

**Mayor**  
Alice Ruby

**City Manager**  
Kimberly Johnson



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

## MEMORANDUM

**Date:** January 5, 2024  
**To:** Kimberly Johnson, City Manager  
**From:** Patty Buholm, Planning Director  
**Subject:** December 2023 Monthly Report

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**Acknowledgements and Recognitions:** Thanks to the Public Works Department for the continual hard work in keeping the streets clear and bike/walk paths clear.

**Department Accomplishment and Opportunities:** During City Manager Kimberly Johnson, I was appointed as Acting City Manager for most of the month of December. During this period, I worked closely with the other Department Managers/Supervisors, thank you for the opportunity. Currently enrolled in the High Performance Leadership on-line course that is on-line and expected to run through the middle of April 2024.

**Projects – Progress and Public Impacts:** I have been working on several projects that have not been completed by previous staff. I have been communicating with State of Alaska, Department of Transportation and Public Facilities with closing the Downtown Street Rehabilitation Project, this is still on going. The right-of-way plat has been recorded with the Department of Natural Resources, we are still waiting for the As-Builts, the Quit Claim Deed, and the Final Letter of Completion. The deadline for the hard deadline for project completion for this August 2024 so the above missing items may not be available until the deadline. I completed a full closure of a project that started in 2009-2012 with the grant closed on 12/31/2013. This project was to permanently reroute the sewer main in the downtown area, and funding was utilized from this for a \$15,000.00 bond payment through an restricted Native Allotment and was primarily handled through BBNA. After working with BBNA Land Management and the Original Surveyor for over a year, this has been completed and the project and funding is officially closed. The money that was received is restricted to be used for sewer issues only. I am continuing to work towards the previous goals of future funding for the CIP list of projects.

Working with other community Planning Departments and some land surveyors on improving some of the in-house process for Land Use Permits and the Permitting process for the City of Dillingham. Most of issues that I have encountered so far is the general misconception that no planning or permitting is needed within the City of Dillingham. I am attempting to work on additional Public Service Announcements or future workshops for community members.

**Upcoming Calendar Items:** I will be attending the FEMA NFIP course training February 27 – March 1, 2024, in Anchorage. I will be attending the ANCSA Workshop March 13-15 in Anchorage.

**Public Feedback:** The Planning Department is still receiving public feedback on the condition of the Landfill and how nice it is now. The Planning Department has received calls about the clear roads and bike paths which have been passed along to the Public Works Department.

**List of Attachments:** MOA Final 10.31.2014, Sewer Easement Plat