being held. A selection has been made and the new employee started January 27 with a 2-week training period. At the conclusion of the training period the Acting Librarian/Community Coordinator will resume duties at the library.

- 21 service days available during this time. It closed for 2 days and had 1 day late start due to weather.

- Days opened when meals were served: 19, with 239 meals served.

- Days the van ran: 18, with 105 people given rides and 272 home meals delivered. 1 late start day.

-The volunteer van driver program has ensured that at home seniors are getting their lunches as well as rides to appointments.

-Library Stats for December 22, 2025 – January 25, 2026

-420 Patron count 16 desktop computer usages

-320 Wi-Fi sessions

-34 Museum visitors

-4 Volunteer hours

-The Library was closed for the Christmas and New Years holidays.

-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

Both services are very important to our community and staff is making every effort possible to keep these two programs running smoothly to continue this community benefit.

HR report:

City Manager Search:

-At the January 8th City Council meeting a decision was made to advertise internally and externally for a period of 10 days following the City of Dillingham's normal recruitment process. HR advertised the position for a period of 10 days, advertisement closed January 22nd. HR compiled applicant packets and distributed them with council packets.

Total Employees: 59

-49 full time

-4 part-time

-4 on-call

-2 Seasonal

Open Positions: 9

-1 Dillingham City Manager

-2 police officer

-1 corrections officer

-2 heavy equipment operator

-1 fleet mechanic

-1 buildings and grounds assistant

-1 temp laborer-on call

Public Safety:

- Public Outreach continues to be the focus with Chief O'Malley and Officers attending public events
- Animal Control Officer online training is completed and he will attend the in-person euthanasia licensure training in Cordova in the month of February, exact dates have not been identified yet but I am assured that this will happen. Once completed we will be able to provide this much needed service that we have not had for some time.
- 3 dogs were taken into the shelter this month. When we have animals housed with us it requires ACO Romie to provide care for the animals 7 days per week. We are currently looking into the option of establishing a community volunteer group to help ease the burden on our Animal Control Officer.
- There will be a Rabies Clinic during Beaver Round Up on February 28th from 10am – 4pm, during this time we will use it as an open house opportunity to talk with the community about how we can all help the Animal Shelter.
- PSEA Public Safety Employees Association negotiations continue
 - Management goal is to obtain what is in the best interest of the City of Dillingham.
 - We have not heard back from the Union as of this report writing, however we will continue to work through this.
- Dispatch received a total of 114 calls during this last reporting period the breakdown is included in the Public Safety report following.
- Jail held 34 inmates during this reporting period
- Please see the complete report in the upcoming pages of your packet.

Fire Department:

- Total Fire Calls to date in 2026 = 2
- Total EMS calls to date in 2026 = 35
- City wide evaluation of AED's and First Aid Kits is done in all City buildings, a determination has been made that some new equipment will be needed.
- Nick Schollmeier, Maddison Swift, and JJ Larson are the top 3 responders recognized by the Department for this Quarter.
- Fire and EMS will complete their rectification for the ability to be instructors of CPR
- Ambulance rate study completed
- Fire /EMS Board Members
 - Fire Chief: Koolie Heyano
 - Assistant Fire Chief: Kevin Hardin
 - Medical Squad Director: JJ Larsen
 - Member at Large: Kim Larsen

Planning:

- Snag Point Erosion appropriation extension is still waiting for a determination from FEMA. We are confident that an extension will be granted. Once extension is granted, we are prepared to move forward with this project.
- Planning Commission will be meeting in January to discuss the Capitol Improvement Program and begin the process of review for submission to the City Manager in April of 2026.
- 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

-A proposed Ordinance amending Chapter 5.30 of the Dillingham Municipal Code is included in the complete Planning Department report. The request is that the Council assign this proposal to the Code Committee. Having a good, detailed look at this portion of the Code is essential in moving forward with promoting housing development in our community as we are looking at developing the ~300 acre parcel at Waskey and Emperor intersection. Ownership of this parcel has been verified.

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

Public Works:

-160M Motor Grader is back online; 160H Motor Grader is online, with limited capability with transmission issue; winter equipment is mostly operational however skid steer snow blower attachment hydraulic hose failed but parts are ordered and will be brought back when hose is received.

-Winter equipment status lists provided with PW Director individual report.

-Public works crew strategy of cross training employees on equipment has proven effective and beneficial to the City and has aided in keeping the roads and facilities open throughout the winter.

-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.

-Landfill Improvement Project from the EPA has been awarded and progress has started moving forward. A detailed project work plan is included as an attachment to this Council packet.

-PW Director, PW Foreman, and PW admin are going through a detailed training this week toward going live with Asset Essentials (Brightly).

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

Finance:

-Loan, Grants or Contract list has been established which also includes reporting status, this will give the staff the ability to monitor this effectively and efficiently. We want to be certain that the City is getting the best value.

-Audit is in final stages and we look forward to its completion soon.

-Budgets for EPA Landfill grant and Snag Point erosion grant have been added, with no expenditures at this time.

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

Port:

-Worked with Acting Manager to draft Ordinance 2026-01, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Alaska Marine Lines by Lease.

-Work continues with PND to acquire all permits for PIDP Grant

-Updated project timeline included in Port Directors report

-Draft Grant Agreement expected soon

Department Accomplishments:

-Public works has done a remarkable job keeping the roads open and the community safe through the winter storms.

-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.

ALASKA MUNICIPAL LEAGUE ADOPTED RESOLUTIONS

Resolution #2026-08

A resolution requesting legislation to clarify the nonprofit property tax exemption.

WHEREAS, the Alaska Municipal League (AML) works to strengthen local governments and improve the condition of communities; and

WHEREAS, local governments and charitable nonprofits work together to meet public needs, with nonprofits often providing services that reduce the burden on government and maximize the impact of public funds; and WHEREAS, nonprofits are economic drivers of employment, leveraging resources both time and money into local government budgets and communities and

WHEREAS, Alaska Statute 29.45.030(a)(3) currently exempts from general taxation property used exclusively for nonprofit religious, charitable, cemetery, hospital, or educational purposes; and

WHEREAS, stable and predictable property tax rules for nonprofits enable both local governments and charitable organizations to plan effectively, foster collaboration, and ensure that resources are directed toward mission-driven community benefit rather than administrative or legal disputes; and

WHEREAS, municipalities have faced ambiguity in interpreting the extent to which nonprofit property qualifies for exemption, particularly in cases of partial use, incidental use, revenue generation, or leasing arrangements; and

WHEREAS, in Fairbanks the Fairbanks North Star Borough partially revoked the charitable property tax exemption of Victory Ministries' Camp Li-Wa after discovering portions of the property were being rented to the general public, leading to litigation and remand for more detailed factual findings; and

WHEREAS, in that same case the Supreme Court criticized the lack of clarity in the assessor's factual findings and jurisdictional process for appeal, highlighting the need for clearer statutory direction in tax exemption decisions; and

WHEREAS, in Kodiak, a Superior Court ruled in favor of the Kodiak Area Native Association (KANA), exempting most of its holdings (clinic, wellness center, child advocacy center, and other buildings) from property tax, a decision currently under appeal, illustrating the unsettled nature of exemption law in Alaska and its potential statewide implications; and

WHEREAS, in Nome, a related dispute involves the Norton Sound Health Corporation (a tribal nonprofit health organization) over property tax exemption status, as the City of Nome maintained that certain properties were ineligible, and the issue is now before higher courts; and

WHEREAS, these Kodiak and Nome cases have drawn widespread municipal and tribal amicus support because their outcome may set precedent affecting municipalities' ability to enforce or challenge exemptions statewide; and

WHEREAS, the lack of statutory clarity has resulted in inconsistent application across jurisdictions, legal disputes, and challenges for both local governments and nonprofit organizations seeking to comply with the law; and

WHEREAS, the Alaska Municipal League supports legislative changes that provide municipalities with clear guidance, protect the integrity of the property tax base, and respect the essential public service roles that nonprofits play in Alaska communities; and

Adopted by the majority of AML members at the Annual Business Meeting, December 12, 2025.

ALASKA MUNICIPAL LEAGUE ADOPTED RESOLUTIONS

WHEREAS, AML proposes clarifying amendments to AS 29.45.030, including:

- Defining charitable nonprofits as 501(c)(3) organizations as a first step in the determination;
- Enabling local governments to further define charitable activity in order to determine exempt status consistent with purposes that align with advancing the public good and serving those otherwise unable to afford services;
- Requiring spatial apportionment for properties partially used for non-exempt purposes;
- Allowing mission-related income generation (e.g., grants, donations, earned revenue) to remain consistent with exempt status;
- Establishing rules for leased property based on the status of the lessee nonprofit;
- Maintaining exemption for properties under construction or reconstruction for exempt purposes, with accountability measures; and
- Clarifying that incidental or vitally necessary uses remain exempt; and

WHEREAS, such clarifications will help ensure consistency, fairness, and transparency for both municipalities and nonprofit organizations while preserving local taxing authority.

NOW, THEREFORE BE IT RESOLVED that the Alaska Municipal League recognizes the importance of a clear, statewide definition of “exclusive charitable use” to ensure fair and consistent application of exemptions, and encourages the State and local governments to work collaboratively with the nonprofit sector, through the Foraker Group, to achieve this goal; and

BE IT FURTHER RESOLVED that the Alaska Municipal League urges the Alaska State Legislature to adopt amendments to AS 29.45.030 that clarify nonprofit property tax exemption standards consistent with AML's position; and

BE IT FURTHER RESOLVED that AML supports statutory language ensuring that exemptions are applied fairly, consistently, and in a manner that balances municipal fiscal needs with recognition of the vital role of nonprofit organizations in Alaska communities, and that hereby AML affirms the value of strong partnerships between local governments and nonprofits, and acknowledges that stable, predictable tax rules benefit both sectors and the communities they serve.

Adopted by the majority of AML members at the Annual Business Meeting, December 12, 2025.

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MEMORANDUM

Date: 01/22/2026

To: Jack Savo, Acting City Manager

From: Anita Foran, Finance Director

Subject: Finance & Budget Report 01/21/2026

Council Considerations/Recommendations:

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

Department Accomplishment and Opportunities:

Close of calendar year 2025 is being finalized now.

Audit Update:

FY25 Audit – Testwork and final work nearing completion. Questions are answered. Three areas are being reviewed deeper. No determinations have been made at this time.

Department staffing:

Account Technician II – Receivables position has been filled.

Property Tax:

2026 personal property tax assessment returns are being received and are being reviewed by the assessors. Assessment notices are scheduled to be delivered March 15, 2026.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period closed December 2025. There are 4 remaining properties on this list.

2020-2024 Foreclosure (3DI-25-00062CI) properties have until July 24, 2026, before the redemption period is closed. There are 18 remaining properties on this list.

Grants:

Quarterly reports are being conducted in January.

Budget:

FY26 Budget amendment 2 has begun. December budget to actual reports are being evaluated by staff now. 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 ongoing

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 was on hold to get an assessment done of the property to better support the reason for an increase in the monthly lease rate.

Upcoming Calendar Items:

- 15th of each month utility payments due; on the last day of month utility bills are sent.
- Business licenses were due 01/01/2026. All renewals received late will be assessed a \$75.00 late fee.
- Personal Property tax returns are due 02/01/2026 to avoid late fees.

Revenue and Expense Report – October & November 2025:

- The budget amendment #1 was implemented for the November report.
- Target percentage for November activity is 42%. Explanations provided in this report are for those items below 22% and above 62%. These are unaudited items and will have adjustments as the audit work is completed.
- Fund balance is a decrease of \$123,052. This decrease is due to the first bond payment made in November. Payments of property tax are 78% for real property and 64% for personal property.
- Business license renewals were received in December and January.
- Property tax penalty and interest have returned much higher than in previous years for this time. Adjustments can be made through January. Updates will be reflected in the December report.

- Community Sharing and PILT have been received in full for the year.
- All other payments at this time are as expected based on revenue receiving history.

Special Revenues & Other Funds Revenue

- Grants are delayed as expected for reimbursement.
- Bond Reimbursement from the State is expected in December.

Transfers

- Equipment replacement of \$2,805 reflects expenses for the K-9 unit requested in FY25 but received in FY26. The \$111,000 budget is for the annual payment for the grader loan. Grader is expected to arrive in the summer of 2026.
- Debt Service payments have paid out one annual payment and will pay the remainder in December.
- Transfer for the school bond does not reflect the State's reimbursement currently.
- Transfers from Dock to Harbor are lower due to Dock revenue being less than expenditures.
- Overall revenue at 53% due to revenue from property taxes.

General Fund Expenditures

- Foreclosure expenditures will increase as the foreclosure process continues.
- K-9 Unit and the Fire Department donation have not had any expenditure.
- Shop expenditure is low due to an open staff position
- Repairs to Grandma's house are reflected in January. Purpose of the building is still in debate.
- Transfers to other funds are increased due to the bond reimbursement from the State is a month later than the expenditure, a transfer will remain in place until funds are received.
- General fund expenditures are at 41% as expected.

Special Revenues & Other Funds Expenditures

- Asset forfeiture funds have not been spent. No expenditure has been planned at this time.
- Ambulance reserve fund expenditures are low due to a refund in an expense from FY25.
- Debt services expenses are on time as expected.

- Average expenditures are at 42%.
- Equipment replacement expenditures reflect K-9 expenditures that arrived late.

Grant and Bond Revenues/Expenditures

- Budgets were added for the EPA Landfill grant and the SnagPoint erosion grant. No expenses at this time.
- Remaining grants are in the beginning stages of the projects.

Capital Project Revenues/Expenditures

- None at this time.

Balance Sheet

- Checking account balance reflects receipt of the majority of property taxes.
- Real and personal property tax receivables are very liquid. However, Real and personal property receivables include several old penalties and interest that will be reviewed for write-offs; this will reduce the \$2M.
- \$670,000 of other funds services and utilities was received in December.
- The \$250,033 in sales tax is an estimate of 2-3 months of projected collection of sales tax.

Fund Balance Evaluation:

- General Fund currently has an increase of \$53,308 for a fund balance of \$7,014,282.
- Unaudited fund balance as of 06/30/2025 is \$11,377,163. A reduction of \$123,052 reduces the fund balance to \$11,254,111 for FY26 by the end of November.
- After the FY25 audit review is completed, a review of all negative fund balances will be completed.

City of Dillingham

Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:

1/19/2026

	10/31/25						10/31/24					
	Budget - FY26		YTD		Percent		YTD		INC/(DEC)		Uncollected	% Adj
General Fund Revenues												
General Sales Tax	\$ 3,400,000	\$ 729,072	21%	\$ 1,314,274	\$ (585,202)						(1,427.90)	21%
General Sales Tax - Remote	450,000	204,518	45%	195,564								
Alcohol Sales Tax	280,000	89,801	32%	104,953	(15,153)							32%
Transient Lodging Sales Tax	125,000	63,587	51%	51,572	12,015							51%
Gaming Sales Tax	15,000	7,288	49%	3,199	4,089							49%
Tobacco Excise Tax	280,000	51,298	18%	97,608	(46,310)							18%
Marijuana Excise Tax	90,000	25,972	29%	25,574								29%
Business License	17,000	500	3%	650								3%
Penalty & Interest - Sales Tax	17,000	3,318	20%	3,804	(486)							20%
Total Sales Tax	4,674,000	1,175,354	25%	1,797,199	(631,047)							25%
Real Property Tax	2,600,000	2,735,937	105%	2,574,193	161,744						(1,120,541.58)	62%
Personal Property Tax	700,000	746,203	107%	1,129,928	(383,725)						(323,479.46)	60%
Penalty & Interest - Property Tax	130,000	45,569	35%	46,238	(669)							35%
Total Property Taxes	3,430,000	3,527,709	103%	3,750,360	(222,651)							61%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-							0%
Shared Fisheries	150,000	-	0%	147,328	(147,328)							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	-	0%	271,828	(271,828)							0%
Motor Vehicle Tax	25,000	8,408	34%	5,545	2,863							34%
Ambulance Fees	60,000	15,031	25%	6,473	8,559							25%
Lease & Rental Income	35,000	5,470	16%	3,680	1,790							16%
Admin Overhead	202,405	59,960	30%	54,584	5,376							30%
PERS on Behalf	285,399	89,224	31%	53,015	36,209							31%
PERS Forfeiture Fund	25,000	5,181	21%	33,400	(28,219)							21%
Other Revenues	306,400	111,534	36%	145,930	(34,396)							
Total	2,464,600	835,107	34%	1,259,201	(424,094)							34%
Total	\$ 10,568,600	\$ 5,538,171	52%	\$ 6,806,760	\$ (1,277,792)							39%
Special Revenue & Other Funds Revenue												
Water	232,800	85,496	37%	80,994	4,502						(9,463.08)	33%
Sewer	463,300	145,515	31%	134,064	11,451						(12,775.16)	29%
Landfill	331,100	148,581	45%	174,686	(26,105)						(3,190.00)	44%
Port - Dock	746,600	188,107	25%	548,042	(359,935)						(14,671.13)	23%
Port - Harbor	158,780	95,223	60%	32,557	62,666						(15,598.00)	50%
Asset Forfeiture Fund	500	132	26%	145	(13)							0%
E-911 Service	67,000	22,003	33%	22,687	(683)							33%
Public Safety Reward	-	-	0%	-	-							

	<u>Budget - FY26</u>	<u>10/31/25</u>	<u>Percent</u>	<u>10/31/24</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	39,200	13,051	33%	4,102	8,949		33%
Senior Center (Grant)	76,000	2,966	4%	19,481	(16,515)		4%
Library (Grants)	38,578	2,743	7%	13,578	(10,835)		7%
Debt Service - Bond Investments	70,000	32,939	47%	38,798	(5,860)		47%
Debt Service - SOA Revenue	745,000	-	0%	-	-		0%
Debt Services - Streets Refund	-	-		-	-		
Mary Carlson Estate	21,000	4,677	22%	7,145	(2,468)		22%
Ambulance Rental	-	-	0%	4,800	(4,800)		
Total	\$ 2,989,858	\$ 741,434	25%	\$ 1,081,080	\$ (339,646)		23%

Transfers*From General Fund to Other Funds*

Water	-	-		-	-	
Landfill	544,400	170,284	31%	393,568	(223,284)	
Senior Center	186,361	93,787	50%	89,116	4,671	
Ambulance Reserve	50,000	12,025	24%	5,178	6,847	
Equipment Replacement	-	2,805	0%	74,433	(71,628)	
Capital Projects (Fund 7140)	-	-	0%	26,207	(26,207)	
Landfill Closure (Fund 7150)	25,000	8,332	33%	8,336	(4)	
Debt Service SRF Loans	51,011	37,650	74%	-	37,650	
Debt Service Streets Bond	166,000	25,061	15%	21,952	3,110	
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)	
Debt Service School Bond	319,750	-	0%	-	-	

From Dock Fund to Harbor Funds

Port - Harbor	314,630	-	0%	38,237	(38,237)	
Port - Harbor - Ice Machine	3,200	255	8%	1,577	(1,322)	
Port - Harbor - Bathhouse	11,720	-	0%	6,543	(6,543)	

From Department to Department

Transfer from E911 to Dispatch	67,000	22,003	33%	22,687	-	
Transfer from Carlson Estate to Library	4,000	1,336	33%	1,336	-	
Transfer from Wastewater to Water	-	10,005	0%	-	-	

Total	\$ 1,790,072	\$ 394,544	22%	\$ 700,669	\$ (315,447)	
Total Revenues & Transfers	\$ 15,348,530	\$ 6,674,148	43%	\$ 8,588,509	\$ (1,932,885)	

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

	<u>10/31/25</u>		<u>10/31/24</u>		
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 121,550	\$ 44,299	36%	\$ 4,723	\$ 39,577
City Clerk	308,100	97,961	32%	98,181	(219)
Administration	651,050	172,784	27%	138,734	34,050
Finance	1,547,940	424,962	27%	429,390	(4,428)
Legal	100,000	51,677	52%	25,256	26,421
Insurance	375,000	112,147	30%	139,826	(27,679)
Planning	336,000	63,319	19%	65,249	(1,930)
Foreclosures	20,000	2,041	10%	5,010	(2,970)
IT	372,500	81,167	22%	137,434	(56,268)
Public Safety Administration	448,850	131,249	29%	108,174	23,076
Dispatch	842,850	255,276	30%	289,728	(34,452)
Patrol	1,566,000	406,680	26%	340,849	65,830
Corrections	780,945	274,384	35%	257,214	17,169
DMV	92,150	26,787	29%	29,574	(2,787)
Animal Control Officer	73,600	36,000	49%	41,474	(5,474)
K-9 Unit	2,000	0	0%	0	-
Fire	561,800	215,430	38%	280,358	(64,928)
Fire Department Donation	10,000	0	0%	0	-
Public Works Administration	504,400	111,848	22%	146,684	(34,836)
Building and Grounds	986,800	294,350	30%	299,126	(4,776)
Shop	606,600	87,443	14%	102,214	(14,771)
Street	698,400	104,732	15%	105,185	(454)
Library	184,195	54,852	30%	75,821	(20,969)
Grandma's House	90,900	6,630	7%	11,449	
City School	1,702,000	850,401	50%	850,347	54
Transfers to Other Funds	1,364,522	352,612	26%	621,954	(269,341)
Total	\$ 14,348,152	\$ 4,259,031	30%	\$ 4,603,953	\$ (340,103)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

	<u>Budget - FY26</u>	<u>10/31/25</u>		<u>10/31/24</u>	
		<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
Special Revenue Funds Expenditures					
Water	509,800	95,501	19%	59,264	36,236
Sewer	518,500	98,642	19%	119,455	(20,812)
Landfill	886,800	320,948	36%	390,040	(69,092)
Port - Dock	1,104,596	284,188	26%	390,350	(106,162)
Port - Harbor	488,330	187,184	38%	132,247	54,936
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	22,003	33%	95,738	(73,735)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	225,561	106,838	47%	109,268	(2,430)
Senior Center (Grant)	76,000	23,733	31%	24,115	(382)
Library (Grants)	38,578	15,653	41%	13,295	2,358
Mary Carlson Estate	6,255	1,977	32%	2,389	(412)
Ambulance Reserve Fund	15,000	40	0%	-	40
Debt Service SRF Loans	51,011	37,650	74%	-	37,650
Debt Service School Bond	1,064,750	-	0%	-	-
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)
Debt Service Streets Bond	236,000	58,000	25%	60,750	(2,750)
Equipment Replacement	-	2,805	0%	207,699	(204,894)
Total	\$ 5,360,181	\$ 1,266,162	24%	\$ 1,616,111	\$ (349,948)
	\$ 19,708,333	\$ 5,525,193	28%	\$ 6,220,063	\$ (690,052)
Net Increase (Decrease) to Fund Balances	\$ (4,359,803)	\$ 1,148,955		\$ 2,368,446	\$ (1,242,833)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

	<u>Budget - FY26</u>	<u>10/31/25</u>		<u>Percent</u>	<u>10/31/24</u>	
		<u>YTD</u>	<u>YTD</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	-	-		-	-
State Jail Medical	-	10,469	-		-	10,469
Legislative Grant Harbor	-	-	-		-	-
Southern Region EMS	-	-	-		-	-
SOA-DOH Grants	-	-	-		26,299	(26,299)
Curyung-Ice Machine	-	-	-		-	-
Snagpoint Funding	3,209,387	-	-	0%	-	-
BBEDC Intern Program	73,400	2,277	3%		8,590	(6,313)
BBEDC Training Reimb	-	-	-		-	-
BBNC Training Reimb	-	-	-		-	-
Total	\$ 3,482,787	\$ 12,746	0%		\$ 1,787,084	\$ (1,774,338)
Grant & Bond Expenditures						
SOA-Landfill Firebreak	-	-	-		-	-
EPA Snagpoint Erosion Grant	-	-	-		-	-
COVID - CARES & ARPA & LGLR	-	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-	-		576,281	(576,281)
SRF Loan - Landfill	200,000	-	-		-	-
State Jail Medical	-	1,390	-		-	1,390
Legislative Grant Harbor	-	128,987	-		-	128,987
Southern Region EMS	-	-	-		-	-
SOA-DOH Grants	-	-	-		965	(965)
Curyung-Ice Machine	-	1,383	0%		-	1,383
Snagpoint Erosion	3,209,387	-	0%		-	-
BBEDC Intern Program	73,400	8,225	11%		15,412	(7,187)
BBEDC Training Reimb	-	-	-		4,375	(4,375)
BBNC Training Reimb	-	-	-		-	-
Total	\$ 3,482,787	\$ 139,985	4%		\$ 2,349,228	\$ (2,209,243)
	\$ -	\$ (127,239)			\$ (562,144)	\$ (3,983,580)

City of Dillingham
Unaudited Revenues and Expenditures As of October 31, 2025

Data Collected on:
1/19/2026

		<u>10/31/25</u>		<u>Percent</u>	<u>10/31/24</u>	
		<u>Budget - FY26</u>	<u>YTD</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						
WasteWatter Improvements						
Snagpoint Erosion						
Sewer Lagoon Aeration					101,006	(101,006)
Other Lift Station						
Fire Dept Water Damage Repair					26,207	
Landfill Closure (7150)				0		
Landfill Shop Fire						
Landfill Groundwater Well						
Harbor cleanup						
Total		\$ -	\$ -	0%	\$ 127,214	\$ (101,006)
		\$ -	\$ -		\$ (127,214)	\$ 101,006
		Budget	Actual			
General Fund Revenue		\$ 10,568,600	\$ 5,538,171			
Special Fund Revenue		\$ 2,989,858	\$ 741,434			
Transfers In		\$ 1,790,072	\$ 394,544			
Grant and Bond Revenue		\$ 3,482,787	\$ 12,746			
CIP Revenue		\$ -	\$ -			
		\$ 18,831,317	\$ 6,686,894			
General Fund Expenditures		\$ 14,348,152	\$ 4,259,031			
Special Fund Expenditures		\$ 5,360,181	\$ 1,266,162			
Grant and Bond Expenditures		\$ 3,482,787	\$ 139,985			
CIP Expenditures		\$ -	\$ -			
		\$ 23,191,120	\$ 5,665,178			
Net Increase (Decrease) to Fund Bal		\$ (4,359,803)	\$ 1,021,716			

City of Dillingham

Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:

1/19/2026

General Fund Revenues

	11/30/25		11/30/24		INC/(DEC)		Uncollected	% Adj
	Budget - FY26	YTD	Percent	YTD	INC/(DEC)			
General Sales Tax	\$ 3,500,000	\$ 932,833	27%	\$ 1,545,611	\$ (612,777)	(1,837.08)	27%	
General Sales Tax - Remote	650,000	250,342	39%	238,029			39%	
Alcohol Sales Tax	280,000	111,985	40%	107,086	4,899		40%	
Transient Lodging Sales Tax	125,000	69,686	56%	70,372	(686)		56%	
Gaming Sales Tax	15,000	10,735	72%	3,199	7,536		72%	
Tobacco Excise Tax	280,000	83,488	30%	118,352	(34,865)		30%	
Marijuana Excise Tax	90,000	30,535	34%	36,453			34%	
Business License	17,000	2,550	15%	1,600			15%	
Penalty & Interest - Sales Tax	17,000	5,264	31%	4,290	974		31%	
Total Sales Tax	4,974,000	1,497,418	30%	2,124,992	(634,919)		30%	
Real Property Tax	2,600,000	2,703,896	104%	2,567,664	136,232	(688,272.46)	78%	
Personal Property Tax	700,000	733,366	105%	1,128,795	(395,429)	(286,001.21)	64%	
Penalty & Interest - Property Tax	130,000	143,417	110%	116,194	27,223		110%	
Total Property Taxes	3,430,000	3,580,679	104%	3,812,653	(231,974)		76%	
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%	
Shared Fisheries	150,000	-	0%	147,328	(147,328)		0%	
Raw Fish Tax	20,000	-	0%	-	-		0%	
Community Sharing	83,543	83,543	100%	-	83,543		0%	
Payment in Lieu of Taxes (PILT)	540,000	540,299	100%	537,418	2,881		100%	
State Jail Contract	584,764	-	0%	271,828	(271,828)		0%	
Motor Vehicle Tax	25,000	11,075	44%	7,633	3,442		44%	
Ambulance Fees	60,000	16,423	27%	9,958	6,465		27%	
Lease & Rental Income	35,000	6,400	18%	4,600	1,800		18%	
Admin Overhead	200,105	66,671	33%	65,298	1,372		33%	
PERS on Behalf	275,799	109,275	40%	75,785	33,490		40%	
PERS Forfeiture Fund	25,000	5,181	21%	33,400	(28,219)		21%	
Other Revenues	299,200	125,874	42%	173,363	(47,489)	(7,579.39)	40%	
Total	2,368,411	964,740	41%	1,326,612	(361,871)		40%	
Total	\$ 10,772,411	\$ 6,042,837	56%	\$ 7,264,257	\$ (1,228,764)		47%	

Special Revenue & Other Funds Revenue

Water	232,800	104,075	45%	99,356	4,719	(12,190.92)	39%
Sewer	463,300	203,293	44%	167,681	35,612	(16,457.74)	40%
Landfill	331,100	165,903	50%	191,178	(25,275)	(3,900.00)	49%
Port - Dock	755,740	234,963	31%	587,869	(352,906)	(2,110.94)	31%
Port - Harbor	187,130	96,243	51%	33,500	62,743	(15,598.00)	43%
Asset Forfeiture Fund	500	176	35%	191	(14)		0%
E-911 Service	67,000	27,316	41%	26,950	367		41%

City of Dillingham

Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:

1/19/2026

Public Safety Reward						
Senior Center (Non-Grant)	52,100	15,137	29%	7,161	7,976	29%
Senior Center (Grant)	50,486	10,708	21%	19,481	(8,773)	21%
Library (Grants)	66,727	12,131	18%	13,578	(1,447)	18%
Debt Service - Bond Investments	80,000	41,084	51%	48,023	(6,939)	51%
Debt Service - SOA Revenue	514,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-	-	-	-	-
Mary Carlson Estate	21,000	5,094	24%	8,744	(3,650)	24%
Ambulance Rental	-	-	0%	4,800	(4,800)	-
Total	\$ 2,821,883	\$ 916,124	32%	\$ 1,208,511	\$ (292,388)	31%

	<u>11/30/25</u>		<u>11/30/24</u>			
	<u>Budget - FY26</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>	
Public Safety Reward	-	-	0%	-	-	
Senior Center (Non-Grant)	52,100	15,137	29%	7,161	7,976	29%
Senior Center (Grant)	50,486	10,708	21%	19,481	(8,773)	21%
Library (Grants)	66,727	12,131	18%	13,578	(1,447)	18%
Debt Service - Bond Investments	80,000	41,084	51%	48,023	(6,939)	51%
Debt Service - SOA Revenue	514,000	-	0%	-	-	0%
Debt Services - Streets Refund	-	-	-	-	-	-
Mary Carlson Estate	21,000	5,094	24%	8,744	(3,650)	24%
Ambulance Rental	-	-	0%	4,800	(4,800)	-
Total	\$ 2,821,883	\$ 916,124	32%	\$ 1,208,511	\$ (292,388)	31%

Transfers

From General Fund to Other Funds

Water	-	-	-	-	-
Landfill	594,000	196,211	33%	250,959	(54,748)
Senior Center	227,855	115,632	51%	143,121	(27,489)
Ambulance Reserve	50,000	13,139	26%	10,041	3,098
Equipment Replacement	111,000	2,805	0%	225,699	(222,894)
Capital Projects (Fund 7140)	-	-	0%	93,023	(93,023)
Landfill Closure (Fund 7150)	25,000	10,415	42%	16,672	(6,257)
Debt Service SRF Loans	51,011	37,650	74%	38,100	(450)
Debt Service Streets Bond	156,000	16,916	11%	12,727	4,189
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)
Debt Service School Bond	550,750	1,014,125	184%	296,375	717,750

From Dock Fund to Harbor Funds

Port - Harbor	301,580	-	0%	57,417	(57,417)
Port - Harbor - Ice Machine	-	255	0%	1,684	(1,429)
Port - Harbor - Bathhouse	8,920	-	0%	7,120	(7,120)

From Department to Department

Transfer from E911 to Dispatch	67,000	27,316	41%	33,901	-
Transfer from Carlson Estate to Library	4,000	1,669	42%	1,669	-
Transfer from Wastewater to Water	-	6,591	0%	-	-

Total	\$ 2,194,116	\$ 1,453,724	66%	\$ 1,200,008	\$ 253,710
Total Revenues & Transfers	\$ 15,788,410	\$ 8,412,685	53%	\$ 9,672,776	\$ (1,267,442)

EXPENDITURES:**General Fund Expenditures**

	<u>Budget - FY26</u>	<u>11/30/25</u>	<u>Percent</u>	<u>11/30/24</u>	<u>YTD</u>	<u>INC/(DEC)</u>
		<u>YTD</u>			<u>YTD</u>	
City Council	\$ 121,550	\$ 48,179	40%	\$ 9,227	\$ 38,952	
City Clerk	318,600	116,453	37%	118,052	(1,599)	
Administration	472,550	207,501	44%	165,331	42,171	
Finance	1,547,940	546,853	35%	534,488	12,365	
Legal	100,000	57,782	58%	40,278	17,504	
Insurance	375,000	142,068	38%	172,683	(30,615)	
Planning	297,000	78,571	26%	85,287	(6,715)	
Foreclosures	20,000	2,593	13%	5,540	(2,948)	
IT	372,500	107,118	29%	162,326	(55,209)	
Public Safety Administration	448,850	162,463	36%	137,010	25,454	
Dispatch	842,850	318,130	38%	339,015	(20,885)	
Patrol	1,571,700	499,190	32%	416,873	82,316	
Corrections	820,045	338,196	41%	298,845	39,350	
DMV	92,150	33,879	37%	34,138	(258)	
Animal Control Officer	88,350	40,609	46%	49,977	(9,368)	
K-9 Unit	2,000	0	0%	0	-	
Fire	604,500	248,740	41%	308,574	(59,834)	
Fire Department Donation	10,000	0	0%	1,077	(1,077)	
Public Works Administration	473,700	136,546	29%	171,980	(35,434)	
Building and Grounds	976,800	353,370	36%	394,621	(41,250)	
Shop	610,600	104,558	17%	137,441	(32,883)	
Street	626,100	136,614	22%	143,739	(7,124)	
Library	186,875	70,509	38%	92,559	(22,050)	
Grandma's House	90,900	10,714	12%	18,249		
City School	1,702,000	850,401	50%	850,347	54	
Transfers to Other Funds	1,787,616	1,407,478	79%	1,081,545	325,933	
Total	\$ 14,560,176	\$ 6,018,515	41%	\$ 5,769,200	\$ 256,849	

	<u>Budget - FY26</u>	<u>11/30/25</u>		<u>11/30/24</u>	
		<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
Special Revenue Funds Expenditures					
Water	483,400	110,666	23%	71,472	39,194
Sewer	484,400	119,992	25%	130,891	(10,899)
Landfill	936,400	364,197	39%	461,686	(97,488)
Port - Dock	1,085,546	309,889	29%	460,065	(150,177)
Port - Harbor	498,330	201,200	40%	152,058	49,142
Asset Forfeiture Fund	25,000	-	0%	-	-
E-911 Service	67,000	27,316	41%	106,953	(79,636)
Public Safety Reward	-	-	0%	-	-
Senior Center (Non-Grant)	279,955	130,770	47%	150,512	(19,742)
Senior Center (Grant)	50,486	23,733	47%	29,294	(5,561)
Library (Grants)	66,727	15,653	23%	18,082	(2,429)
Mary Carlson Estate	6,255	2,485	40%	3,054	(568)
Ambulance Reserve Fund	15,000	(1,000)	-7%	600	(1,600)
Debt Service SRF Loans	51,011	37,650	74%	38,100	(450)
Debt Service School Bond	1,064,750	1,014,125	95%	986,375	27,750
Debt Service Firehall Bond	47,000	11,000	23%	11,500	(500)
Debt Service Streets Bond	236,000	58,000	25%	60,750	(2,750)
Equipment Replacement	111,000	2,805	0%	226,205	(223,400)
Total	\$ 5,508,260	\$ 2,428,481	44%	\$ 2,907,598	\$ (479,117)
	\$ 20,068,436	\$ 8,446,996	42%	\$ 8,676,798	\$ (222,268)
Net Increase (Decrease) to Fund Balances	\$ (4,280,026)	\$ (34,311)		\$ 995,978	\$ (1,045,174)

City of Dillingham

Unaudited Revenues and Expenditures As of

November 30, 2025

Data Collected on:

1/19/2026

	<u>Budget - FY26</u>	<u>11/30/25</u>		<u>Percent</u>	<u>11/30/24</u>	
		<u>YTD</u>	<u>YTD</u>		<u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Revenues						
SOA-Landfill Firebreak	-	-	-	0%	-	-
EPA Landfill Grant	3,882,500	-	-		1,752,195	(1,752,195)
COVID - CARES & ARPA & LGLR	-	-	-		-	-
SRF Loan - Lagoon Aeration	-	-	-		-	-
SRF Loan - Landfill	200,000	-	-	0%	-	-
State Jail Medical	-	10,469	-		-	10,469
Legislative Grant Harbor	757,500	54,320	-	7%	-	54,320
Southern Region EMS	-	-	-		-	-
SOA-DOH Grants	-	-	-		54,694	(54,694)
Curyung-Ice Machine	6,000	(767)	-	-13%	-	(767)
Snagpoint Funding	3,209,387	-	-	0%	-	-
BBEDC Intern Program	73,400	8,225	-	11%	15,412	(7,187)
BBEDC Training Reimb	-	-	-		-	-
BBNC Training Reimb	-	-	-		-	-
Total	\$ 8,128,787	\$ 72,248	1%		\$ 1,822,300	\$ (1,750,053)

	<u>Budget - FY26</u>	<u>11/30/25</u>		<u>Percent</u>	<u>11/30/24</u>	
		<u>YTD</u>	<u>YTD</u>		<u>YTD</u>	<u>INC/(DEC)</u>
Grant & Bond Expenditures						
SOA-Landfill Firebreak	-	-	-	0%	-	-
EPA Landfill Grant	3,882,500	-	-	0%	-	-
COVID - CARES & ARPA & LGLR	-	-	-		1,752,195	(1,752,195)
SRF Loan - Lagoon Aeration	-	-	-		576,281	(576,281)
SRF Loan - Landfill	200,000	-	-	0%	-	-
State Jail Medical	-	1,390	-		-	1,390
Legislative Grant Harbor	757,500	128,987	-	17%	-	128,987
Southern Region EMS	-	-	-		-	-
SOA-DOH Grants	-	-	-		965	(965)
Curyung-Ice Machine	6,000	1,493	-	0%	-	1,493
Snagpoint Erosion	3,209,387	-	-	0%	-	-
BBEDC Intern Program	73,400	8,225	-	11%	15,412	(7,187)
BBEDC Training Reimb	-	20,894	-		4,375	16,519
BBNC Training Reimb	-	-	-		-	-
Total	\$ 8,128,787	\$ 160,989	2%		\$ 2,349,228	\$ (2,188,239)
	\$ -	\$ (88,741)			\$ (526,927)	\$ (3,938,291)

November 30, 2025

<u>Capital Project Funds Revenues</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Harbor Mayor Sale Revenue					
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Capital Project Funds Expenditures

Public Safety Building

Water Improvements

WasteWater Improvements

Wastewater Impacts Snapshot Erosion

Sewer Lagoon Aeration

Other Lift Station

Fire Dent Water Damage Repair

File Dept Water Barnage Landfill Closure (7150)

Landfill Closure / Landfill Shop Fire

Landfill Groundwater Well

Eastbank Groundwater Well Harbor cleanup

Harbor cleanup

Total

Budget	Actual
\$ 10,772,411	\$ 6,042,837
\$ 2,821,883	\$ 916,124
\$ 2,194,116	\$ 1,453,724
\$ 8,128,787	\$ 72,248
\$ -	\$ -
\$ 23,917,197	\$ 8,484,933
\$ 14,560,176	\$ 6,018,515
\$ 5,508,260	\$ 2,428,481
\$ 8,128,787	\$ 160,989
\$ -	\$ -
\$ 28,197,223	\$ 8,607,984
\$ (4,280,026)	\$ (123,052)

Balance Sheet
City of Dillingham
11/30/2025

<u>Assets</u>	General Fund	Capital Project Fund	Other Funds	<u>Total</u>
Current:				
Cash - Wells Fargo				
Checking/Operating Account	1,729,931	-	-	1,729,931
Investments:				
Piper Jaffrey	2,914,925	-	-	2,914,925
TVI Investments	808,229	-	-	808,229
Wells Fargo Bank	304,025	-	-	304,025
AMLIP	247,915	-	-	247,915
Wells Fargo Bonds	-	2,367,999	-	2,367,999
Total Investments	<u>4,275,094</u>	<u>2,367,999</u>	<u>-</u>	<u>6,643,093</u>
Restricted Cash and Investments -				
Piper Jaffrey (Mary Carlson Estate)	-	-	440,042	440,042
Receivables:				
Sales Tax	250,033	-	-	250,033
Real and Personal Property Taxes	2,041,280	-	-	2,041,280
Services & Utilities	573,283	-	681,102	1,254,385
Total Receivables	<u>2,864,596</u>	<u>-</u>	<u>681,102</u>	<u>3,545,698</u>
Prepads & Deposits	246,542	-	-	246,542
Due from other funds	3,785,243	-	3,384,326	7,169,569
Total Current Assets	<u><u>12,901,406</u></u>	<u><u>2,367,999</u></u>	<u><u>4,505,470</u></u>	<u><u>19,774,875</u></u>

Liabilities and Fund Balances

Liabilities:				
Accounts payable	478,704	-	57,231	535,935
Accrued payroll and payroll liabilities	25,506	-	-	25,506
Unearned Revenue	789,754	-	-	789,754
Due to other funds:	<u>3,384,326</u>	<u>1,438,534</u>	<u>2,346,709</u>	<u>7,169,569</u>
Total liabilities	4,678,290	1,438,534	2,403,940	8,520,764
Fund Balances:				
Restricted - M. Carlson Estate	-	-	376,245	376,245
Committed	-	929,465	-	929,465
Unassigned	<u>8,223,116</u>	<u>-</u>	<u>1,725,285</u>	<u>9,948,401</u>
Total fund balances	<u>8,223,116</u>	<u>929,465</u>	<u>2,101,530</u>	<u>11,254,111</u>
Total liabilities and fund balances	<u><u>12,901,406</u></u>	<u><u>2,367,999</u></u>	<u><u>4,505,470</u></u>	<u><u>19,774,875</u></u>

Fund Balance Evaluation

	<u>Fund Bal. 6/30/2025 Unaudited</u>	<u>FY'26 Revenue</u>	<u>FY'26 Expenditures</u>	<u>Add or (-) FY26 Fund Bal</u>	<u>Fund Bal. 11/30/2025 Unaudited</u>
General Fund	6,960,974.00	6,071,823	6,018,515	53,308	7,014,282
Planning Capital Project	1,030,472.00	-	-	-	1,030,472
Debt Service	67,107.00	1,120,775	1,120,775	-	67,107
Special Revenue Fund					
Water & Sewer	1,416,076.00	313,959	230,658	83,301	1,499,377
Landfill	(6,179.00)	362,114	364,197	(2,083)	(8,262)
Port - Dock	649,234.00	234,963	309,889	(74,926)	574,308
Port - Harbor	(90,143.00)	96,498	201,200	(104,702)	(194,845)
E-911 Service	267,909.00	27,316	27,316	-	267,909
Asset Forfeitures Fund	27,824.00	176	-	176	28,000
Reward Fund	400.00	-	-	-	400
Senior Center	2,151.00	141,478	154,502	(13,025)	(10,874)
Library (Grants)	(79.00)	12,131	15,653	(3,521)	(3,600)
Public Safety	-	-	-	-	-
Local Support	(11,868.00)	8,225	29,119	(20,894)	(32,762)
Covid, ARPA & LGLR Support	-	-	-	-	-
Capital Project Fund					
Ambulance Reserve Capital Project	437,515.00	13,139	(1,000)	14,139	451,654
Equipment Replacement Capital Project	73,749.00	2,805	2,805	-	73,749
School Project	(1,626.00)	-	-	-	(1,626)
Streets Project	52,714.00	-	-	-	52,714
Firehall Project	-	-	-	-	-
Dock and Harbor Capital Project	-	53,553	130,480	(76,926)	(76,926)
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)	10,469	1,390	9,079	-
SOA DOH Grants	25,334.00	-	-	-	25,334
Denali Commission Project	-	-	-	-	-
Landfill Committed Funds	197,044.00	10,415	-	10,415	207,459
Permanent Fund					
Mary Carlson Estate	388,640.00	5,094	2,485	2,608	391,248
Snagpoint	-	-	-	-	-
Total	11,377,163	8,484,933	8,607,984	(123,052)	11,254,111

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: 1/18/2025

To: Jack Savo Jr., Acting City Manager

From: Tracy O'Malley, Chief of Police

Subject: Monthly Report: January 2026

Patrol:

Several of our officers were able to attend the City Christmas party on 12/18. All officers completed a state sponsored training this month. We have several training courses coming up next month for patrol officers.

Dispatch:

We had a total of 114 calls for service from December 13, 2025 to January 13, 2025.

.88 % Fire (1)

20.21% EMS Calls (23)

2.63% Burn permits (3)

4.38% Agency Assist (5)

3.51% Suspicious vehicle (4)

15.79% Welfare Checks (18)

21.5% Disturbances (25)

1.75% Premises check (2)

7.02% Traffic Stops (8)

6.14% Assault DV/Non DV (7)

.88% Trespass warnings (1)

DMV:

03 – Commercial D/L

34 – Driver License

17 – Identification Cards

04 – HC Permits (No Fee)

02 – Miscellaneous Fees

14 – Vehicle Registration

13 – Title / Lien

00 – Boat Registration

00 – Road Test

01 – License Services

22 – AK Written Test

Corrections:

Thirty-four inmates were held in the jail during the last month.

Animal Control:

Three dogs were taken into the pound this month. ACO Romie is looking at the availability of on-site training in Anchorage for February for euthanasia licensure.

We will be having a rabies clinic during Beaver Round Up. It will take place on 2/28 from 10am-4pm.

The City is seeking volunteers for the pound.

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



MEMORANDUM

Date: January 26, 2025
To: Jack Savo, Acting City Manager
From: Scott Runzo, Fire Department Coordinator

SSubject: Fire/EMS Report

Acknowledgements and Recognitions

- We would like to thank Nick Schollmeier, Maddison Swift, and JJ Larson for their unwavering dedication to the department and for being the top 3 responders for this quarter.

Fire/EMS Board Members

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

Department Accomplishments:

Total Fire calls for 2026 – 2

Total EMS calls for 2026 – 35

- The first Annual Department Holiday party was a success and has led to more events being planned to involve the community as well.
- Fire and EMS are working to get the ice rink into working order. This involves volunteers working in below freezing temps to spread water and maintain the rink.
- Fire is working on the next phase for the proposed fire hall. This involves reinstating the 600k back into the budget for infrastructure development as well as member recommendations for the new building
- Fire and EMS has completed some of the required reporting for our 2026 state certifications and are currently working on the remaining certifications.

- Patient care plans have been in place to help mitigate the abuse of the 911 system. This plan has helped to reduce the number nonemergent calls.
- Recertification training for member EMS licensing is planned for the end of February.

Projects – Progress, Public Engagement & Preparations

- Working on a service agreement with Pro-Com out of Anchorage for a PM contract for all city-wide radio systems.
- EMS has completed a rate of study increase proposal and will be submitted to the council after the first of the year.
 - The resolution is in process and will be available for review by city staff at the end of the week
- Training from members of the Fairbanks fire department is confirmed for the last week of March and First week of April.
- Volunteer stipend program has been reviewed with accounting and the proposal will be out within the next few weeks.
- City wide evaluation of AEDs and first aid supplies was completed for all city buildings with the determination of new equipment needed.
- EMS prevention has several events planned for the spring of 2026 with the first event being the sports games/events in town.
- Due to budget restrictions EMS is working on an alternative solution for summer staffing for EMS – this is still on-going
- Fire and EMS will complete their rectification for the ability to be instructors of CPR.

Public Feedback:

- We have received many acts of thanks and appreciation from citizens thanking the volunteers for serving the community.

Mayor
Alice Ruby

Acting City Manager
Jack Savo, Jr.



Dillingham City Council
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Kevin McCambly

MEMORANDUM

Date: January 26, 2026

To: Jack Savo, Jr., Acting City Manager

From: Phil Baumgartner, Public Works Director

Subject: Monthly report

Our Public Works crew has done an admirable job keeping our buildings, streets and sidewalks clear of snow and sanded these last few weeks. By cross training across the department, the crew was able to band together to keep our roads open and safe for both vehicle and pedestrian residents. The High school/Middle school held a tournament amid a snowstorm throughout which Public Works kept roads and school parking lots open so the games could continue.

Our Assistant, Foreman and Director are scheduled this week for in depth review and training toward going live with Asset Essentials ("Brightly"). Asset registry building continues, as well as training on cataloging has been undertaken by the Public Works Office Assistant. Through this course progress has been made updating the list and status of both equipment and vehicles.

The 160M grader online after receiving both preventative maintenance and repairs. Our winter equipment is largely operational, in good repair with preventative and repair maintenance being scheduled. The skid steer snow blower attachment blew a hose in this last storm. A new hose has been ordered.

Respec completed and submitted the DRAFT Airport Water System Extension Design Analysis Report. Chris Maines, Planner, Jack Savo, Jr.; Acting City Manager, Anita Foran; Finance Director and I; Phil Baumgartner – Public Works Director are to review and meet to evaluate options.

Our Building & Grounds crew identified a water leak at Grandma's House on conducting their daily rounds. A section of the fire suppression (sprinkler) system froze and damaged the ceiling in the foyer area. We have an inspector scheduled to conduct a site inspection and make recommendations.

The Water/Wastewater crew has been conducting training toward a provisional water treatment and water distribution license. Alaska Water Resources Association, under our membership, sent an inspector out to conduct our 2025 Sanitary Survey, free of charge. Results of which are expected soon.

In the interest of being better able to coordinate and maneuver public policies, state statutes, contacts for various projects and garnering attention to current legislative assistance and funding needs, I am enrolled in a UAF course on the legislative process. Through which, I traveled to Juneau and met with many state Senators, Representatives and Commissioners. To whom our time sensitive workload on our Snag Point Erosion project and the need for streamlined funding to include water service to customers as part of the Airport Waterline Extension was conveyed.

We are reviewing processes and updating quotes for affecting purchases specified under the Landfill Improvement appropriation. A scope & fee proposal for upgrade recommendations has been requested from CRW; engineering firm whose done our recent Solid Waste Management Plan, conducted a site visit and our term engineering firm.

A new building & grounds assistant started today, January 26th. Three positions remain open: two Equipment Operators and one Fleet Mechanic positions. Applications continue to be reviewed as they are received. Though there has been a learning curve on the online personnel annual review application, it appears we've made progress on timely use and completion of reviews.

Accomplishments:

New Building & Grounds Assistant onboarded, equipment and water/wastewater specific training underway/completed, Landfill improvement purchase procedure review, Airport waterline extension 35% draft report received, employee benefits training session,

Document retention and disposal are ongoing. Vehicle and equipment retention/replacement scheduling continues.

Upcoming Activities/Events:

Asset Management training, Snag Point Erosion RFP, year-to-date budget review, research of water/wastewater metering systems, Landfill improvement planning & purchasing, coordination and procurement, coordination with RESPEC on waterline extension

Respectfully,

Phil Baumgartner

Phil Baumgartner
Public Works Director

General Status Review
Winter & Landfill equipment

- Motor Grader Cat 160 H replacement ordered, repairs made operational limited use with new sharks' blades, transmission issues
- Motor grader Cat 160M parts installed, Moe board ware point, sharq blades installed
 - other minor issues will be scheduled for completion when parts are received
- Backhoe operational
- 450 plow /sander just serviced operational
- 350 plow/sander snowplow operational sander drive clutch ordered for replacement
- Harbor Volvo 110 wheeled loader, operational with snow bucket only, attachment pin lock assembly needs to be ordered ASAP for use of other attachment
- Bobcat tracked skid steer operational with all attachments,
- Small Trackless vehicle operational needs snow blower attachment installed ASAP
- White end dump operational, small leak on lifting ram will need over haul seal kit

Land fill

- Case wheeled loader operational recent service and repairs
 - other repairs needed but is operational
- Cat wheeled loader need scheduled for repairs parts here
- Backhoe at city PW shop needs Battery
- Case wheeled skid steer new door window replacement completed, needs move to land fill
- Cat trash sheep's steel wheeled dozer inoperable condition unknown
- Excavator Cat 345 parts here needs scheduled for repairs
- Small JD dozer operational, shifting issued when cold, needs windows
- Dozer Cat D5 needs scheduled for inspection and repairs track adjuster assembly unknown issue

Mayor
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Dillingham City Council

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MEMORANDUM

Date: 1/22/2026

To: Jack Savo Jr., Acting City Manager

From: Daniel Miller, Port Director

Subject: Monthly Report: January 2026

Upcoming Events:

- 2/12: Monthly meeting with MARAD and PND
- 2/16: Safety Committee Meeting

Projects – Progress and Public Impacts:

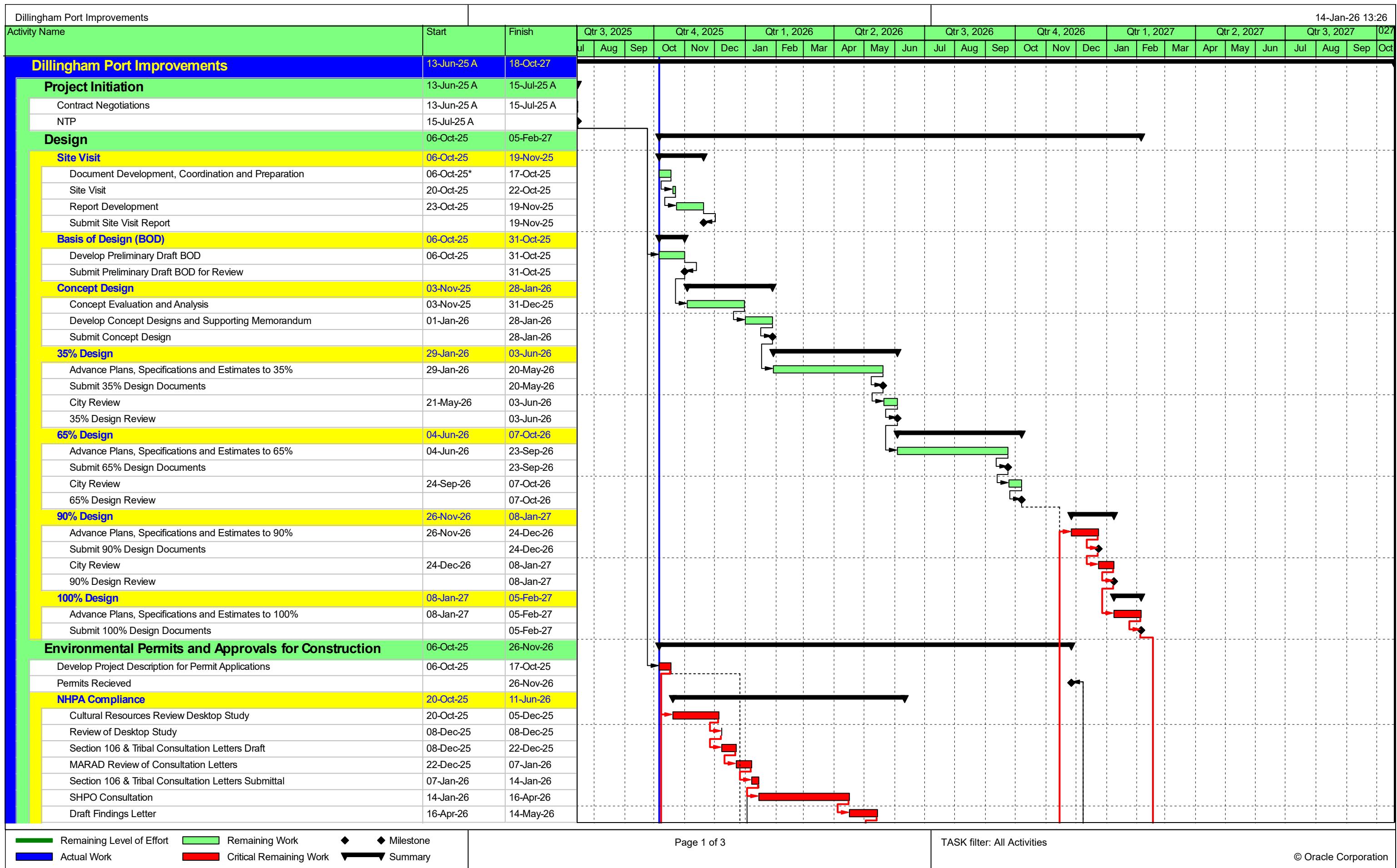
- Planning next Port Advisory Committee meeting for late February or mid-March
- Work on proposal and ordinance for Dock warehouse lease
- Work with PND Engineering to acquire all necessary permits for PIDP Grant
 - Likely able to move forward with “no impact” determination for Harbor project which, if made, should streamline the NEPA, NMFS, and USFW permitting
 - Received updated project timeline(attached)
 - Working on Title XI requirements
 - Current estimated project closeout: Spring 2028
- 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
- Develop a plan for improved Kanakanak Beach Access maintenance

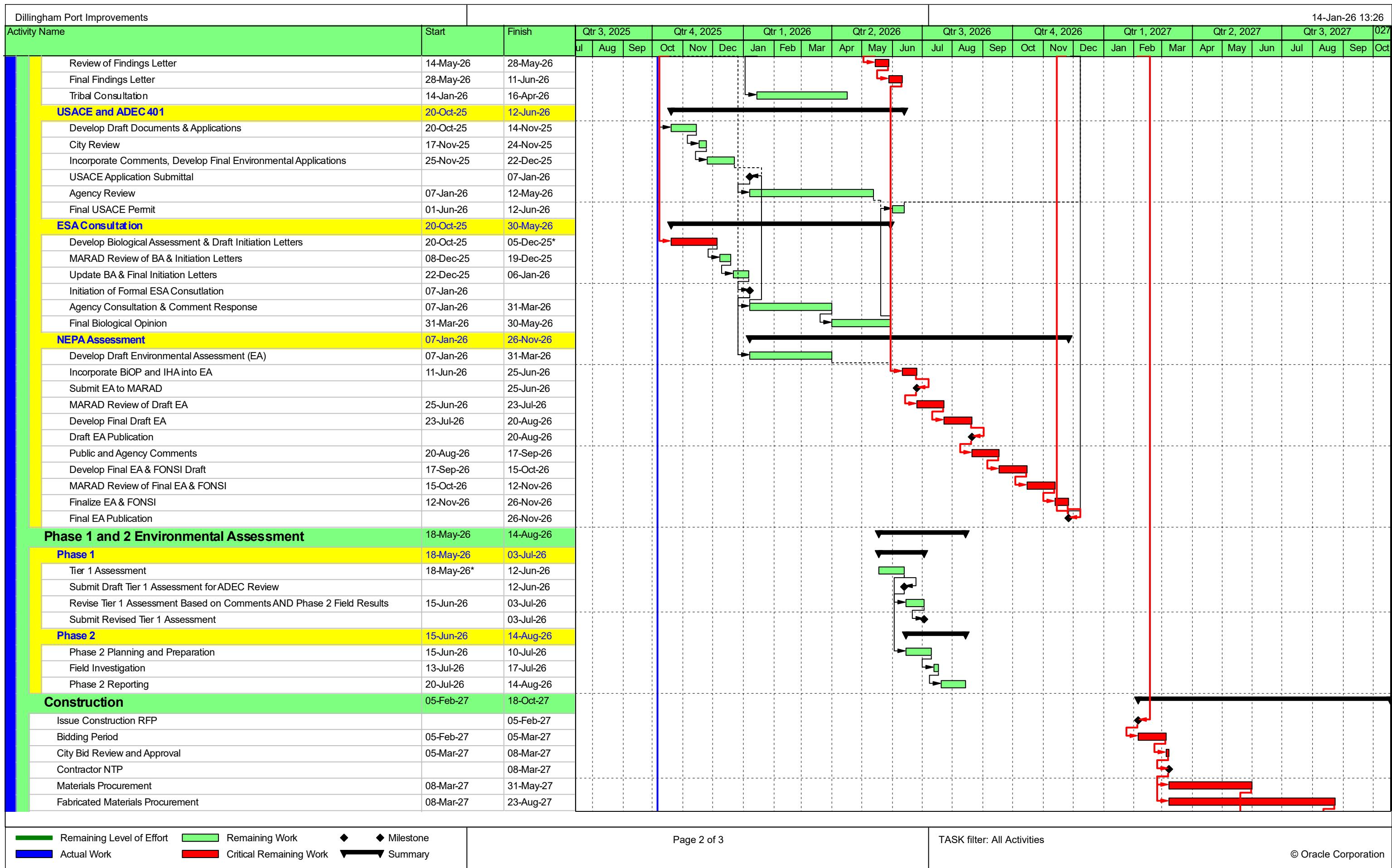
Completed Projects:

- 1/8: Monthly Meeting w/ MARAD and PND
 - Expecting draft grant agreement soon
- 1/22: Met with PND and Planning Director to discuss lease lots and utility upgrades/extension as part of PIDP Project.

Public Feedback:

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





Dillingham Port Improvements			14-Jan-26 13:26																										
Activity Name	Start	Finish	Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026			Qtr 2, 2026			Qtr 3, 2026			Qtr 4, 2026			Qtr 1, 2027			Qtr 2, 2027			027		
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Onsite Construction- Bulkhead and Upland Utilities	31-May-27	18-Oct-27																											
Onsite Construction- Small Boat Harbor	23-Aug-27	18-Oct-27																											

Mayor
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Dillingham City Council
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Kevin McCamby

MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager
Date: January 23, 2026
Re: February 2026 Report

PLANNING COMMISSION: The Planning Commission is set to hold a workshop to discuss the 2036 comprehensive plan, and primarily discuss the future land use map. The draft plan, reflects genuine community priorities (housing first, followed by wellness, facilities, economy). Acknowledges real accomplishments and builds on them Takes an honest, data-driven approach to challenges. Emphasizes partnerships and collaboration. Honors cultural values and Tribal leadership. Provides concrete strategies and implementation framework Balances immediate needs with long-term resilience Protects what makes Dillingham unique (fisheries, subsistence, community connection). This is a strong, community-driven plan. I look forward to the upcoming community meetings and invite the Council attend them to hear from the community.

Snag Point Erosion Appropriation:

I have been working with Acting City Manager Jack Savo Jr. on this project. FEMA is in the process of reviewing our extension request. We have maintained bi-weekly conferences with our State of Alaska Representative. We will keep the Council posted on any updates.

Dillingham Airport Waterline Extension:

RESPEC representatives visited Dillingham from December 2nd through the 4th. Based on the work and findings we have received the alternatives analysis. The project is to extend the City of Dillingham's water system to serve properties with PFAS-contaminated groundwater near the airport, affecting residential and airport facilities. The existing water system serves ~230 connections with three wells providing approximately 250,000 gpd capacity. Peak summer demand reaches 375,000 gpd, exceeding reliable capacity. The system requires upgrades to support expansion, including additional wells, treatment capacity, storage, and improved monitoring systems.

Recommended Solution:

- **Infrastructure:** Option 1 - Install a 500,000-gallon storage tank and booster pump station near the existing distribution network with a circulation loop to/from the airport
- **Route:** Option 3 - 12-inch water main along Kanakanak Road around the west end of the runway to Airport Road, with a lateral spur to Airport Spur Road (avoids runway crossing and best positions system for future expansion)

Project Cost: Estimated ROM construction cost of **\$17.5M** for the recommended alternative (includes storage tank, booster station, and piping).

Next Steps: Complete 35% schematic design, conduct geotechnical sampling (34 borings planned for March 2026), coordinate environmental permitting with ADEC, FAA, and other agencies, and pursue additional funding through DWSRF Emerging Contaminants Loan program.

City of Dillingham Land Disposal and Future Housing:

I have included an ordinance with this report. I will be asking the Council to assign this to the Code Committee for review. I recommend that we begin working with our codes in tandem with the creation of the upcoming subdivisions owned by the City of Dillingham. This proposed ordinance amending Chapter 5.30 of the Dillingham Municipal Code deserves immediate consideration as a critical tool for addressing our community's housing shortage. With land acquisition representing the primary barrier to residential development in Dillingham, where few new subdivisions exist and extensive native allotments and ANCSA lands limit available parcels, the city must maximize the housing potential of municipal property. This ordinance provides essential flexibility to dispose of city-owned land at below-market rates specifically for housing projects, while incorporating accountability measures to ensure development actually occurs. Given our constrained land availability and growing housing needs, adopting these provisions could unlock significant residential development opportunities that would otherwise remain economically unfeasible.

AN ORDINANCE OF THE CITY OF DILLINGHAM, ALASKA, AMENDING CHAPTER 5.30 OF THE DILLINGHAM MUNICIPAL CODE RELATING TO DISPOSAL OF MUNICIPAL PROPERTY TO PROMOTE HOUSING DEVELOPMENT

WHEREAS, the City of Dillingham faces a critical housing shortage that impacts economic development, workforce recruitment, and the overall quality of life for residents; and

WHEREAS, land acquisition costs represent the single largest barrier to residential development in Dillingham, Alaska; and

WHEREAS, the availability of developable land in Dillingham is severely constrained due to extensive native allotments and Alaska Native Claims Settlement Act (ANCSA) lands covering substantial portions of the area, with few new subdivisions available; and

WHEREAS, the City of Dillingham possesses certain municipal properties suitable for residential development that could help address the housing shortage; and

WHEREAS, the City Council finds that strategic disposal of municipal property for housing development serves a compelling public purpose and will benefit the community; and

WHEREAS, the City Council desires to establish clear procedures and requirements for the disposal of municipal property specifically for housing development purposes while ensuring accountability and successful project completion.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DILLINGHAM DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment of Section 5.30.020 - Terms and Conditions of Sale

Section 5.30.020(A) of the Dillingham Municipal Code is hereby amended to add the following subsection:

8. Development Requirements for Housing Projects.

For disposals of municipal property intended for housing development, the city council shall establish specific requirements in the disposal documents, including but not limited to:

a. Number of Housing Units. The minimum number of residential housing units to be constructed on the property, which may vary based on property size, zoning, and development capacity;

b. Development Timeline. A binding timeline establishing clear milestones including:

- Submission of final development plans and building permits
- Commencement of construction
- Substantial completion of infrastructure
- Completion of housing units

- Certificate of occupancy for completed units

c. Design Standards and Requirements. Standards addressing:

- Architectural compatibility with surrounding neighborhoods
- Energy efficiency requirements
- Building materials suitable for local climate conditions
- Minimum square footage requirements
- Accessibility standards
- Snow load and foundation requirements appropriate for Dillingham conditions

d. Infrastructure Requirements. Developer obligations for:

- Road construction and paving to city standards
- Water and sewer line extensions
- Storm drainage facilities
- Street lighting
- Sidewalks or pedestrian pathways where appropriate
- Coordination with existing municipal infrastructure systems

Section 2. Amendment of Section 5.30.020 - Below-Market Pricing for Housing Development

Section 5.30.020 of the Dillingham Municipal Code is hereby amended to add the following subsection:

C. Adjusted Pricing for Housing Development Disposals.

For disposals of municipal property whose primary purpose is promoting housing development, the city council may, after considering the public benefit, authorize the sale of property at a price below the appraised fair market value. The city council shall consider the following factors in determining any price adjustment:

1. Number and Type of Housing Units. The quantity and variety of housing units to be developed, with consideration given to:

- Total number of residential units
- Mix of unit types (single-family, duplex, multi-family)
- Unit sizes and bedroom counts
- Projects providing diverse housing options for different family sizes and demographics

2. Infrastructure Investment. The infrastructure costs to be borne by the developer, including:

- Extension of utilities beyond the immediate property boundaries
- Road construction or improvements benefiting the broader community
- Drainage improvements
- Any off-site improvements required to support the development
- Connection fees and utility capacity costs

3. Affordable Housing Component. Projects that include affordable housing units meeting the following criteria:

- Units designated for households at or below 80% of Area Median Income (AMI)
- Duration of affordability restrictions (minimum 15 years recommended)
- Number and percentage of total units designated as affordable
- Deed restrictions or covenants ensuring long-term affordability
- Priority consideration for projects with 20% or more affordable units

4. Economic Benefit to the Community. The expected economic impact, including:

- Job creation during construction and operation
- Property tax revenue generation
- Commercial development potential
- Workforce housing for local businesses and industries
- Population stabilization and growth
- Enhanced community services viability

5. Development Risk and Market Conditions. Recognition of financial risks including:

- Remote location construction cost premiums
- Limited contractor availability
- Material transportation costs
- Short construction season
- Market absorption rates
- Financing challenges in rural Alaska communities

The city council may reduce the purchase price by up to seventy-five percent (75%) of the appraised value for projects demonstrating exceptional public benefit through the factors listed

above. Any reduction exceeding fifty percent (50%) shall require specific findings by the city council documenting the public benefit justification.

Section 3. Amendment of Section 5.30.040 - Methods of Disposal

Section 5.30.040 of the Dillingham Municipal Code is hereby amended to add the following subsection:

E. Request for Proposals (RFP) Process for Housing Development.

When the city council determines that the primary purpose of a disposal is housing development, the city may solicit proposals from qualified developers through a competitive Request for Proposals (RFP) process as an alternative to public auction or sealed bid procedures. The RFP process shall include the following elements:

1. RFP Publication and Distribution. The city shall publish the RFP and make it available to interested parties for a minimum of forty-five (45) days. Publication shall include:

- Local newspaper advertisement
- Posting on the city's official website
- Notice to the Alaska Housing Finance Corporation
- Notice to regional development organizations
- Distribution to known housing developers and contractors operating in rural Alaska

2. Minimum Requirements. The RFP shall specify mandatory minimum requirements including:

- Minimum number of housing units to be constructed
- Unit type requirements or preferences
- Percentage of affordable housing units, if any
- Construction quality standards
- Energy efficiency standards

3. Development Timeline Requirements. Clear timeline expectations including:

- Maximum time for plan submission and permitting
- Required construction commencement date
- Phase completion schedules for multi-phase projects
- Final completion deadline
- Penalty provisions for delays not attributable to force majeure

4. Design Standards. Specifications addressing:

- Architectural design expectations
- Building materials and methods appropriate for Dillingham's climate
- Lot layouts and density requirements
- Open space or common area provisions
- Parking requirements
- Landscaping expectations

5. Infrastructure Requirements. Detailed requirements for:

- Utility installation and connections
- Road construction specifications
- Drainage and stormwater management
- Street lighting and signage
- Snow storage areas
- Compliance with all applicable city codes and standards

6. Proposal Content Requirements. Mandatory elements of responsive proposals including:

- Developer qualifications and experience
- Project concept and unit mix
- Site plans and preliminary architectural renderings
- Development timeline with specific milestones
- Project budget and pro forma
- Evidence of financial capacity or commitment letters
- Proposed purchase price
- Identification of all team members (contractors, architects, engineers)
- References from previous projects

7. Evaluation Criteria. The RFP shall establish weighted evaluation criteria, which may include:

- Developer qualifications and experience (15-20%)
- Project design quality and appropriateness (15-20%)
- Number and type of housing units proposed (20-25%)
- Inclusion of affordable housing (10-15%)

- Development timeline and feasibility (15-20%)
- Financial capacity and project financing (15-20%)
- Proposed purchase price (5-15%)
- Community benefit and economic impact (10-15%)

8. Selection Process.

- An evaluation committee appointed by the city manager shall review and score all responsive proposals
- The committee may conduct interviews with top-ranked proposers
- The committee shall make a recommendation to the city council
- The city council shall make the final selection decision through resolution
- The city council may reject all proposals if none adequately serve the public interest

9. Negotiation Authority. Following selection, the city manager is authorized to negotiate final terms and conditions with the selected developer, provided that any material changes from the accepted proposal must be approved by the city council.

Section 4. Amendment of Section 5.30.070 - Post-Award Requirements

Section 5.30.070 of the Dillingham Municipal Code is hereby amended to add the following subsection:

B. Additional Requirements for Housing Development Disposals.

For all disposals of municipal property for housing development purposes, whether through auction, sealed bid, or RFP process, the successful bidder or selected developer must submit the following within sixty (60) days of the city council's approval of the disposal:

1. Detailed Development Plans, including:

- Final site plan prepared by a licensed engineer or surveyor
- Preliminary architectural plans for all housing units
- Civil engineering plans for infrastructure improvements
- Utility connection plans coordinated with city departments
- Grading and drainage plans
- Erosion and sediment control plans
- Environmental assessment or mitigation plans if required

2. Comprehensive Project Timeline, containing:

- Gantt chart or similar scheduling document showing all major activities
- Specific dates for key milestones including:
 - Completion of final engineering
 - Building permit applications
 - Infrastructure construction start and completion
 - Building construction start for each phase
 - Substantial completion of each phase
 - Final completion and certificate of occupancy
- Identification of critical path items
- Contingency plans for weather delays or other foreseeable obstacles

3. Evidence of Financing Capability, such as:

- Commitment letters from financial institutions
- Proof of equity investment or down payment
- Personal financial statements (for individual developers)
- Corporate financial statements (for entity developers)
- Evidence of insurance coverage or ability to obtain coverage
- For projects over \$2 million, a third-party financial feasibility analysis

4. Performance Security, in one of the following forms:

- Performance bond issued by a surety company licensed to do business in Alaska
- Irrevocable letter of credit from a financial institution
- Cash escrow deposit
- Other security acceptable to the city attorney

The amount of performance security shall equal at minimum twenty-five percent (25%) of the total estimated development cost, including land acquisition, infrastructure, and construction costs. The city council may require higher security amounts for larger or higher-risk projects.

5. Insurance Requirements, including:

- Commercial general liability insurance with minimum limits of \$2,000,000 per occurrence
- Builder's risk insurance during construction
- Workers' compensation insurance as required by Alaska law

- Professional liability insurance for architects and engineers
- Proof that the City of Dillingham is named as additional insured

6. Contractor and Professional Team Information, including:

- Executed contracts or letters of intent with general contractors
- Licensing verification for all contractors (Alaska Business License, appropriate contractor licenses)
- Qualifications of architects, engineers, and other professionals
- Safety records and past performance documentation

Failure to Submit Required Documentation. If the successful bidder or selected developer fails to submit all required documentation within the sixty (60) day period, or within such extension as may be granted by the city manager for good cause, the city council may:

- Declare the bidder/developer in default
- Retain any earnest money or deposits
- Offer the property to the next qualified bidder/proposer
- Re-advertise the property for disposal

Section 5. Amendment of Section 5.30.080 - Specific Disposal Provisions

Section 5.30.080 of the Dillingham Municipal Code is hereby amended to add the following subsection:

E. Disposal for Housing Development - Special Provisions.

The city council may dispose of municipal real property specifically to promote housing development under the following conditions and requirements:

1. Housing Development Finding. The city council must make a specific finding that:

- The disposal will result in the development of residential housing units within a reasonable and specified timeframe
- The housing development serves a compelling public purpose
- The benefits to the community outweigh the value of retaining the property in municipal ownership
- The proposed development is consistent with the city's comprehensive plan and zoning regulations
- The developer has demonstrated capability to complete the project

2. Minimum Unit Requirements. The disposal agreement shall specify:

- The minimum number of housing units to be constructed
- Any requirements for unit types or mix (single-family, multi-family, etc.)
- Minimum habitable square footage standards for units
- Any requirements for affordable housing units with specific income restrictions
- Occupancy restrictions, if any (e.g., primary residences only, no short-term rentals)

3. Binding Development Timeline with Milestones. The agreement shall include a detailed timeline with specific, enforceable milestones such as:

Phase 1 - Planning and Permitting (Months 0-6)

- Submission of final development plans
- Completion of all required surveys and studies
- Application for and receipt of all necessary permits
- Execution of utility service agreements

Phase 2 - Infrastructure Development (Months 6-12)

- Commencement of site work
- Installation of utilities
- Construction of roads and drainage
- Completion of all infrastructure to city standards

Phase 3 - Vertical Construction (Months 12-24)

- Commencement of building construction
- Substantial completion of structures
- Inspection and approval of all work

Phase 4 - Final Completion (Months 24-30)

- Final grading and landscaping
- Utility connections and service activation
- Certificate of occupancy for all units
- Transfer of infrastructure to city ownership (if applicable)

The city council may establish different timelines based on project size, complexity, and market conditions, but the total time from disposal to final completion shall not exceed five (5) years without specific council authorization.

4. Reversionary Clause - Mandatory Inclusion. Every disposal for housing development

shall include a reversionary clause providing that:

- Title to the property shall revert to the City of Dillingham if the developer fails to meet specified development milestones
- The city may enforce the reversion through a recorded deed restriction or covenant
- Upon reversion, the developer shall be entitled to reimbursement only for documented infrastructure improvements that benefit the city, at a value determined by independent appraisal, less any damages or costs incurred by the city
- Any structures or improvements not meeting building code standards shall be removed by the developer at developer's expense prior to reversion
- The reversionary right shall remain in effect until all development milestones are completed and accepted by the city

5. Extension Provisions. The development agreement shall specify that:

- Extensions of milestone deadlines may be granted by the city council for good cause shown
- "Good cause" includes force majeure events such as:
 - Natural disasters or extreme weather beyond normal seasonal expectations
 - Unforeseeable changes in federal, state, or local regulations
 - Documented nationwide or regional shortage of critical building materials
 - Documented unavailability of contractors or skilled labor despite good faith efforts
 - Delays in utility connections caused by utility providers
- Requests for extensions must be submitted in writing at least thirty (30) days before a milestone deadline
- Extensions shall be granted for reasonable periods related to the cause of delay
- Extensions due to developer's financial difficulties or poor planning shall not constitute good cause

6. Priority for Affordable Housing. When evaluating competing proposals or applications for housing development disposals, the city council shall give priority consideration to projects that:

- Include at least twenty percent (20%) of units as affordable housing for households at or below 80% AMI
- Provide longer-term affordability commitments (20+ years preferred)
- Include workforce housing for essential community occupations (teachers, healthcare workers, public safety personnel)

- Demonstrate partnerships with Alaska Housing Finance Corporation or other housing assistance programs

7. Development Agreement Required. All housing development disposals shall be memorialized in a comprehensive development agreement approved by the city council that includes:

- All terms and conditions of the disposal
- Development requirements and timelines
- Performance security provisions
- Reversionary clauses
- Inspection and enforcement provisions
- Default and remedy provisions
- Insurance and indemnification requirements
- Dispute resolution procedures

8. Progress Reporting. The developer shall provide quarterly written progress reports to the city manager documenting:

- Work completed during the period
- Milestones achieved
- Any challenges or delays encountered
- Projected schedule for upcoming work
- Current photographs of the development

9. City Inspection Rights. The city reserves the right to inspect the property and all work in progress at reasonable times to verify compliance with the development agreement. The developer shall provide access and cooperate with city inspectors.

10. Assignment Restrictions. The developer may not assign or transfer its rights under the development agreement without prior written consent of the city council, which consent may be granted if the proposed assignee demonstrates equivalent or superior financial capacity and development experience.

Section 6. Amendment of Section 5.30.090 - Reversionary Clauses

Section 5.30.090 of the Dillingham Municipal Code is hereby amended to add the following subsection:

B. Reversionary Clauses for Housing Development Disposals.

For all disposals of municipal property for housing development purposes, the deed and development agreement shall include a reversionary clause containing the following

City of Dillingham

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Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

provisions:

1. Specific Milestone Triggers. The reversionary clause shall specify each development milestone and the corresponding deadline. Failure to achieve any milestone by its deadline, absent an approved extension, shall constitute grounds for reversion.

2. Notice and Cure Period. Before exercising its right of reversion, the city shall:

- Provide written notice to the developer specifying the milestone(s) not achieved
- Allow a cure period of ninety (90) days for the developer to remedy the default
- If the default cannot reasonably be cured within ninety (90) days, allow a reasonable cure period if the developer commences cure within the initial ninety (90) days and diligently pursues completion

3. City Council Determination. After expiration of the cure period, the city manager shall report to the city council regarding the status of the development. The city council may:

- Determine that reversion is appropriate and direct the city attorney to initiate reversion proceedings
- Grant an additional extension for good cause shown
- Modify the development agreement to address changed circumstances
- Negotiate a settlement with the developer

4. Good Cause Extensions. The city council may grant extensions of milestone deadlines upon finding of good cause, which includes but is not limited to:

- **Force Majeure Events:** Acts of God, natural disasters, pandemics, civil unrest, or other events beyond the developer's reasonable control
- **Regulatory Delays:** Delays in obtaining permits or approvals from federal, state, or local agencies despite developer's diligent efforts
- **Documented Material Shortages:** Nationwide or regional shortages of essential building materials that prevent construction progress
- **Market Disruption:** Extraordinary economic conditions that make project financing temporarily unavailable despite developer's good faith efforts
- **Utility Provider Delays:** Delays in utility connections or capacity caused by utility providers beyond developer's control

Good cause shall not include:

- Developer's financial difficulties due to poor planning or inadequate capitalization
- Developer's failure to secure contractors or labor due to inadequate effort
- Developer's decision to pursue other projects
- General market conditions that were foreseeable at the time of property acquisition

5. Extension Request Procedures.

- Extension requests must be submitted in writing at least thirty (30) days prior to a milestone deadline
- Requests must include detailed documentation of the circumstances justifying the extension
- Requests must include a revised timeline showing when the milestone will be achieved
- The city manager may grant extensions of up to ninety (90) days; longer extensions require city council approval
- The city council shall act on extension requests within sixty (60) days of submission

6. Compensation Upon Reversion. In the event of reversion:

- The developer shall receive compensation only for infrastructure improvements that:
 - Were completed to city standards and accepted by the city
 - Provide benefit to the city for future use or development
 - Are documented with receipts and invoices
- Compensation shall be based on independent appraisal of the value of the improvements to the city
- No compensation shall be provided for planning costs, permit fees, incomplete work, or non-conforming improvements
- The city may offset compensation with:
 - Costs incurred by the city in re-marketing the property
 - Property taxes, assessments, or fees owed to the city
 - Costs of removing non-conforming structures or correcting code violations
 - Damages to the property or surrounding area caused by developer

7. Removal of Non-Conforming Improvements. If the developer has constructed improvements that do not meet building codes or development agreement standards:

- The developer shall remove such improvements and restore the property to a safe condition
- Removal shall be completed within ninety (90) days of notice
- If the developer fails to remove improvements, the city may remove them and charge the developer for costs incurred
- The city may draw upon performance security to cover removal costs

8. No Penalty for Early Completion. If the developer completes all development milestones ahead of schedule, the city shall promptly release all performance security and remove the

City of Dillingham

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Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

reversionary clause from the property title upon final inspection and acceptance.

9. Partial Reversion for Phased Development. For multi-phase developments:

- The property may be subdivided by phase with separate reversionary provisions for each phase
- Successful completion of one phase does not cure default on another phase
- The city may exercise reversion rights on defaulted phases while allowing completed phases to stand
- Performance security may be released proportionally as phases are completed

10. Recording and Notice. The reversionary clause shall be:

- Recorded with the deed in the appropriate recording district
- Referenced in the development agreement
- Included in any financing documents to ensure lenders have notice
- Binding upon successors and assigns

Section 7. New Section - Performance Security

The Dillingham Municipal Code Chapter 5.30 is hereby amended to add a new section:

5.30.095 Performance Security for Housing Development

A. Required Security. For all disposals of municipal property for housing development, the developer shall provide performance security to guarantee completion of the development in accordance with the development agreement.

B. Amount. The performance security shall equal no less than:

- Twenty-five percent (25%) of total estimated project costs for projects under \$1,000,000
- Thirty percent (30%) of total estimated project costs for projects between \$1,000,000 and \$3,000,000
- Thirty-five percent (40%) of total estimated project costs for projects over \$3,000,000

The city council may require higher security amounts based on project risk factors.

C. Acceptable Forms. Performance security may be provided as:

- Performance bond from a surety company rated A- or better by A.M. Best and licensed in Alaska
- Irrevocable letter of credit from a financial institution insured by FDIC or NCUA
- Cash deposit or cash escrow with a financial institution approved by the city

- A combination of the above forms totaling the required amount

D. Maintenance. The developer shall maintain the performance security in full force and effect until:

- All development milestones are completed
- Final inspection is passed
- Certificates of occupancy are issued for all units
- All infrastructure is completed and accepted by the city
- All applicable warranty periods have expired

E. Draw Provisions. The city may draw upon the performance security to:

- Complete development work if the developer defaults
- Remedy code violations or safety hazards
- Remove non-conforming structures
- Cover unpaid city fees, taxes, or assessments
- Compensate for documented damages to city property or infrastructure

F. Release. Security shall be released:

- Proportionally as phases are completed for multi-phase developments
- In full upon final completion and acceptance of all work
- Within thirty (30) days of the city's determination that all obligations are satisfied

Section 8. New Section - Monitoring and Compliance

The Dillingham Municipal Code Chapter 5.30 is hereby amended to add a new section:

5.30.096 Monitoring and Compliance for Housing Developments

A. City Manager Authority. The city manager or designee shall monitor all housing development projects to ensure compliance with development agreements and timelines.

B. Inspection Schedule. The city shall conduct inspections:

- Within thirty (30) days of each milestone deadline
- At any time upon reasonable notice to verify progress
- Upon complaint or concern about non-compliance
- Prior to release of performance security

- As otherwise deemed necessary

C. Developer Cooperation. The developer shall:

- Provide access to the property for inspections
- Respond to city information requests within fifteen (15) business days
- Attend progress meetings as requested by the city
- Provide quarterly progress reports including photographs and documentation

D. Non-Compliance Procedures. If the city determines the developer is not in compliance:

- Written notice shall be provided specifying deficiencies
- A cure period shall be established (typically 30-90 days depending on the deficiency)
- A follow-up inspection shall be conducted after the cure period
- Continued non-compliance may result in:
 - Additional cure periods with penalties
 - Draw on performance security
 - Initiation of reversion proceedings
 - Legal action to enforce the development agreement

E. Penalty Provisions. Development agreements may include:

- Liquidated damages for missed milestones
- Additional performance security requirements for repeated delays
- Increased city oversight and inspection frequency at developer expense
- Other remedies deemed appropriate by the city council

F. Annual Reporting. The city manager shall provide an annual report to the city council on the status of all active housing development projects, including:

- Projects in compliance with timelines
- Projects experiencing delays and reasons
- Extension requests granted
- Enforcement actions taken
- Completed projects and outcomes

Section 9. New Section - Affordable Housing Definitions and Standards

The Dillingham Municipal Code Chapter 5.30 is hereby amended to add a new section:

5.30.097 Affordable Housing Standards

A. Definitions. For purposes of housing development disposals under this chapter:

"Affordable Housing" means housing for which the occupant household is paying no more than thirty percent (30%) of its gross income for housing costs, including utilities.

"Area Median Income (AMI)" means the median family income for the Bristol Bay Borough or Dillingham Census Area as determined annually by the U.S. Department of Housing and Urban Development (HUD), adjusted for family size.

"Affordable Housing Unit" means a dwelling unit that is:

- Sold or rented at a price affordable to households at or below eighty percent (80%) of AMI
- Subject to deed restrictions or covenants ensuring affordability for a minimum period
- Comparable in quality, design, and amenities to market-rate units in the same development

B. Income Qualification. Households shall qualify for affordable housing units if their gross annual income does not exceed:

- Eighty percent (80%) of AMI for rental units
- One hundred percent (100%) of AMI for owner-occupied units

Income shall be verified through:

- Federal tax returns for the previous year
- Employment verification and pay stubs
- Social Security or pension statements
- Other documentation acceptable to the city or its designee

C. Deed Restrictions for Affordable Units. Affordable housing units sold to qualified purchasers shall be subject to deed restrictions providing:

- Resale price limitations based on income qualification formulas
- Owner-occupancy requirements
- Right of first refusal for the city or qualified buyers if owner desires to sell
- Minimum affordability period of fifteen (15) years (twenty (20) years preferred)
- Recapture provisions if units are sold before the end of the affordability period
- Prohibition on short-term rental or vacation use

D. Rental Affordable Housing Requirements. Affordable rental units shall be subject to:

- Rent restrictions based on household income and bedroom count
- Tenant income verification at initial lease and annually
- Lease terms and tenant protections meeting applicable landlord-tenant laws
- Professional property management standards
- Compliance monitoring by the city or designated housing authority

E. Affordability Period. The minimum period of affordability for units included in housing development disposals shall be:

- Fifteen (15) years for rental units
- Fifteen (15) years for owner-occupied units
- Twenty (20) years or more for projects receiving substantial public subsidy (greater than 30% reduction in land price)

F. Incentives for Affordable Housing. Projects including affordable housing units may receive:

- Land price reductions of up to seventy-five percent (75%) based on the percentage and number of affordable units
- Priority in proposal evaluation and selection
- Expedited permit review
- Fee waivers or reductions for city permit and impact fees
- Favorable payment terms for land purchase
- Technical assistance from city staff

G. City Monitoring. The city shall monitor compliance with affordable housing requirements through:

- Annual reporting from developers/owners
- Periodic inspection of units and review of rent rolls or sales records
- Verification of tenant/owner income qualification
- Enforcement of deed restrictions and covenants

Section 10. Severability

If any provision of this ordinance or any application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of this ordinance and the application of such provision to other persons or circumstances shall not be affected thereby and shall remain in full force and effect. To this end, the provisions of this ordinance are declared to be severable.

Section 11. Codification

The City Clerk is directed to codify the amendments set forth in this ordinance by incorporating them into the Dillingham Municipal Code. The codified version shall include appropriate section numbering and formatting consistent with the existing code structure.

Section 12. Effective Date

This ordinance shall become effective immediately upon passage by the City Council and publication as required by law. The City Clerk shall publish this ordinance in a newspaper of general circulation within the City of Dillingham within ten (10) days of passage.

Section 13. Implementation

The City Manager is hereby authorized and directed to:

- Develop necessary forms, applications, and procedures to implement this ordinance
- Create RFP templates and evaluation criteria matrices for housing development disposals
- Establish inspection protocols and compliance monitoring procedures
- Prepare standard development agreement templates incorporating the requirements of this ordinance
- Coordinate with the City Attorney to ensure all legal documents are properly drafted
- Report to the City Council within ninety (90) days on implementation progress and any recommended refinements

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr.



Dillingham City Council
Triston Chaney
Jean Barrett
Steven Carriere
Curt Armstrong
Kaleb Westfall
Kevin McCamby

MEMORANDUM

Date: January 23 for the period beginning December 30th, 2025
To: Jack Savo Jr., Acting City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for January

Recognition:

- A big thank you to Public Works Staff for keeping the roads plowed during the January 15th snowstorm.
- Thank you to the Fire Department Volunteers for grooming and maintaining the Ice Rink. I asked to borrow the skate shack key on a Saturday and we had a fun open skate time with about five families with children. I encourage other community members to volunteer to open the skate shack and give our community kids some ice practice time. I opened the skate shack during library open hours so there would be a place for kids to go warm up.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- *Continuing ed update: To date I estimate that I have completed 34 Education Credits out of the required 60 credits required for my Certified Municipal Clerk Certification and I estimate that I have 38.88 hours of CMC experience points earned out of the required 50 hours. I will not be eligible, by IIMC Rules, to apply for my certification until I have completed their required minimum of two years of membership. I became a member in April 2025 so will not be eligible to turn in my certificates for consideration until April or May 2027 at the earliest. I have written my essays for credit from the December training event I attended and have requested permission from the Acting City Manager and Finance Department to apply for more training May 15-22. I ask that the council not schedule meetings (especially BOE meetings) while I am away in training. I find it very difficult to leave Dillingham to complete training as there is no Deputy Clerk for me to leave behind to keep things running while I am away. If the budget allows next year and I can't afford both, I would like to have a Deputy Clerk instead of a Records Manager.*
- *Foreclosure Update:*

- *The title search we were waiting for has been delivered and updates have been provided to the legal team. They should be able to move forward with the court system now.*

These are the names and properties that remain on the list after the cutoff date for certificates of redemption.

Church Of Christ	Braswell B LTR L
Estate of Charlie Franklin	Mission B1 L1
Estate of Julia Reed	USS 2732 -Portion 1 B29 L2
Straley, Andrew	Nerka VII B6 L3

- *Librarian/ Community Coordinator hiring. Interviews were held for the position of Librarian/Community Services Coordinator. Five applications were received and four interviews were held. The decision was made to offer the position to one of the applicants. The new employee will begin on January 27 with a two-week training period. An employee at the library is leaving the community and leaving an opening there and that open position has been offered to the current acting employee who will be vacating her role for the new hire.*
- *Public Records requests: Last month there was a records request that took more time to fulfil. The final report was delayed due to the City offices being closed for snow but was mailed to the requestor via certified mail on 1/16/2026.*
- *Cyber Security. At the Conference in December one of the speakers urged all Clerks to move away from .us websites and email hosted by GoDaddy and move to .gov which is free and for government entities. A letter to the council from the expert in the field is attached. LMJ has been consulted and this is something that could be done by maintaining .us for one year while making the transition to .gov.*
- *Records and Website Update: An audit of permanent public documents is ongoing. Documents continue to be moved from the website to Laserfiche in anticipation of the move from the old website to the new one sometime this month.*
- *Elections task update: Four Boxes of old ballots from 2013 to 2024 have been boxed up and prepared for destruction. Our municipal code differs from the State of Alaska recommendation for record retention of old ballots and I don't know the reason. The City of Dillingham adopted Alaska's Schedule 300.1 for records retention using Resolution 2018.02. The State Schedule 300.1, 8.1 says the ballots shall be kept until the election is certified plus one month and then they can be destroyed. DMC 3.10.130 says ballots must be retained for one year after the election but this was written before the State Records Retention Schedule was adopted. Another version of Schedule 300 will eventually be*

recommended by the State and presented to the council for potential adoption. Would the Council be open to changing this part of code to “retention schedule for election materials will follow the currently adopted retention schedule approved by the council”? In practice, none of these records have been regularly purged since prior to 2013 but this should happen at least every year.

- *Beaver Round Up- The City is hosting the parade and fun run this year.*
- *At Alice’s recommendation, Anita and I have been participating in an AML working group on property taxes. Through this group we have been researching a tribal exemption for fee simple property and found that we are not the only municipality looking into this. Nome and Kodiak both have supreme court cases underway that will set precedent for what Alaskan municipalities do in the future. We have been advised to wait for the Superior Court’s decisions.*
- *Anita and I and someone from B&G attended the Energy Efficiency Grant workshop this week. We only have until July 31st to spend all of the \$50,000.*
- *Please see the Public Notice of Upcoming Meetings at the end of the packet.*

Requests for the Council:

Council Travel

Would the council please give direction on upcoming council travel? Please designate who is going and to what events. Another receipt for a parking reimbursement was turned in for \$120 (\$9,732.69 estimated to remain in the budget if the stipend for Triston is paid.)

- ***SWAMC is March 4-8 for those on the board, with travel days March 3rd & 9th, the conference itself is March 5th-7th. Estimated cost for one person to attend:***

Fees for			
conference/seminar/training:	<u>\$330.00</u>	Hotel:	<u>\$1,883.84</u>
Air/ground transportation:	<u>\$430.19</u>	Rental Car:	<u>\$854.00</u>
Per Diem (\$116 per day-partial days):	<u>\$718.00</u>	Taxi:	
Other		Telephone	
:	<u>Parking</u>	:	<u>\$0.00</u>
		Total Estimated	
		Expense	<u>\$3,362.03</u>

- ***Alaska Infrastructure Development Symposium is April 7-9 Estimated cost is likely similar to above. Conference fee is \$150.***

Code Request:

Consider updating election code for retention schedule.

Wait until the Supreme Court cases are decided before moving forward on the Tribal Exemption Ordinance.

Request ordinance for decisions by consensus

The following is provided so the council can see how the municipal code for retention of election materials does not match up with the retention schedule adopted by the council.

3.10.130 Preservation of election materials. The clerk shall preserve all precinct election certificates, petitions, and registers, all voted ballots filed for one year after the election. All declarations of candidacy shall be preserved until the term for which the declarations were filed expires. These election materials may be destroyed after their retention period has lapsed unless an application for a recount has been filed and not completed, or unless their destruction is stayed by an order of the court. Certificates of the canvass committee are to be preserved as permanent records. (Ord. 86- ___, § ___, 1986.)

Local Government Model General Administrative Records Retention Schedule

8. Elections

Item No.	Records Series Title and Description	Retention and Disposition	Remarks
8.1	Voting Ballots (Completed, Challenged, Rejected, Absentee and Special Needs) May include applications.	C+1 Month then destroy	C = Until election is certified. If election is contested, retain longer per AS 15.15.470.
8.2	Certificates of Election Copies of election certificates presented to candidates upon verification of election.	4 years then destroy	
8.3	Certificates of Election Returns (Regular and Special) Consists of individual machine numbers; polling place designation; date of election; total votes registered by machine, candidate or referenda; and, signatures of elections inspectors, judges, administrators, clerks, volunteers.	Retain Permanently	Certain certificates that are duplicated elsewhere or do not have archival value may be disposed after administrative need is met.
8.4	Election Registers and Tally Books Consists of the following registers: precinct, final voting, questioned voter, special needs voting and absentee voter. Also includes special needs voting applications.	4 years then destroy	Retain longer if election is contested per AS 15.15.470.
8.5	Election Contest/Runoff Information Contested election and runoff data.	C+1 year then destroy	C = Until election is certified.
8.6	DOJ Preclearance Records This series includes request and pre-clearance for election.	Retain Permanently	DOJ = Department of Justice.
8.7	Declarations of Candidacy Declarations executed under oath including name, mailing address, office declared, residency length, etc.	4 years then destroy	AS 15.25.030

January 5, 2026

City of Dillingham
141 Main Street
Dillingham, AK 99576

Dear Mayor Ruby, City Council Members, and Administrator Savo,



My name is Chris Astrella, and City Clerk Flynn asked me to write this letter to help persuade you to consider moving Dillingham away from a .us website and email domain. Last month, at the Alaska Association of Municipal Clerks Conference, I presented a session on cybersecurity and what we can all do to safeguard our digital footprints. Part of that is for government organizations to move away from .com and .org websites, and especially .us websites and email domains. Before I delve into why this is important, I'd like to provide a brief history of, well, me!

I worked in local government in Wisconsin for 17 years before relocating to Las Vegas. After moving here, I worked in government tech (municipal websites and digital tools) for 3 ½ years while teaching undergraduate public administration courses part-time. This past August, I launched my own consulting and speaking business, and I am a recognized subject matter expert on municipal operations and incorporating technology effectively while also considering its human impacts.

Your website and email domains currently end in .us, which is not the officially regulated domain of the United States. These domains have been contracted out to GoDaddy to administer and do not possess the same security as .gov websites (the official website domain of governments in the United States). They do not include multi-factor authentication or technical contact, unlike .gov domains. As a result, the city, your employees, and residents will receive more spam emails, phishing attempts, and opportunities for hacks than if you were to move to a .gov domain. Companies such as Bank of America, Target, and Amazon have been targets of attacks, and many of the fake websites created by cyber criminals can be traced back to a .us domain name.

A .gov website is the appropriate avenue to address the security of your website and email, and best of all, it is free for your website. Only verified government organizations can obtain a .gov domain, whereas anyone can get a .us domain through GoDaddy. Your website host (Municode) should be able to coordinate with you; however, the place to start is www.get.gov. The website provides an in-depth overview of everything required to transition to a .gov domain, including how long the process will take, additional benefits, and instructions on how to get started. While it will take a couple of months to get your new domain up and running, it will ultimately pay off by enhancing security, public perception, confidence, and trust. By moving to a .gov domain, you are telling the public that this is the official website of the city of Dillingham, and you are securing your digital footprint for future elected officials, employees, and residents.

If I can be of any more assistance, please let me know! I would be happy to help in any way I can to make sure Dillingham is at the forefront of digital tools, websites, and their security. I wish you all a Happy 2026!

Sincerely,

Chris Astrella, MPA, WCPC
President/CEO
Government Guru
www.govguru702.com

Senior Center

Accomplishments and Opportunities for December 22, 2025 - January 25, 2026

Accomplishments

- Days opened when meals were served: 19, with 239 congregate meals served.
- Days the van ran: 18, with 105 people given rides and 272 home meals delivered.
- The Senior Center was rented or used for various events over Christmas and New Years such as holiday meals, retirement and birthday parties, memorial services, etc. (receiving five rental agreements during this period).
- Thanks to the city council for the admin days off for Christmas Eve and New Year's Eve.
- The Senior Center was closed for two days with a late start on another day; all because of snowstorms. For this period, the senior center was closed for a total of 6 days due to the holidays and bad weather.

Staffing Update

- Both Nelda and Sonja enjoyed having their birthday holidays off in January.
- Sonja cooked, served and delivered meals, and drove the senior van the week Nelda was gone. Washing dishes, cleaning up the kitchen, shopping for food, prepping for the next meal, and cleaning the rest of the building for rentals, makes one really appreciate all that the cook does! Thanks, Nelda, for preparing the meals for the seniors daily.
- An individual was selected and hired for the Librarian/Community Services Coordinator position. She will be trained by Sonja for two weeks; Sonja's last day as the Acting Librarian/Community Services Coordinator will be February 6th. (Personally, I want to thank the city for giving me the opportunity to serve the seniors in this capacity for the last 7 months. I have built and deepened many relationships with the elders during this time and have cherished their friendship, as I too, am a senior citizen, having just turned 63 myself! There is so much involved in managing the senior center; hats off to all those former directors over the years who faithfully kept it going for the community. When first moving to Dillingham in 1992 at age 29, I saw how important this facility, the Dillingham Public Library, and the services they both provide, are for this community. Both institutions have been pillars to the area for the locals, visitors, and the villages.

News

- Thank you to the Swift family who provided a Christmas Day dinner at the Senior Center for elders and others in need on that special day.
- The Curyung Tribal Administrator provided us the opportunity to have the Senior Center carpets cleaned over the first weekend in January. Thank you so much - they look great!

- The retirement party with pizza and cake hosted by the Dillingham Police Department for Dispatch Supervisor, John Marx, was held at 4 pm in the Senior Center on January 16th. Congratulations to him for his many years of service to the community!
- The Senior Center will be hosting Bingocize, sponsored by the Injury Prevention Program at BBAHC. This is a combination of the game BINGO, exercise, and health education geared towards older adults as a strategy to help reduce the rates of elder falls in Dillingham. Bingocize will begin with a kickoff/informational meeting on February 12th with sessions starting Tuesday, February 17th until April 13th every Tuesday and Thursday from 10 to 11 am at the senior center.

Grant Reporting

- NSIP Claim Forms for meal reimbursements are in progress along with the bi-annual reporting for the NTS grant (Nutrition, Transportation, & Support Services).

Needs Met

- Bristol Bay Fuels provided meals to serve 45 of our elders at the senior center during the Christmas season. Thanks to them for this generous donation to us over the holidays!
- Our faithful van volunteer, Erica Tweet, delivered meals for five days during the mornings over her Christmas break. The remaining 12 days of meal deliveries were done by Sonja along with the 18 days of afternoon rides for seniors. Over 50 hours were logged by Sonja during this time, often driving in minus degree temperatures delivering an average of 15 meals a day and providing all the rides in the afternoons for the 105 people served. There were a few days of riding in the van with no heat for the driver and the seniors. A BIG thank you to another city employee who delivered meals the morning the senior van was in the shop getting repaired....and now the van is on the road again!

Library

Accomplishments and Opportunities for Dec. 22nd, 2025 – Jan. 25th, 2026

<i>Library Stats for December 22, 2025 – January 25, 2026</i>	
423 Patron count	16 Desktop computer usage
320 WiFi session count	34 Museum visitors
	4 Volunteer hours
5 AWE station usage	12 Storytime attendees
<i>454 items were checked out from December, 2025 to January 25th, 2026</i>	
<i>The Library was closed four days for the Christmas & New Years holidays and 3 snow days.</i>	

Staffing Changes

- The library was understaffed for a week as the Librarian Assistant took a break during the holidays to visit family, and Sonja was in Anchorage for appointments.
- A Librarian/Community Services Coordinator has been hired as mentioned above in the Senior Center report. We welcome her to this position from both departments.
- At this time, as I am writing my last report to the city council, I want to thank the city and the community for giving me the opportunity to be the Librarian for the Dillingham Public Library for the past 16 years. Both the Dillingham Public Library and the Sam Fox Museum have had many exciting opportunities during those years. With grant funding, the museum acquired climate-controlled cases to preserve the artifacts. Many volunteers and staff have worked tirelessly for years making the museum a showcase for visitors and locals to enjoy as they take tours. During 2025, staff and volunteers relocated books that had been stored in the museum from the Old Territorial School Building, removed clutter that had collected during the Covid closure, and cleaned & repaired the office area that was damaged by water years ago. Thanks to all those who made the museum and library a place that the city can be proud of in sharing their heritage of this community with others.
- The library has also been upgraded over the years with high-speed internet and free WiFi that was secured each year through the federal E-rate program and the Alaska OWL grant from the state. OWL also provided computers and monitors for patrons, videoconferencing equipment & capabilities, along with other equipment allowing us to move from a server onto the Cloud for our library services. Funding was also secured from the State through a Capital Improvements Project that was begun in 2009 and later awarded, for a new roof, siding, a handicap ramp, windows, a boiler, and insulating the building to make it much more energy efficient.
- We worked our way through Covid in 2020 as the building was closed to the public, yet we continued to check out materials and serve the patrons from a distance. Many grants were applied for and secured over the years to purchase materials such as books and audio visuals, increase staffing over the summer, and help maintain the annual Summer Reading Program. Through our Consortium Library Agreement over the years, we've had a connection with the DCSD and the Bristol Bay Campus as their school library. It has also been my pleasure over these years as I worked part-time to be guided and supported by many members of both the LAB and the FOL, as well as various city managers. Most of all, I want to thank the faithful staff and volunteers throughout the years who have made the Dillingham Public Library what it is today, a necessary and much needed part of this community.
- Under the guidance of the city clerk last spring, the long overdue task of weeding library books was undertaken by staff and volunteers, clearing off shelves and making room for new books to be added to the collection. The FOL and LAB assisted in assuring the discarded books were available to the community during the summer at their annual Book and Plant Sale Fundraiser.

- There are upcoming grants for the library to apply for this spring such as the IMLS and the PLA grants, BBEDC internships, and many more to assist in helping fund the library for FY27 as they begin the budget preparation for next year.

Library Advisory Board News

- Seeking to fill more LAB seats, as the new hire is currently on the board.
- The LAB will meet this winter.

FOL updates

- The Friends of the Library continue to purchase up to \$300 of books each month in memory of Jenice Cox who worked for four years at the library. The library was given a beautifully framed memorial for Jenice by the members of the Thirty-Fourth Alaska State Legislature in honor of her. A copy of that picture is attached to this report.
- The FOL have a seat to fill on their board.

Accomplishments

- USAC form 470 has been prepared for E-rate requesting bids for internet services.
- Buildings and Grounds have done an awesome job of shoveling snow this season to make the building accessible and safe for all. Thank you for your hard work!
- Staff moved into the newly painted and cleaned library office. It's beautiful!
- Volunteers and staff have continued to clear out the closet and the files in storage.

Needs

- More volunteers are always welcome, especially now with the resignation of Rhianna Santos, our Librarian Assistant. Saturday, January 24th was her last day. Yani has done a remarkable job here at the library over the past year and a half. Our best to her as she moves on in her young life; she has a great future ahead of her!

Respectfully submitted,



Sonja Marx



Acting Librarian/ Community Services Coordinator

ALASKA LEGISLATURE

IN MEMORIAM

JENICE TAYLOR COX

The members of the Thirty-Fourth Alaska State Legislature join family and friends in celebrating the life of Jenice Taylor Cox.

Jenice was born on October 25, 2001, in Anchorage and grew up in Dillingham with her grandparents, Harold and Liz Cox. She embraced life with a sense of adventure and a deep love for exploring new horizons. From a young age, Jenice displayed a passion for music and performing, taking the stage at the Beaver Round Up talent shows and the Little Miss Beaver Round Up Pageant. This love for music continued into adulthood, as she frequently attended concerts with friends and family.

Jenice was a pillar of strength to her family and always placed their needs above her own and offered steady, unwavering love and support. She was the rock which her family leaned on. Her generosity of spirit extended beyond her family into the Dillingham community, where she became a familiar and friendly presence working at the Dillingham Library. Jenice would help everyone who came through the door with warmth and kindness.

Jenice's path took her through various roles, from a flagger at JJC to discovering her calling as an emergency medical technician (EMT) for the City of Dillingham, and ultimately as a health unit coordinator for the Bristol Bay Area Health Corporation. Her professional journey reflected a steadfast commitment to the health and well-being of others. Recently, Jenice set her sights on furthering her education in health care with plans to attend the Arizona College of Nursing in October 2025 alongside her close friend Kaylee Lopez. Their shared dream was to return to Dillingham and work for the Bristol Bay Area Health Corporation, putting their skills to work for the betterment of the community they both loved.

On April 12, 2025, Jenice passed away, at the age of twenty-three. Jenice had an infectious laugh that could light up any room, her ability to bring joy to others was unparalleled. Her family and friends will treasure memories of her adventurous spirit and her love. Jenice will be deeply missed for her kindness, her unwavering support, and the light she brought into the lives of so many.

The members of the Thirty-Fourth Alaska State Legislature extend their deepest condolences to the family and friends of Jenice Taylor Cox. Her memory will live on in the hearts of those she loved, and her legacy of kindness and service will continue to inspire the community she so deeply loved.



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Date: May 14, 2025