

Mayor
Alice Ruby

City Manager
Robert Mawson



Dillingham City Council
Kim Johnson
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date: February 25, 2023
To: Honorable Mayor and City Council
From: Lori Goodell, Acting City Manager
Subject: Council Report

Transition:

The move from City Clerk to Acting City Manager has started. I have begun working with the Admin Assistant for assistance with clerk duties. This is critical as it frees up time to focus on the status of items in Administration and keeps track of deadlines in both departments. This will be ongoing as I work with Greta to take on what she is comfortable with from the clerk's office, and continue that evolution as she understands the duties and responsibilities associated with that position.

Legislative / Lobbyist:

The Legislative Financial Division CAPSIS report was due February 14. The resolution approving the city's CIP list is used to input projects thus keeping the State Legislature aware of the city's stated priorities. The CAPSIS program is referred to during Legislature session. Representative Edgmon's office assisted me in accomplishing this upload.

A debrief meeting has been scheduled with PIDP Team, the MARAD Gateway Director, the Engineer, and the Lobbyist. This meeting will review the FY22 MARAD application submitted for Federal funding last fiscal year that was not awarded. An internal assessment can then take place to evaluate future applications for this funding.

Other projects I will be discussing with the Lobbyist for possible funding opportunities include the sewer lagoon project, and additional funding through Senator Murkowski's office for erosion at Snag Point.

Grant Writer:

The city issued an RFP for Grant Writing Services with a deadline for submission of December 9, 2021. No submissions were received from the request for proposals. Several years ago, a grant writing job description was developed. At that time, it was determined a grant manager would also be needed. Grant management plays a big role in receiving grant funds. Additional grants would not be possible to manage with the current staffing shortages. Ideally the addition of grant writer would then necessitate two

additional positions. Funding would be a function associated with the budget and could be taken up during the upcoming budget cycle.

The comprehensive plan study could be considered through the BBEDC grant writing assistance award. Discussions have begun to explore this avenue.

Animal Control:

In response to the motion for an independent, impartial party to look into the Ronnie Johnson animal control situation. I contacted a former Chief of Police and inquired if he would be willing to take this on. Unfortunately, he declined to accept the offer. I have begun to look into the situation and have started with the following actions:

Report from the Acting Chief of Police from the last two years regarding animal calls in Dillingham with a focus on distribution of location of calls, and citations issued. I also plan on comparing the applicable portions of Title 7 to several other communities to see if Dillingham practice is standard, or if there appear to be deficiencies that should be addressed. Additionally, internal practices will be reviewed regarding consistent adherence to code.

Departments:

Admin. With the sudden and unexpected nature of Mr. Mawson's departure from the city the admin department has experienced some delays. Human Resources and administrative support continue to run smoothly. I am working to make a comprehensive list of projects, contracts, licensing obligations etc.

Clerk. Things have been a bit tight with additional duties since December. Greta Heyden-Pless has begun to assist with clerk duties. This should help maintain adherence to code deadlines.

Finance. Staffing shortages are still being experienced in the department. Cameron Malstrom was able to come spend a significant amount of time in Dillingham helping the Finance Director get the workload reduced. Creative solutions to staffing continue with several positions being filled on a part-time basis. Tax assessment forms were due in February and assessment notices will go out later this month. Due to staffing issues the budget process has gotten off to a late start. The Finance & Budget Committee will be discussing calendaring to get this task started.

Fire: In addition to support for emergency calls, emphasis on education is taking a significant roll. This is being seen not only within the Fire Department but also with trainings and classes for the city.

Public Safety. Several Patrol Officers are out for training and certification. Although there are still vacancies, staffing levels have increased. I will be looking into the status of the jail contract now that corrections has adequate coverage. The DMV Clerk was assisting in the Finance Department with business licensing. With his help this project has been completed.

Library. Hours have been extended to allow the public additional access to the library. Every other Friday night is open for game night, this has been a huge success.

Senior Center. COVID had a big impact on activities for seniors. I am happy to report turnout at the Senior Center has increased. Parts for the senior van have finally arrived. Hopefully, the van will be up and running soon, so services can be more fully restored.

Planning. The housing assessment continues to be at the forefront, and the Planner is finding this project is having an impact on other areas in the department. Several other

areas of focus are the GIS, grant and funding opportunities for clean water, landfill and the comprehensive plan.

Public Works. Water/Wastewater, equipment maintenance, and roads continue to be the priority. I try to stop by on a regular basis to check in. Clara has been working on updating the whiteboards in the office, so it is easier to have a quick overview of daily tasks and the status of equipment. A meeting with the Foreman and the Landfill Supervisor is scheduled to review the landfill permit requirements, the NOV and remedies, and look toward consistent reporting practices.

Port. Letters of recall from layoff have gone out to last year's seasonal workers. Public Works has committed to helping get the harbor floats out when the time comes. Advertising for open positions should begin soon.

Other local, regional, and state happenings:

PSEA collective bargaining agreement in progress.

Met with Friends of the Landfill committee to coordinate efforts.

Followed up with DEC to verify receipt of response to the NOV.

Met with ANTHC to discuss possible funding associated with PFAS.