

**CITY MANAGER  
&  
STAFF REPORTS**



September 29, 2023

Manager's Report:

Made it back from the Infrastructure Conference after several attempts at landing in Dillingham on September 28th.

Highlights from the Conference:

I made connections with EPA, DEC and the State of Alaska Revolving Loan to discuss the PFAS contamination in Dillingham from the Airport. I invited the State Revolving Loan program staff out to Dillingham in November for a meeting. Under emerging contaminants, if the City uses revolving loan funds, we will not need to pay this back. EPA is very interested in the PFAS contamination and would like to attend too. In all of my conversations with funders, what the City would like to do is extend the domestic water line from the Boat Harbor to the Airport and then to individual residence along Airport Way that are impacted by PFAS contamination. The City's concern is that we are exacerbating the PFAS contamination in Dillingham because of private wells that are contaminated with PFAS are draining into the City's waste system and getting into the Lagoon. The first item that the City would need is an engineering firm to present the alternatives and then the construction documents based on the most acceptable alternative.

I met with DOFP&F regarding the request to support their efforts to shorten the runway by 450 feet and move the runway toward the Evergreen Cemetery by 150 feet. This is unacceptable to the City and we need to meet with DOTP&F Planning Division to come up with alternatives. I asked Senator Murkowski's staff to assist because what we were told is that the federal funds to support the maintenance of the runway is based on the aircraft that uses the runway. The state doesn't get more money and they don't want to maintain the additional 450 feet. The City has received a support resolution from Philana Miles but before we bring that to the City Council for action, we need a presentation from Ms. Miles.

Broadband – In a brief conversation with Pete Andrew and then Will Chaney, although Nushagak Cooperative has received funds for the extension of fiber from Levelock over to the Nushagak side of Bristol Bay, it still does not fund the fiber to every home in Dillingham. There is opportunity for the Curyung Tribe and Choggiung Limited to apply for these funds. The Notice of Funding Opportunity (NOFO) is out now and the tribe or village corporation has until January 23<sup>rd</sup> to submit an application.

Snag Point Erosion, I briefly had a conversation with Molly Parkan with FEMA regarding the snag point erosion and the need to protect the Lagoon. As part of this report, we finally received from FEMA the notification of award (CDS-PDM '23) and hopefully we will receive the award notification within the next week – I will keep my fingers crossed that it happens before the Council meeting.

Housing – I went to the AHFC table and their Communication Director gave me several contacts for the Professional Housing program. Additionally, I asked about the Senior Housing for MEAL and was given a contact name for the City to reach out and discuss the facility.

Both Patty and I met with ANTHC regarding the landfill and water/waste water issues and how they can assist.

I attended an AFN round table discussion with federal DOTP&F on the 1<sup>st</sup> day of the Conference at CIRI. All these Assistant Secretary's and their staff were in Anchorage for the National Transportation in Indian Country Conference. It did not make sense, that we had competing conferences – one at the Denina Center and the other at the Captain Cook. I don't believe the Curyung Tribe had a representative at the Conference. If I had known, I would have made a request to the Curyung Tribe to have one of our Public Works crew attend. I am especially interested in the pilot program under Thriving Communities Program. The City really needs to meet with the Tribe under the existing MOU to see how we can work together on behalf of our community.

I am in discussion with AML regarding how the City manages our Dock. After discussion with Dean at the Port, he mentioned that the city of Bethel leases out their dock space to barge companies and doesn't provide forklifts, cranes or handling of freight. Mark from AML is setting up a zoom meeting on October 2<sup>nd</sup> to continue this discussion. I have asked what the impact is financially to the City and just started the conversation with Finance on what this would look like. We are in the process of comparing the Port of Bethel Terminal Tariff against the City of Dillingham Terminal Tariff and will be informing the Council as we progress with this analysis.

On September 27<sup>th</sup>, both Patty and I attended the City of Dillingham, Aerated Lagoon Facility Improvements Pre-Construction Conference meeting at CRW. Udelhoven, the successful bidder, plans to complete clearing and grubbing of the site prior to freeze up. They specifically need to get this completed because of the Migratory Bird Act restrictions from May 1<sup>st</sup> to July 15<sup>th</sup> of each year. Most of the work will be completed after the first barge in the spring. Dagen Nelson will be acting as the Resident Project Representative for CRW and conducting onsite inspections. We anticipate that Michael Leguineche, the CRW Engineer/Owner's Representative has scheduled 5 site visits over the course of construction.

Finally, in travel on the 28<sup>th</sup>, I had an opportunity to sit by Neal Bennett who is handling the emergency demolition of the Territorial School. He completed the order of the supplies for the domestic water to both the Public Health Center and City Hall. In our conversation, he discussed that the demolition will take place around the middle of October.



## MEMORANDUM

**DATE:** 09/29/23  
**TO:** City Manager  
**FROM:** 08/20/23 to 09/28/23  
**SUBJECT:** Police Department Report

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### STAFF REPORT

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#### The Dillingham Police Department:

##### Patrol Department:

Currently has 7 officers which includes:

-4 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, and Officer David Tanner.

-3 rotating officers which include, Officer Adam Krahn, Officer Douglas Johnson, and Officer Tracy O'Malley.

-Officer Rodriguez is in his second month of FTO and Officer Tanner is in his first month of FTO.

-Officer O'Malley was made Acting patrol sergeant.

At the current man power for the Patrol Dept., there is only 3 to 5 officers available in Dillingham at a given time. Which means there is only one officer on each shift until Officer Rodriguez and Officer Tanner are off FTO. These are not ideal working conditions. This causes officers to work longer hours and work alone. This is an officer safety issue. It would be ideal to have 2 officers on each shift, but that would mean making more positions.

Between 08/20/23 to 09/28/23 the Police Department have received 290 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-4 individuals placed in T-47 custody

-4 individuals arrested for criminal investigations.

-14 criminal investigations

-31 Citations

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**Corrections Dept.:**

Currently has 2 Corrections Officers which includes the Corrections Supervisor.

-The Jail has been closed since August

-Richard Puckett is the new Corrections Sergeant.

**Dispatch Dept.:**

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed/available.

**Animal Control:**

From August 29, 2023, to September 28, 2023 Animal Control Officer Dan Boyd had a total of 22 calls for animal related issues by ACO cell phone, Animal Shelter landline or calls to dispatch, a breakdown of those calls is as follows:

- 01 Dog Bite case
- 01 Citation written
- 01 Possible dog poisoning case
- 04 Combination Bear and Fox calls
- 04 Impounds. All Dogs
- 04 Dogs Returned to Owners
- 02 Dogs sent to Alaska Dog and Puppy Rescue
- 02 Compassionate Euthanasia
- 09 Rabies Shots Given

Dan Boyd  
Dillingham Animal Control

EOR

**Acting Chief**

**Craig L. Maines**

**Mayor**  
Alice Ruby

**Acting City Manager**  
Kimberly Johnson



**Dillingham City Council**

Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall

## MEMORANDUM

**Date:** 9/26/23  
**To:** Kimberly Johnson, Acting City Manager  
**From:** Cade Woods, Public Works Foreman  
**Subject:** Monthly Report

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### **Acknowledgements and Recognitions:**

- Hired Fred McCormick as Public Works Assistant.
- Chris Maines has shown continued dedication to the water/sewer utilities for the City of Dillingham.

### **Department Accomplishment and Opportunities:**

- Water/Sewer has completed the necessary paperwork and reporting for DEC

### **Projects – Progress and Public Impacts:**

- School has started doing Maintenance on City vehicles.
- Landfill cleanup has progressed and is getting better each day.
- Squaw Creek Road maintenance and build up has been seeing progress.
- Assessing snow storage and snow maintenance routes

### **Upcoming Calendar Items:**

- Landfill Inspections
- Heavy Equipment training that is available for most Public Works positions
- Outfitting snow attachments to equipment and trucks
- Mayor Sale

### **Public Feedback:**

- The public is getting used to scheduled, rotating road maintenance for grading.
- Happy to see more spots on roads getting drainage work done.
- Happy to see Landfill looking cleaner and more efficient.
- Happy to see city equipment being used across town.

### **List of Attachments:**

**Mayor**  
Alice Ruby

**Acting Manager**  
Kim Johnson



**Dillingham City Council**  
Bertram Luckhurst  
Michael Bennett  
Aksel Buholm  
Curt Armstrong  
Kaleb Westfall

## MEMORANDUM

**Date:** September 28, 2023  
**To:** Kim Johnson, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Report – Sept 2023

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### **Acknowledgements and Recognitions:**

Aug Statistics: As of date of report.

Cash Receipts: \$576,435.59

All Payments: \$446,61321 (includes \$231,463.08 for 2 payrolls) One more payables run is pending.

### **Department Accomplishment and Opportunities:**

#### *Accomplishments*

- Annual bond debt service report submitted 09/27/2023 to the state.
- Backlog of work has been caught up on due to past staff shortages.
- Training has been a top priority and an evaluation of staff positions and assigned tasks.

#### *Staffing changes*

- Account Tech II –Sherina Tilden has moved to the Executive Assistant position which created an opening for the Account Tech II Receivables on 09/08/2023. Advertising has started.
- Account Tech III, Taxes – Basil Tilden will be attending the AML Tax Conference in Anchorage 09/28/23-09/29/23. Presentations will cover how to strengthen the ability for local governments to manage current and potential tax systems.
- Finance Director will be in Anchorage October 2-October 13 for medical and attend the Ruba Training - Personnel Management for Rural Utilities. This training will potentially increase our scoring and improve funding opportunities for water/wastewater projects.

### *Grant Reporting*

- Grant reporting is in process by both the Assistant Finance Director and Accounting Tech IV.
- Library and Senior Center grants have been worked on in September.
- All grants will have quarterly reports in October.

### *Budget*

- FY24 Budget revision review has begun. Planning on presenting budget revision in the November meeting so council can have December and January to adopt the revision.
- Evaluation of wages was started at the F&B committee meeting 09/25/2023 and is ongoing.

### **Projects – Progress and Public Impacts:**

#### *Audit*

- FY22 Audit final work postponed to November 27, 2023.
- FY23 Audit is scheduled for two weeks starting January 8, 2024.

#### *Projects*

- Setup of personal property tax in MARS is ongoing.
- Questica training has been started for budgeting software.

#### *Personal Property Tax*

- Review of personal property tax has started with F&B Committee 09/25/2023.
- Personal property tax has been sent to Code Committee for review 09/28/2023.

#### *Collections*

- Foreclosure process is pending code committee review.
- Water/wastewater collections delayed due to staffing turnover in the accounts receivable position. Notices will go out as support staff are able.

#### *Mayor's sale*

- Adopted by the council.
- Scheduled for October, announcements pending.

#### *Utility Rates Evaluation*

- Evaluation of utility rates have started to ensure correct billing to individual accounts. This is foundational to a rate study being conducted in the future.

#### *Contract Management*

- Standard Operating Procedure is being developed for the department to manage the filing of city wide contracts.

### **Upcoming Calendar Items:**

- 15<sup>th</sup> of each month utility payments due; last day of month utility bills sent.
- 11/01/2023 first half of property taxes are due.

### **Public Feedback:**

- The September property tax statement was sent out with an incorrect date and incorrect reminder. All tax details were correct as of 09/07/2023. The public was



notified of the error on Facebook. Internal controls already in place have been reviewed to prevent future instances of this error. New statements will go out the first week of October.

- What is the difference between assessed values versus market value for real property? Objective of the assessed value is to keep the values similar throughout the community. Market value can be based on supply and demand of what is available and what prices that can be asked for in comparison to what people are willing to pay. Assessed values will always chase what the market is doing and can have a large discrepancy based on how quickly rates increase. Assessed values are generally one to two years behind market values.

### **Revenue and Expense Report:**

Information provided for percentages above 28%. Current actuals recognize a net increase to fund balance by \$3,455,867. End of FY23 year adjustments pending.

- Real and personal property taxes are recorded as revenue at 100% on 07/01/2023. Actual collections in July are at 3% on real property and 1% of personal property which is historically normal.
- PILT has come in well above expected at 114%. This can be adjusted with the mid-year budget revision.

#### *Special Revenues & Other Funds Revenue*

- Carlson Estate investments have returned higher than expected.

#### *Transfers*

- As expected,

#### *General Fund Expenditures*

- As expected,

#### *Special Revenues & Other Funds Expenditures*

- As expected,

#### *Grant and Bond Revenues/Expenditures*

- As expected,

#### *Capital Project Revenues/Expenditures*

- Projects have begun and will see expenses in August.



## MEMORANDUM

**DATE:** 09/23/23  
**TO:** Kim Johnson  
**FROM:** Scott Runzo FDC  
**SUBJECT:** September Monthly Report

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### STAFF REPORT

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#### Rescue and fire calls

- 16 EMS calls
- 3 Fire calls (2 steam and 1 house fire)

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#### Fire/EMS activity:

- Scott Pak service and certification started, and we are doing them in batches.
- September 9<sup>th</sup> open house at Lake rd. Went well and we have a few more applications.
- September 10<sup>th</sup> AC store for prevention barbecue raised \$1200 all proceeds go the FD.
- Meeting with school to set up Opioid prevention program for next year.
- EMS volunteer teams started running again. We have A, B, and C shifts.
- DEC will be hosting a spill management training in the spring of next year.
- Latica is now certified as a EMT2,
- Scott and Laticia are now instructors for CPR /BLS and heart saver. This means the Fire department can directly host CPR for the city and citizens.
- The AEMT course is going on and we have 5 volunteers attending.
- Scott will be attending the Ak Fire conference at the end of September.
- EMS/prevention will be teaching at the Elementary school October 10<sup>th</sup> and 11<sup>th</sup>.
- EMS/Fire updating SOPs and Medical policies.
- Prevention is developing the beginning stages of CRR (Community Risk Reduction) program that would be started in 2024.
- ETT (Emergency Trauma Technician) class to start in late October/November of this year.
- Working with public works on plan to replace five hydrants that are currently out of service.
- EMS/prevention set up a Flu shot clinic for Dillingham for October 6<sup>th</sup> at city hall 9am to 5pm.

**Mayor**  
Alice Ruby

**Acting City Manager**  
Kimberly Johnson



**Dillingham City Council**

Michael Bennett  
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## MEMORANDUM

**Date:** 9/29/23  
**To:** Kimberly Johnson, Acting City Manager  
**From:** Shayla Fuller, Acting Buildings and Grounds Foreman  
**Subject:** Monthly Report – Buildings and Grounds

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**Acknowledgements and Recognitions:** Juan Gust has taken on the assistant position without the title and does very well.

**Department Accomplishment and Opportunities:** So far, we've got the city hall boilers 2&3 up and running, doing a lot of general clean up for the shop and red barn, got the Quonset hut boiler up and running, winterized bathhouse with Danny, replaced the public work foreman's broken door with a metal one, kept up with minor maintenance issues, and got the dock office toyo serviced.

**Projects – Progress and Public Impacts:** general clean up, sorting through outdated broken equipment and preparing for the mayor's sale, getting things prepped for the next buildings and grounds foreman.

**Upcoming Calendar Items:** keep buildings warm and functioning.

**Public Feedback:** positive

**List of Attachments:**