

Mayor
Alice Ruby

Acting Manager
Jack Savo Jr



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

MEMORANDUM

Date: 12/29/2025

To: Jack Savo, Acting City Manager

From: Anita Foran, Finance Director

Subject: Finance & Budget Report 01/08/2026

Acknowledgements and Recognitions:

October Statistics: reported in 12/04/25 council packet - labeled as September.

Cash Receipts: \$1,326,112.13

All Payments: \$1,278,515.52 (includes \$ 427,076.60 for 3 payrolls & 4 Supplements).

November Statistics: as of date of report.

Cash Receipts: \$1,552,528.15

All Payments: \$1,882,802.91 (includes \$ 267,570.27 for 2 payrolls & a school bond payment of \$1,014,125.00).

Council Considerations/Recommendations:

None at this time.

Department Accomplishment and Opportunities:

Final payroll for 2025 calendar year.

A credit card setup has been started at the landfill. Training of staff will be conducted first full week of January. Online payments are in the planning phase.

Audit Update:

FY25 Audit – Testwork conducted October 13, 2025. Final week of audit was held remotely due to weather for the week of December 1, 2025. Final transactions are pending.

City of Dillingham

Page 1 of 5

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.

Department staffing:

Account Technician II – Receivables position has been filled, with the employee starting in January.

Business License Renewals:

2026 business license renewals were mailed by 11/15/2025. As of 12/26/2025, 152 renewals have been recorded in cash receipts.

Property Tax:

2026 personal property tax assessment returns have started to arrive.

Collections:

2018-2022 Foreclosure (3DI-24-00061CI) one-year redemption period closed on December 22, 2025. There are 4 remaining properties on this list. All taxpayers have been served with letters from the City Clerk, and proper advertisement has been completed.

2020-2024 Foreclosure (3DI-25-00062CI) has until July 24, 2026, before the redemption period is closed.

Grants:

FY26 NTS grant has been awarded an additional \$11,607.80.

The current grant list and status of the grants are attached at the end of the Finance Staff Report.

Budget:

FY26 Budget amendment 2 is on hold. Items to be added: \$500,000 city matching funds to the budget & \$600,000 legislative funds for the fire department building. CIP budget changes will be reviewed at this time.

Internal Controls:

- Review of the document 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 have received their response. Negotiations have begun.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- Business license renewals due by 01/01/2026 to avoid the \$75 late fee.
- Personal/Business Property Assessment return due by 02/01/2026 to avoid the \$50.00 late fee. If no return is filed by 03/01/2025, a minimum fee of \$250.00 will

be assessed and a force file return will be completed by City of Dillingham staff/assessors.

Revenue and Expense Report – October 2025:

- Will be presented to the January Finance and Budget report and will be presented in the February Council Packet.

2025 AGFOA (Alaska Government Finance Officers Association) Conference:

Dates 12/10/2025-12/12/2025

Costs associated with the training: \$1,943.31

AGFOA: \$495.00

Hotel, parking, airfare & per diem: \$1,448.31

Keynote speaker – Kechi Okwuchi, shared her story of her plane crash along with how she survived and persevered. These motivational speakers over the years have shown great perseverance during challenges and is an encouragement to those working in the public arena.

Grant Management and Compliance – Offers local government guidance to address community priorities as well as challenges and risks that local governments need to be aware of. Reminders were given regarding closing APRA grants that are at the end of their lifecycle.

Leadership Academy – The Mat-Su Borough Leadership Academy was presented as an educational example and tool that can empower current and aspiring leaders with the skills needed for effective community leadership and public service. Information has been requested to see how Dillingham can join the Mat-Su Borough to bring this training to Dillingham and surrounding municipalities to assist with the growth in local government knowledge and how better to support our area.

GASB Standards Update – Updates to recently issued GASB (Governmental Accounting Standards Board) Statements and current projects at the GASB and the impact each will have on governmental accounting and financial reporting. This information is used to support future audit compliance.

Public Funds investing 101 – Class provided knowledge on where it is best to keep public funds in a checking account, money market account, or in a CD at a local bank. This was an entry-level discussion on how to assess the benefits and potential risks of each investment type.

Federal Updates impacting Governments and Financial officers – Outlined changes in 2025 with the new congress and new administration that included IRS changes made by the ‘One Big Beautiful Bill Act. Much detail was spent on how to manage the no tax on overtime for

the 2025 year and how that will change in 2026. The overtime exemption does have restrictions as not all overtime is eligible for the exemption. This will require training to city employees on how to report their overtime to the IRS.

Artificial Intelligence, Trade Wars & the New Drivers of Today's Markets – Dived into the emergence of AI as a new material driver of economic growth and how this growth is changing the global trade landscape as never seen before through use of tariffs as a major policy tool.

Alaska's Economic Climate and Outlook – This is a discussion provided annually that highlights the recovery from recent recessions and trends that are driving the state economy. Alaska's job growth has continued to lag the US for several years. Alaska lost 27,600 jobs in 2020 and is only recently recovering that number. One impactful change is Alaska has declined in net workers coming from other states in all age groups, meaning more Alaskans are leaving than the number of workers coming from other states. Alaskans are still earning more, but just barely, which does not make up for the higher cost of living. This is seen in all areas of the state as communities are unable to pay enough to match the cost of living.

APRA (Alaska Public Risk Alliance) – Business meeting held by the insurance company. Reviewed personnel and all our contacts. A presentation reviewed the various programs available to municipalities and how we can access those resources.

Unmasking the Digital Shadow – There is much evolution in the landscape of cybercriminals. The presentation examined the top security trends, the various types of con artists, and how they attack in different ways such as masking as a real person. Ransomware is still the most common threat and accounts for 30% of public sector breaches and 43% of those are local governments. Primary attack vectors are phishing, social engineering, credential theft, and exploitation of unpatched VPNs. Impacts of AI are also being seen with an increase in technology used to fabricate phishing attempts. Measures have already been made with our IT support during regular monthly meetings to discuss our ongoing cyber-attack support.

Exploring Common Compliance Findings and Ways to Mitigate. – tens of thousands of Single Audits are submitted to the Federal Audit Clearinghouse representing the review of over \$1 trillion in federal expenditures. A review was presented over allowable costs, especially including personal expenses, equipment and real property management, procurement and subrecipient management. Many examples were presented and discussion amongst attendees to learn from audit findings that have been generated over time.

City of Dillingham

Page 4 of 5

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Fiduciary Best Practices with 457 plans – These Deferred Compensation plans are beneficial to employees and local governments, but do we know how best to manage the plans and the funds. The investment plans can be confusing and how is support found? The presentation provided some suggestions on how to evaluate the system. Since the City of Dillingham is a participant, arrangements have been made to work with the presenter to review our plan and provide direction.

Intermediate Accounting – A high level overview of proper grant accounting (difference between cost-reimbursable, capital project and non-exchange grants) and discussion of topics such as when to recognize revenue and how to account for matching requirements. Also dove into GASB 54 fund balance types and when/how to make the determination for classification of fund balance. Plus, accounting for debt issuance and refunding and the typical entries for the general ledger.

APRA Cadabra – Discussion on the primary causes of the increase in insurance costs and learn effective strategies to minimize losses and reduce expenses. What can we do to reduce claim costs. Continue with the City of Dillingham safety committee to review loss control before an accident even happens. After an accident has happened the committee can review the claims handling. How can we save by following the Loss Control incentive Program (LCIP) up to 3-8% of premiums paid by utilizing Online Safety Training to all employees, utilizing the 3 dedicated Risk Management Consultants (on-site visits, training, ergonomic assessments, policy and contract review at no additional costs), and the Human Resources Specialist (training, coaching and personal assistance). Annual Safety Grant (\$3,000 for the City of Dillingham)

Artificial Intelligence Basics – What is the AI hype and can it eventually replace the human workforce. AI's unusual Economy is an interesting financial support for each other, where Open AI, Microsoft, Oracle, AMD and more are buying and selling to each other which gives the inflated appearance of trillion-dollar business, but is it? All case studies presented show that at this time AI is unable to self-sustain and is not reducing the workforce but is changing the jobs that are open, as humans are needed to manage AI technology.

City of Dillingham		Current Loans, Grants or Contracts with reporting status							Report as of 12/31/2025							
Department	Name	Loan/Grant/			Reporting		Awarded	City Match	Remaining Award	Remaining City Match	Remaining Balance					
		Contract	Grantor	Reporting Period	due date	Expiration										
Public Safety	Asset Forfeitures/Equitable Sharing	Contract	Dept of Justice	Annual	31-Aug	Ongoing	-	0	26,496.74	-	26,496.74					
Sr Center	NSIP FY26	Grant	SOA-DHSS	Monthly reimb	30	6/30/2026	5,000.00	0	3,654.60	-	3,654.60					
Sr Center	NTS FY26	Grant	SOA-DHSS	Quarterly	30	6/30/2026	56,093.80	5,609.38	33,706.66	3,586.52	37,293.18					
Public Safety	DOC Community Jail Contract FY26	Grant	SOA DOC	Quarterly	30	6/30/2026	584,764.29	-	194,946.75	-	194,946.75					
Library	FY26 PLA	Grant	SOA DEED	Annual	9/1/2026		7,000.00	7,000.00	4,502.50	7,000.00	11,502.50					
Public Safety	TSA Contract	Grant	SOA DOT	N/A			N/A	-	20,004.00	-	20,004.00					
Library	LINKED FY26	Grant	DCSD	Quarterly	30	9/30/2026	25,000.00	-	24,588.08	-	24,588.08					
Library	Owl	Grant	Alaska Dept. of Commerce	Annual	7/31/2026		2,388.00	-	2,388.00	-	2,388.00					
Port	Harbor Float Replacement	Grant		Quarterly			30	6/30/2028	5,000,000.00	4,972,116.50	-	4,972,116.50				
Phase 1 Design/Permit Water Main Extension		Water (PFAS)	Loan	SOA DEC	Quarterly	15	1,400,000.00		1,400,000.00	-	1,400,000.00					
Downtown Fire Hall Replacement Building						30	6/30/2029		600,000.00	600,000.00	-	600,000.00				
Snag Point Road Erosion Control and Protection		Streets	Grant	FEMA (State Pass Thru)	Quarterly	20	9/30/2026		5,572,000.00	557,333.33	5,014,666.67	557,333.33				
Planning						30	8/21/2025		5,224.16	-	5,224.16	-				
Seasonal Youth Intern FY 2025-2026		Library	Grant	BBEDC	30 days after completion	8/28/2025	5,947.94		5,947.94	-	5,947.94	-				
Seasonal Youth Intern 2 FY 2025-2026						30	Until Spent		20,833.00	15,887.56	-	15,887.56				
Ice Machine Reimbursement		Port	Grant	BBEDC (Curyung Pass Thru)	Quarterly	30	12/31/2028		4,720,000.00	4,720,000.00	-	4,720,000.00				
Dillingham Landfill Improvements						30	11,250,000.00		11,148,896.50	-	11,148,896.50	-				
Institute of Museum and Library																
IMLS		Library	Grant	Service (Curyung Pass Thru)	Quarterly	30	7/31/2026		10,000.00	10,000.00	-	10,000.00				
Wilderness First Responder Cert. Training						30	20,894.13		20,894.13	-	20,894.13	-				
Port Infrastructure Development Program		Fire/EMS	Grant	BBEDC	30 days after completion	30	11,250,000.00		11,148,896.50	11,148,896.50	-	11,148,896.50				
						30	Total		29,305,149.32	569,942.71	28,223,920.79	567,919.85				
						30					28,791,840.64					

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MEMORANDUM TO COUNCIL

To: Mayor and City Council Members
From: Christopher Maines, Planning Director
Through: Jack Savo Jr., Acting City Manager
Date: December 26, 2025
Re: January 2026 Report

PLANNING COMMISSION: The Planning Commission met on December 10th, 2025. We heavily discussed the roads maintenance issue. Ultimately the Planning Commission voted in favor of the draft ordinance and passed Resolution 2025-15 which will be included in January 8th, 2026 City Council meeting packet. We are requesting that the Council add the draft ordinance to the Code Committee for further vetting. We 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. As always we welcome any Council members to attend the Planning Commission meetings.

EPA Landfill Appropriation:

The City of Dillingham's 4.72-million-dollar project officially started on October 1st, 2025. The contract was received and accepted. We had our kickoff meeting before the Christmas holiday. This will be the last time I report on the Landfill Appropriation as now that the funding has been secured all further operations will be covered by Public Works.

Snag Point Erosion Appropriation:

I have been working with Acting City Manager Jack Savo Jr. on this project. I have completed a scope of work and budget for review by FEMA. The scope and budget were reviewed on November 5th, 2025. Jack and I had a follow-up meeting with the State of Alaska representatives. They approved of our scope of work and budget as presented. We will have more details for the council as they are made available.

Dillingham Airport Waterline Extension:

RESPEC representatives visited Dillingham from December 2nd through the 4th. This was the first site visit since the contract was awarded. They met with staff and surveyed the three potential routes as well as our current facilities to get a better understanding of our future needs. After their departure, we have been in constant contact with their engineers providing any and all information they have requested so that we remain on the current timeline to develop a 35% design and select the appropriate route. Once the 35% design is completed we will have a better idea of the final cost for construction and can develop additional applications or requests for additional funds to complete the project and provide clean drinking water to the most amount of residents that we can.

City of Dillingham Land Disposal and Future Housing:

After my presentation on December 4th, 2025 I have completed my edits on the revisions to a proposed ordinance to change the City of Dillingham's land disposal process. I have also completed a draft ordinance on a housing development ordinance. Both of these will be reviewed and sent to the Code Committee for inclusion in their upcoming meetings. I have begun developing a budget and timeline for the surveying of the on Emperor Way and Waskey Road. These items will be included in the Planning Budget for FY 27. I will also begin my public outreach and education on housing. I will be coordinating with UAF BB Campus to host a lunch and learn, as well as present at the next CANDU meeting. I feel the more that people are made aware of their options the better results we can see in the interim before any development is created.

UAF BB Applied Science Building Sale

The University of Alaska Fairbanks put out a public notice on December 8th of its intentions to sell the applied science building aka the old Napa building. Several staff and council members attended the public meeting held in Dillingham. After listening to the information that was presented, I am of the opinion that we as a city must do everything we can to see this building stay a part of the campus. It was said that AHFC had visited the site in May and had plans on potentially purchasing the building with no viable reason as to what purpose. I urge the members of the council to submit comments. The deadline is January 23, 2026 by 5PM. You can send them to ua-land@alaska.edu or via fax to 907-786-7733.

Comprehensive Plan 2026

I have received the draft comprehensive plan. I provided Agnew::Beck with 10 pages of notes and feedback. We have reviewed the changes and will be holding our first public meeting in January along with the Planning Commission to go over all the details. We are currently on target to have the plan ready for the Spring/Summer of 2026. I am pleased with the development. This plan, once adopted will be my guidebook for the next 10 years and I look forward to sharing it with our community.

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MEMORANDUM

Date: 12/12/2025

To: Jack Savo Jr., Acting City Manager

From: Tracy O'Malley, Chief of Police

Subject: Monthly Report: December 2025

Patrol:

Chief O'Malley and Sgt. Nickels did a presentation on active shooter response for all school district faculty on 12/12/25. They also introduced K-9 Jey to the school faculty.

Sgt. Nickels and Officer Tanner attended training the week of November 17th. Officer Holladay attended the recertification academy in Sitka from 11/30-12/12.

We are continuing to interview for open patrol positions.

Dispatch:

We had a total of 116 calls for service from November 13, 2025 to December 12, 2025.

1.72% Fire (2)

22.41% EMS Calls (26)

1.72% Animal Calls (2)

2.59% Agency Assist (3)

3.45% Vehicle Accidents (4)

20.69% Welfare Checks (24)

21.5% Disturbances (25)

6.03% Traffic Stops (7)

1.72% Assault DV/Non DV (2)

1.72% Trespass warnings (2)

DMV:

08 – Commercial D/L

24 – Driver License

22 – Identification Cards

05 – HC Permits (No Fee)

04 – Miscellaneous Fees

31 – Vehicle Registration

18 – Title / Lien

02 – Boat Registration

02 – Road Test

00 – License Services

09 – AK Written Test

Corrections:

Sixteen inmates were held in the jail during the last month. A new correctional officer was hired and will begin working for the City later this month.

Animal Control:

Four dogs were taken into the pound this month. ACO Romie is continuing to train for euthanasia licensure. He is looking at the availability of on-site training in Anchorage for January.

The City is seeking volunteers for the pound.

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MEMORANDUM

Date: December 26, 2025

To: Jack Savo, Jr., Acting City Manager

From: Phil Baumgartner, Public Works Director

Subject: Monthly report

December has been an eventful and productive month. We've on boarded new personnel, conducted training, began and been awarded funding for large projects and attended a conference.

Our Acting City Manager, multiple department heads, council members and I attended the Alaska Municipal League's annual conference. This conference provided insight into both wins and losses other Alaskan communities have seen in identifying tools and methods to list and schedule infrastructure maintenance. Communities are finding a need to put higher focus on maintaining their existing assets while concurrently acknowledging operational and maintenance costs of potential new projects.

Identifying and tracking our buildings, facilities, vehicles, etc. (a.k.a. assets) is of such importance that having an asset registry (list of assets) increases scoring on funding applications.

Our kickoff meeting with Respec and a site visit were done. Consolidation, review and exchange of records keep us on track to receive the Design Analysis Report (DAR) for the Airport Waterline Extension project in late January. Upon acceptance of the recommended route, Respec will continue the design effort to the 35% Schematic Design.

The award letter for the Landfill Improvement Project was received from the US Environmental Protection Agency (EPA) on December 12. We have begun moving forward with the project workplan. Initial steps will be to confirm scope of project to establish best practices, recommendations of improvements and update prices quoted during planning.

Our new Foreman has come on and is settling in well. Indications are he is a valuable addition to our team which assists in both meeting existing and establishing new goals and objectives.

Four public works employees enrolled and completed the Heavy Equipment Operator training sponsored by BBEDC and BBNC in coordination with the City of Dillingham. A Heavy Equipment Operator, a Landfill Operator, a Heavy Equipment Mechanic/Foremen and a Building & Grounds Assistant. This direct and cross-discipline training provides continuity of service to the City and enhances our personnel's skill sets.

Public Works, Finance and Union representatives have a payroll training session scheduled for early January.

The new grader has been ordered. The boom & mulcher attachment was pursued as it added high probability of missing the 2026 barge season. We will continue to look for tools to clear vegetation along roads & bike paths.

Accomplishments:

New Foreman onboarded, equipment and water/wastewater specific training underway/completed, Landfill improvement funding awarded, Airport waterline extension started, employee benefits training session,

Document retention and disposal is 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, coordination and procurement, coordination with RESPEC on waterline extension

Respectfully,

Phil Baumgartner

Phil Baumgartner
Public Works Director

AML Annual Conference Cost Summary

Attendee: Phillip Baumgartner

Date: December 29, 2025

Date	Vendor	Amount	Description
10/2/2025	Alaska Municipal League	\$ 400.00	Conference Registration
	City of Dillingham	\$ 374.00	Perdiem
10/2/2025	Alaska Airlines	\$ 367.60	Airfare
12/7/2025	SmarteCarte	\$ 8.00	cart rental
12/12/2025	Municipality of Anchorage	\$ 10.00	Parking - Meeting with Legal
12/12/2025	Circle K	\$ 31.89	Gasoline
12/12/2025	SmarteCarte	\$ 8.00	cart rental
12/12/2025	Budget Rent-a-Car	\$ 446.74	Rental Car
12/12/2025	Marriott	\$ 1,073.40	Lodging & parking
<u>\$ 2,719.63</u>			

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MEMORANDUM

Date: 12/12/2025

To: Jack Savo Jr., Acting City Manager

From: Daniel Miller, Port Director

Subject: Monthly Report: December 2025

Upcoming Events:

- 12/15: Safety Committee Meeting
- 1/8: Monthly meeting with MARAD and PND

Projects – Progress and Public Impacts:

- Replace compressor for cold storage in icehouse
- Develop a plan for improved Kanakanak Beach Access maintenance
- 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 design drawings (attached)
 - Starting to work on Title XI requirements
 - Current project completion estimate: 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
- Working with Finance Director to request reimbursement for Ice machine expenses

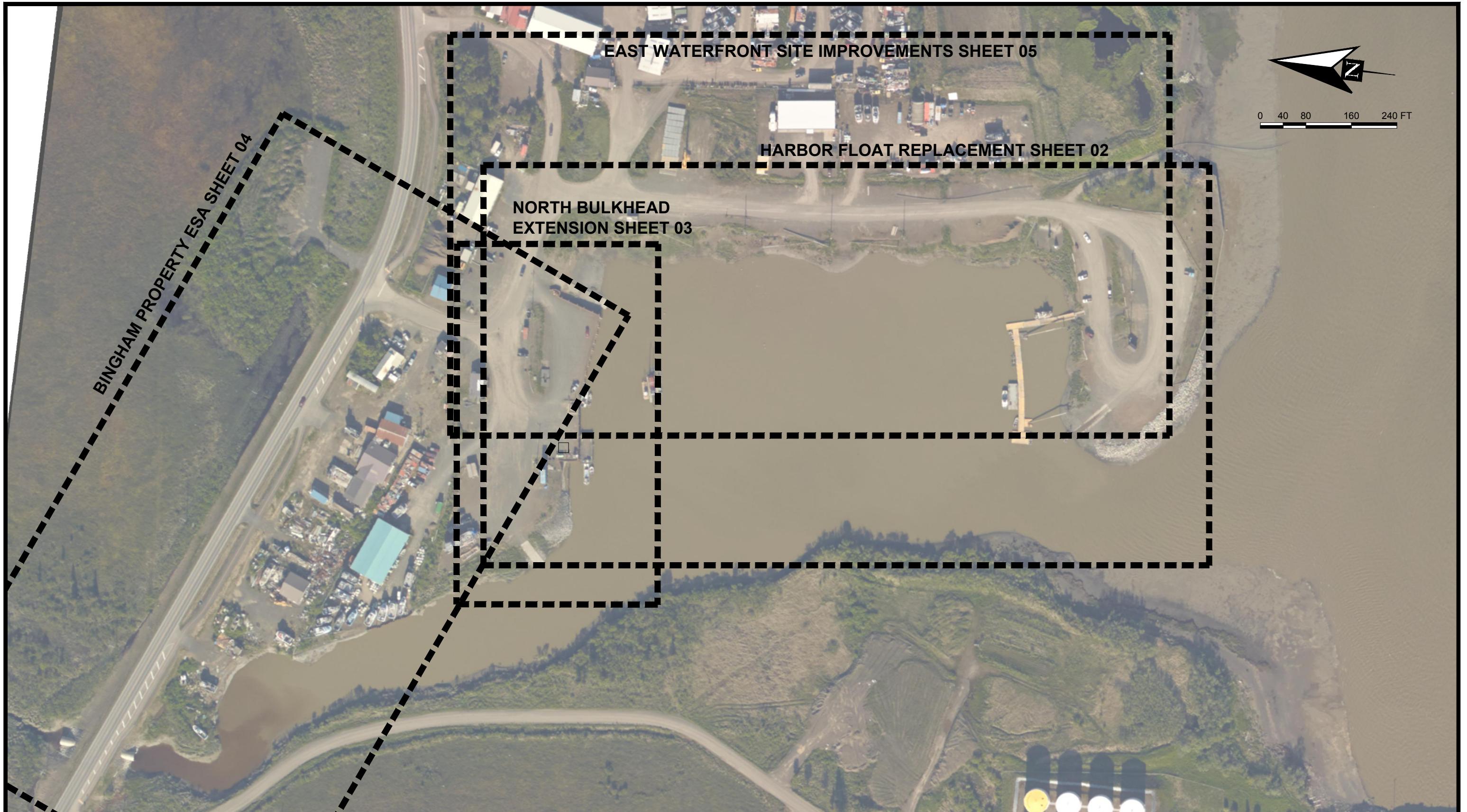
Completed Projects:

- Winterized and shut down Dock facilities for the winter
- 11/24: Attended first AAHPA Board meeting
- 12/11: Monthly Meeting w/ MARAD and PND

- Met with PND and Planning Director to discuss property and design options for Harbor Improvements Project

Public Feedback:

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



CONCEPT
12/12/25



PND Engineers, Inc. (PND) is not responsible for safety programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION

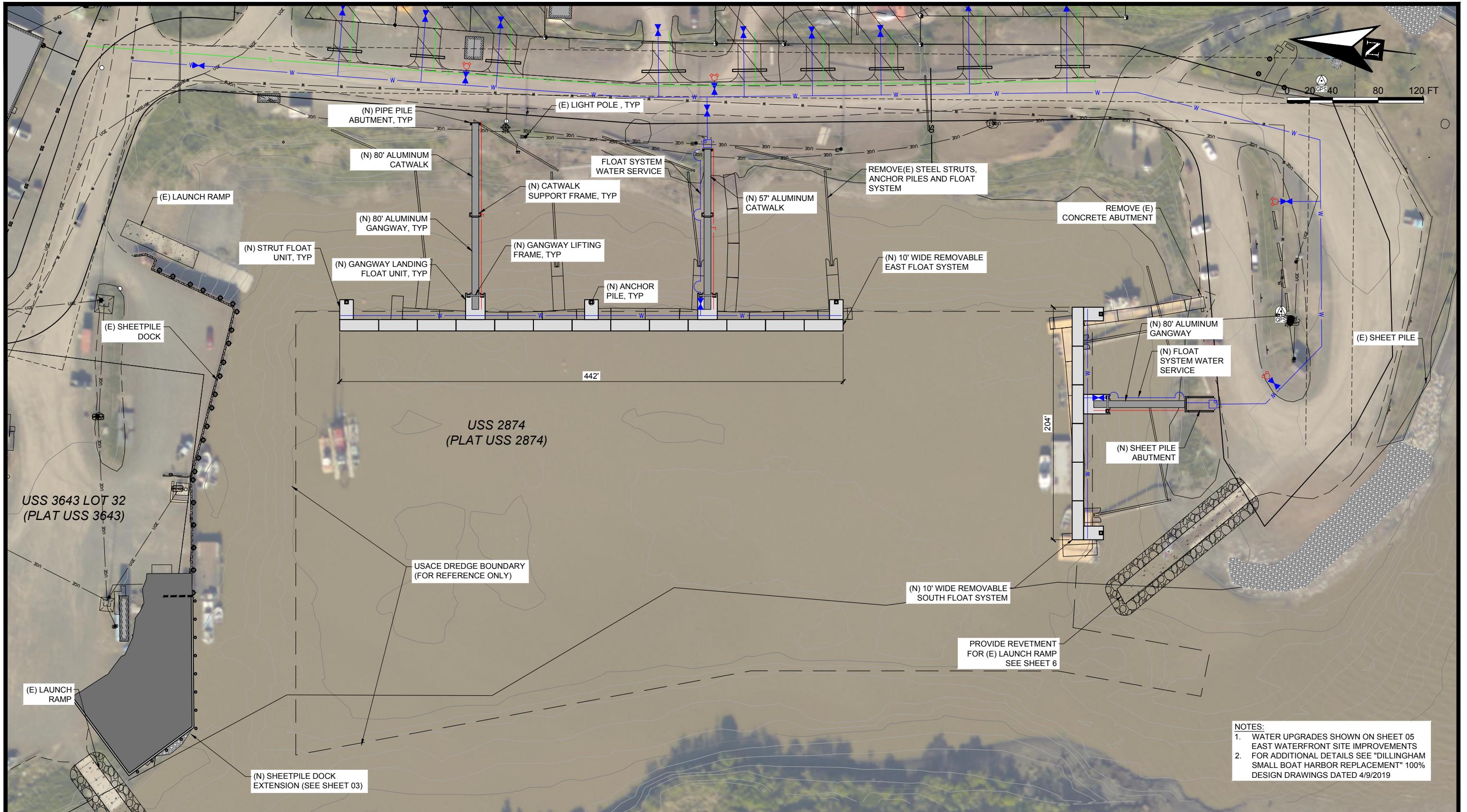
DATE: _____

1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



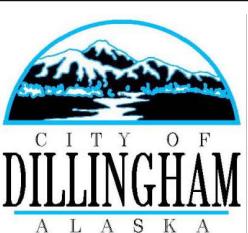
PORT OF DILLINGHAM IMPROVEMENTS		
EXISTING OVERALL PLAN		
DESIGNED BY:	CC	DATE: 12/12/25
CHECKED BY: DST		PROJECT NO: 251085

1 OF 06



CONCEPT

12/12/25



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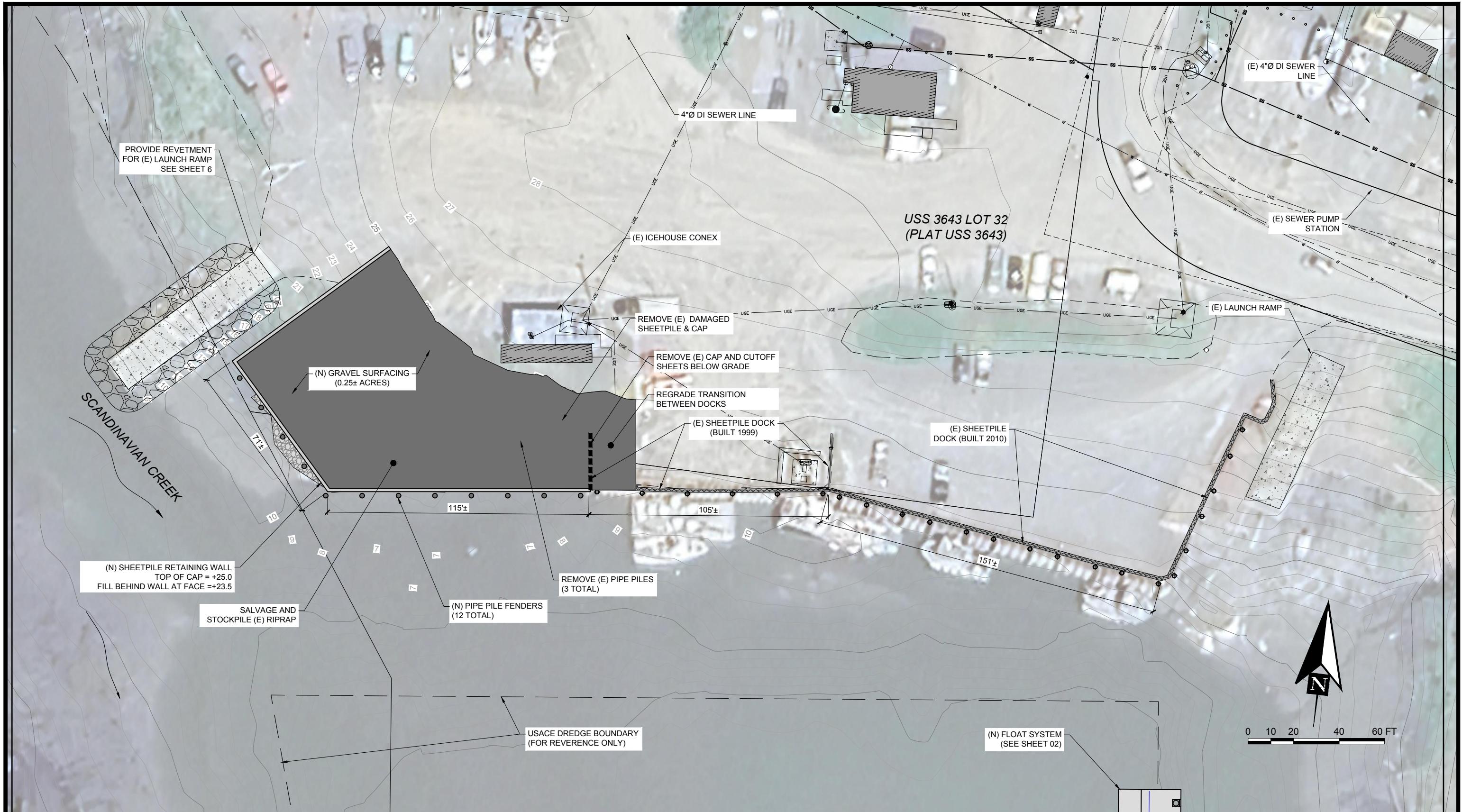
1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250

PORT OF DILLINGHAM IMPROVEMENTS

HARBOR FLOAT REPLACEMENT

DATE: _____

25
85 02 OF 06



CONCEPT
12/12/25



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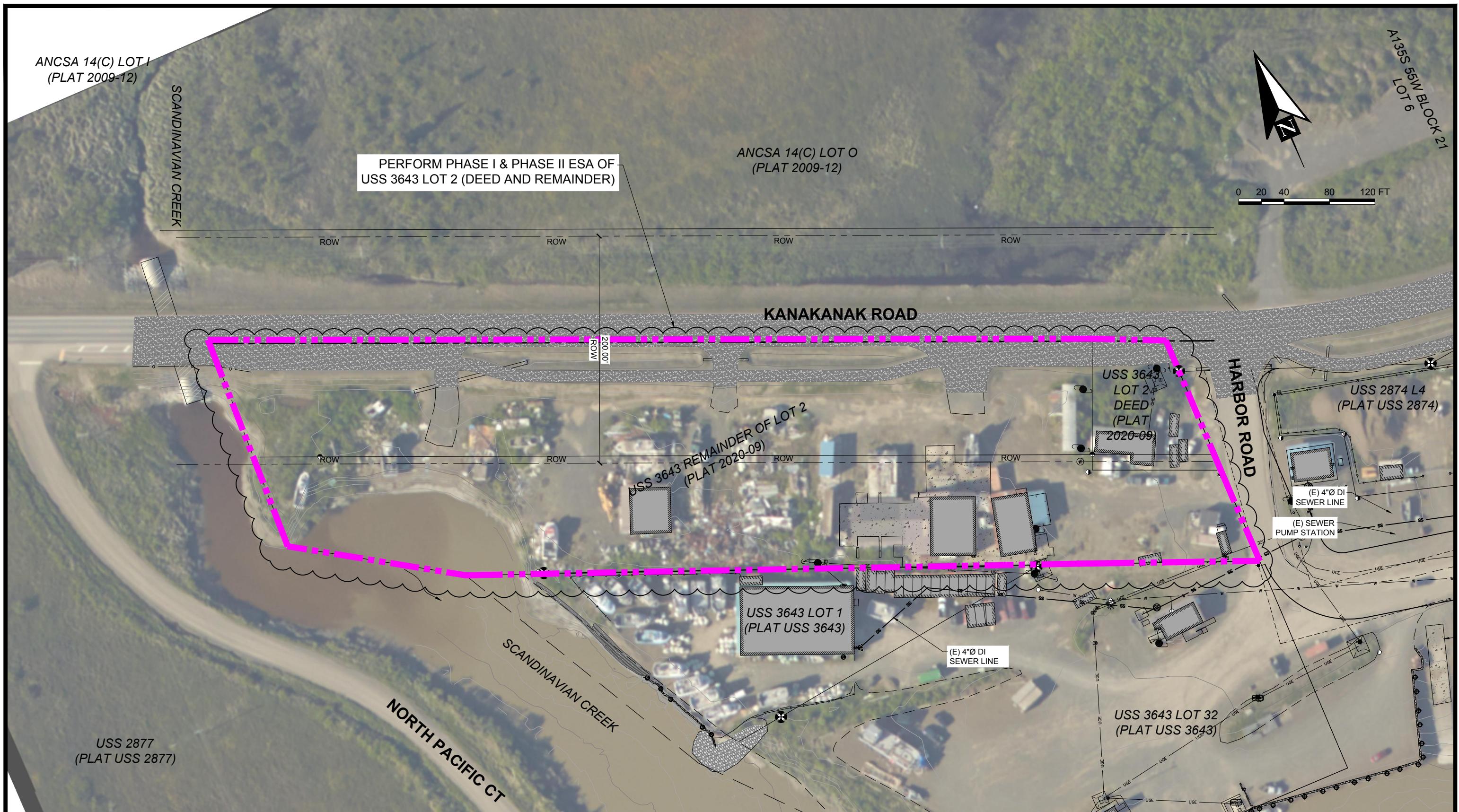
1506 West 36th Avenue
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Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250



PORT OF DILLINGHAM
IMPROVEMENTS
NORTH BULKHEAD EXTENSION

DESIGNED BY:	CC	DATE:	12/12/25
CHECKED BY:	DST	PROJECT NO:	251085

03 OF 06



CONCEPT
12/12/25



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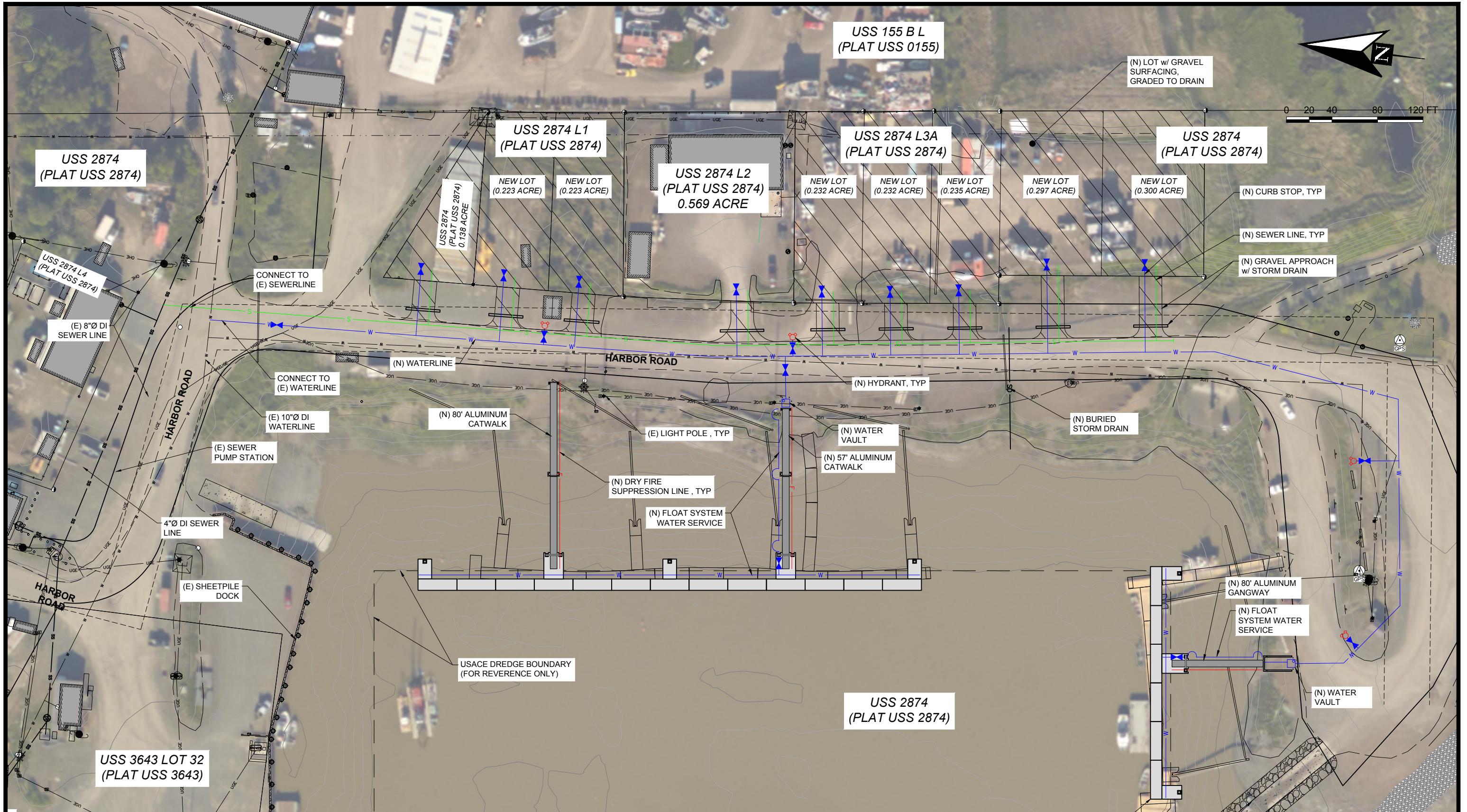
1506 West 36th Avenue
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Phone: 907.561.1011
www.pndengineers.com
AK. LIC# AECC250

P | N | D
ENGINEERS, INC.

PROJECT:
TITLE:
PORT OF DILLINGHAM
IMPROVEMENTS
BINGMAN PROPERTY ESA

DESIGNED BY: CC DATE: 12/12/25
CHECKED BY: DST PROJECT NO: 251085

04 OF 06



CONCEPT

12/12/25



PND Engineers, Inc. (PND) is not responsible for safe programs, methods or procedures of operation, or the construction of the design shown on these drawings. Where specifications are general or not called out, the specifications shall conform to standards of industry. Drawings are for use on this project only and are not intended for reuse without written approval from PND. Drawings are also not to be used in any manner that would constitute a detriment directly or indirectly to PND.

REV	DATE	DESCRIPTION
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1506 West 36th Avenue
Anchorage, Alaska 99503
Phone: 907.561.1011
www.pndengineers.com
AK, LIC# AECC250

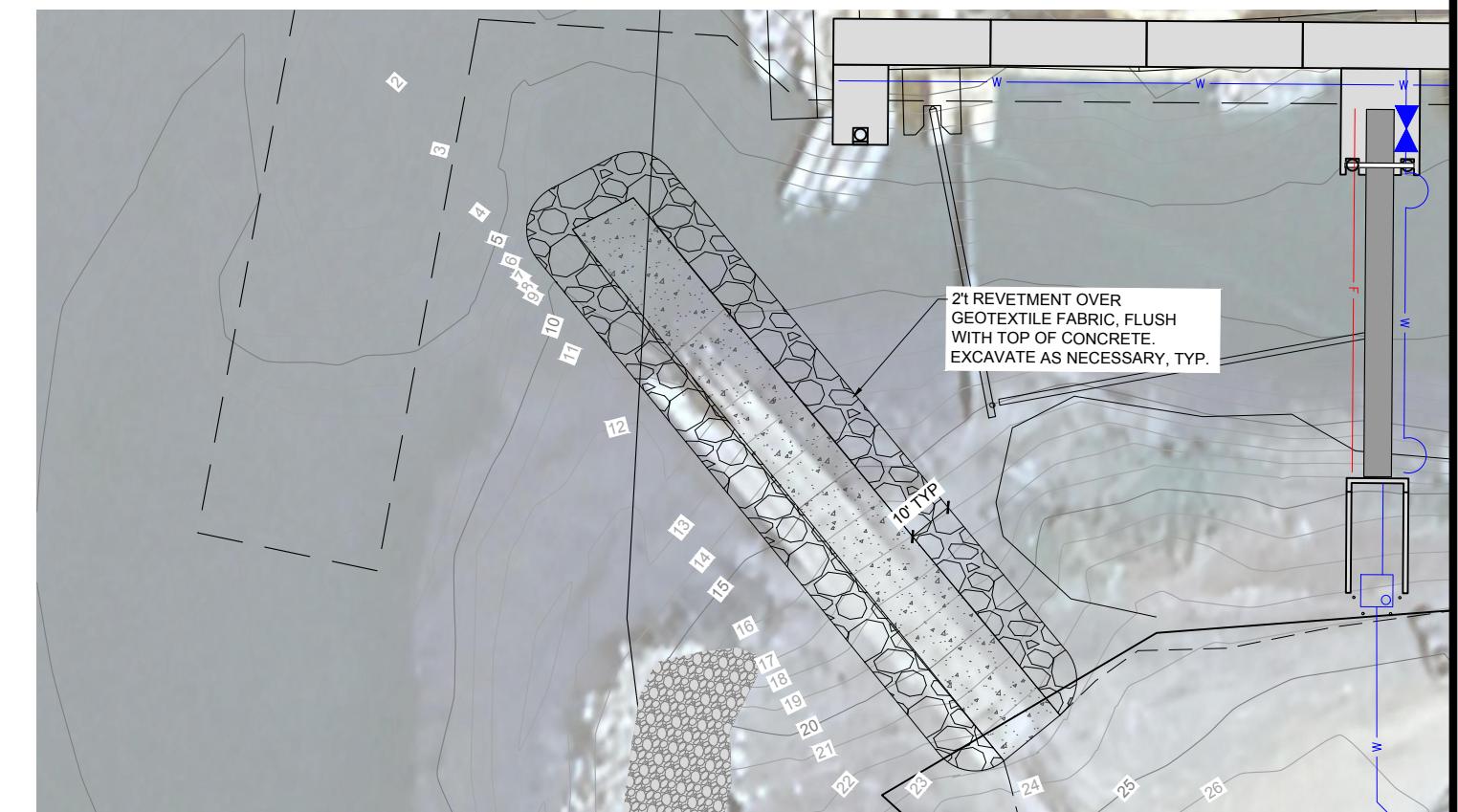
PORT OF DILLINGHAM IMPROVEMENTS

ST WATERFRONT SITE IMPROVEMENTS

CC	DATE:	12/12/25	SHEET NO:	
DST	PROJECT NO:	251085	05	OF 06

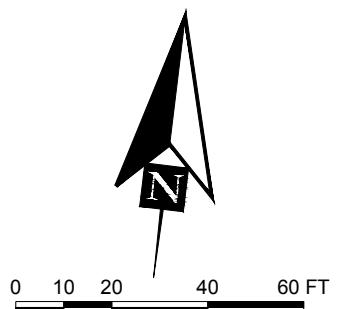


SCANDINAVIAN CREEK RAMP - PLAN



HARBOR ENTRANCE RAMP - PLAN

RIPRAP QUANTITIES	
LOCATION	QUANTITY
SCANDINAVIAN CREEK	140 CY
HARBOR ENTRANCE	240 CY



CONCEPT
12/12/25



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REV	DATE	DESCRIPTION

DATE: _____

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PROJECT:
**PORT OF DILLINGHAM
IMPROVEMENTS**
TITLE:
LAUNCH RAMP REVETMENT
SHEET NO:
DESIGNED BY: CC DATE: 12/12/25
CHECKED BY: DST PROJECT NO: 251085
06 OF **06**

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



MEMORANDUM

Date: December 15th, 2025
To: Jack Savo, Acting City Manager
From: Scott Runzo, Fire Department Coordinator

Subject: Fire/EMS Report

Acknowledgements and Recognitions

- We would like to thank JJ Larsen and Ted Krieg for going above and beyond while responding on a critical call and helping pull a vehicle out of the ditch.

Fire Board Members

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

Department Accomplishments:

- EMS has completed the comprehensive Memorandum of Understanding (MOU) with BBAHC and has been signed by both parties.
- Fire is working on the next phase for the proposed fire hall. This involves reinstating the 600k back into the budget for infrastructure development.
- Fire has completed the steps for new state requirements that have us operating under a new National Reporting System. This will keep us compliant with Alaska fire standards to stay registered as a state department.

Projects – Progress, Public Engagement & Preparations

- Volunteers from the fire department provided Ambulance services for the regional wrestling tournament last week.
- EMS has completed a rate of study increase proposal and will be submitted to the council after the first of the year.
- Training from members of the Fairbanks fire department is being scheduled for Spring of next year.
- AED training was provided for the elementary school staff.
- City wide evaluation of AEDs and first aid supplies is being done for all city buildings.

Public Feedback:

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: December 29th for the period beginning November 20, 2025
To: Jack Savo Jr., Acting City Manager
From: Abigail Flynn, City Clerk
Subject: Monthly Report for December

Recognition:

- A big thank you to Public Works Staff for keeping the roads plowed during the recent storm
- Thank you to the City Council for the gift of Admin time this month.

City Clerk Department Accomplishment and Opportunities Since the Last Report:

- *Travel and Training Budget update: I attended the Alaska Association of Municipal Clerk's annual training in Anchorage in December.*
- *I qualified for the EECGB scholarship and dutifully attended the meeting on December 9th to represent the City of Dillingham for this energy grant that we have already completed paperwork to participate in. Jim Fowler with Energy Audits of Alaska spoke and gave practical hints to get the most out of our participation in this program. (Bundle immediate return items with longer term items to maximize results for the grant reports, get zoned heating established, insulate, manage energy audits, install devices to "sleep" energy draws like large screens during hours that they are not used.) There are monthly follow-up meetings for me to attend as we go through the energy audit process.*
- *I attended the Ethics in Action Academy, the icebreaker with president Snider, The Nuts and Bolts training for new clerks which included training in agendas minutes meeting prep and DCRA and Title 29. I participated in clerk networking and attended the president's reception, received training on elections, learned where to get additional clerk training, joined two committees, attended the annual business luncheon, heard from experts in the field of cybersecurity on the difference between .us and .gov and why we should be switching from .us to .gov.. I attended the banquet and the Athenian Dialogue where I fully participated in group discussion on the book "Failure is not an Option"*
- *Instant money savings idea I brought home from the conference that I learned about from conversing with other clerks and DCRA members: An Ordinance is now being drafted by the code committee based on this. If enacted, the money saved by this ordinance alone will save the City thousands in advertising fees*

every year. My travel and training money was well spent and will bring real savings to the City of Dillingham and the Council'

Abigail's Travel and Training	
AAMC Conference Fees	\$ 650.00
Airlines fee	\$ 400.19
Hotel	\$ 845.00
Taxi	\$ 23.50
EECGB Scholarship - in the works	\$ (1,574.00)
Per Diem	\$ 384.00

Total Estimated cost to the City after the scholarship	\$ 729.69
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Clerk Travel Budget for FY26	\$ 4,300.00
Clerk Training budget for FY 26	\$ 3,500.00
Total	\$ 7,800.00

Jean Barrett	
Airfare	\$ 198.59
Hotel	\$ 1,328.74
Rental Car	\$ 936.18
Parking Fees*	
AML Conference	
Fee	\$ 450.00
Per Diem	\$ 268.00
Reimbursement agreement	\$ (980.91)
Total cost to the City	\$ 2,200.60

Triston Chaney	
Airfare	\$ 400.19
Hotel	\$ 1,014.00
Rental Car	\$ 858.62
Parking Fees*	
AML Conference Fee	\$ 670.00
Per Diem	\$ 451.00
ACCAP Stipend Award	\$ (1,200.00)
Total cost to the City	\$ 2,193.81

Kaleb Westfall	
Airfare	\$ 400.19
Hotel	\$ 676.00

Steve Carriere	
Airfare	\$ 400.19
Hotel	\$ 845.00

Rental Car*	Rental Car	\$ 715.52
Parking Fees*	Parking Fees*	
AML Conference	AML Conference	
Fee	Fee	\$ 595.00
Per Deim	Per Deim	\$ 384.00
Total cost to the City	Total cost to the City	\$ 2,939.71
\$ 1,813.19		

* No receipts received to date

Total cost for all four council members to attend AML:	\$ 9,147.31
Total Travel and Training Budget for council for FY2026:	\$ 19,000.00
Travel	\$ 14,000.00
Training	\$ 5,000.00
What is left in the budget?	\$ 9,852.69

- *Foreclosure Update:*
 - *December 22nd was the cut off date for redemption of property on the 2018-2022 foreclosure list.*
 - *Three of the Certified letters mailed never had return receipts returned. Phone calls were made to the numbers we were able to track down.*
 - *There is no good contact for the first name on the list. A message was left on the answering machine for a sister organization asking for information on how to reach the one in Dillingham. There was no response. Because of the difficulty of noticing the owners of this property, signs were also placed around the property and visible from the road on two sides. No one has reached out about this one.*
 - *The heir for the second name on the list got the phone call but she said she didn't get any of the letters notifying her of the first foreclosure list and she lives in another state so didn't see the newspaper ads. She was aware of the second foreclosure list and thought she had more time to pay. By the time she was reached by phone she could not make the payment in time. If leniency is possible, I would ask the council that she be given until the end of March to pay off her taxes on her inherited land so she doesn't lose it.*
 - *The heirs of the third name on the list are intending to just let this be foreclosed on as the land isn't useful to them.*
 - *The last name on the list was reached by DM on social media as he did not return phone calls left for him on his answering machine. This property may have a lien on it so a title search is underway. No legal action will be taken until the results of the title search are known.*

These are the names and properties that remain on the list after the cut off date.

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

- *Interviews held for Librarian/ Community Coordinator. An announcement of who was chosen will be forthcoming in the new year.*
- *Public Records requests: Four. One was already being handled by the legal team so it was left in their hands. One was provided within a few days of the request except for the part that was unclear what documents they were requesting. Clarification was requested but never provided. The third request has been very difficult to fulfill due to the nature of what was requested and staff's existing workloads and holidays. We have answered what we could in the staff reports and through the council packet contents and will be requesting more time for staff to research the other parts. The fourth request was very straightforward and was able to be provided as soon as the fee was paid the same day as the request arrived.*
- *Considerable work was done digitizing records in Laserfiche this month in preparation for the move to the new website. Documents that exist on the current website will not all migrate to the new website so all public records on the website are being downloaded into Laserfiche in anticipation of activating public access of all digitized public records through a button the new website. Thank you to the records specialist for his assistance in this project. We have been working on this task together.*
- *A Board of Equalization Hearing was held on December 18, 2025 and the appellant would like to exercise his right to appeal the decision of the BOE to a superior court as specified in AS 29.45.210(d). The Superior Court of Alaska is the superior court in this case and it is the responsibility of the appellant to file the appeal.*
- *Please see the Public Notice of Upcoming Meetings at the end of the packet.*

Senior Center

Accomplishments and Opportunities for Nov. 17th- Dec. 30th, 2025

Accomplishments

- Days opened when meals were served: 24, with 351 meals served.
- Days the van ran: 23, with 167 people given rides and 368 home meals delivered.
- The Senior Center was rented out 10 times during this period.
- Van volunteers occasionally help deliver home meals in the mornings as Sonja continues to drive the van from 10 am to 2 pm daily for meals and rides.
- Sonja Marx completed the kitchen management certification and cooked three days while the cook was in Anchorage.

Staffing Update

- The volunteers have helped decorate the senior center for the holidays.
- Interviews held for the Librarian/Community Services Coordinator position.

News

- The City's Christmas party was held at the senior center on Friday, December 19th.

Grant Reporting

- Grant reporting is in progress for the various grants.

Needs

- The senior center gladly accepts subsistence food donations.
- Senior Advisory Board members are needed to fill open seats.

Library

Accomplishments and Opportunities for Nov. 17th - Dec. 7th, 2025

<i>Library Stats for November 17 – December 27, 2025</i>	
609 Patron count	9 Desktop computer usage
262 WiFi session count	76 Museum visitors
	24.2 Volunteer hours
4 AWE station usage	20 Storytime attendees
<i>No report was run for items checked out from November 20 to Dec 27th, 2025</i>	
<i>The Library was closed from November 27th -29th for Thanksgiving Holiday and carpet cleaning.</i>	

Staffing Changes

- Short staffed for two weeks.
- The city staff and one LAB member conducted interviews for the Librarian/Community Services Coordinator position during this time.
- Continuing to complete grant reports.
- Filing for the paperwork needed for e-rate for FY27. Granted OWL award for internet.

Library Advisory Board News

- Seeking to fill one LAB seat.
- The LAB met at the library on Tuesday, November 18th and had a work session on Sunday afternoon, November 23rd; much was accomplished with future planning.

FOL updates

- The Friends of the Library “Holiday Books and Cookies” event on December 10th was so much fun for all who attended.
- The FOL have a seat to fill on their board

Accomplishments

- Buildings and Grounds helped library staff move furnishings in Library and Museum for the carpets to be cleaned over the long Thanksgiving weekend.
- Buildings and Grounds worked on the library office making the needed repairs.
- Staff and volunteers are cleaning out the closet and files. Shelving removed and bookcases rearranged throughout the library.

Needs

- More volunteers are always welcome; especially during the holidays.

Sonja Marx

Acting Librarian/ Community Services Coordinator