

a. Strategic Plan Report

**b. City Manager and Staff
Report**



MEMORANDUM

TO: Mayor & City Council
FROM: Kimberly Johnson, City Manager
DATE: January 5, 2024
RE: January Report

I hope you all had a Merry Christmas and a Happy New Year. I enjoyed a sunny and very hot break. I left the city issued cell phone home and did not check one email while I was gone. I did receive a text regarding the special meeting on the 14th and received one phone call regarding an employee matter. I want to thank Patty for stepping into the role of Acting City Manager while I was on vacation. She did an awesome job and dealt with massive amounts of snow that I came home too. I also want to thank the Public Works and Public Safety staff who kept our roads open and our citizens safe.

Highlights by Department:

Finance

While I thought we could get you a budget revision, our Finance staff are busy prepping for the upcoming audit for FY'23 and they have some minor items to close out the audit for FY'22. Both Anita and I discussed the development of the Balance Sheet for the Council's review. Our work will be to provide the Council with the added land, buildings, and equipment. We discussed the need for depreciation expense on equipment in the Revenue/Expenditure Statement which then can be used for a city capital budget. We are thinking about next years budget and will start that internal process in February. If you have stopped by my office, the white board is full of items needing to be in the next budget or the midyear budget revision.

Planning

Both Patty and I discussed the undeveloped roads in the downtown corridor. We have access issues and undeveloped roads. We have many small lots that need to be replatted into one large lot owned by the City. The City has a need for a surveyor and an engineer to be on contract for these projects that need review and completion. While some of these are in the FY'24 budget, they will need to carry into FY'25's budget.

Public Safety

The Public Safety Department is almost fully staffed. The Corrections Department is participating in the required training, and we need to work on the existing jail contract. Both the Acting Chief and Acting Sargeant are scheduled to participate in Administrative Training in February. In April, several staff will participate in Alaska specific training Managing Police Records and Releasing and Redacting Records in Alaska.

Public Works

Its all about snow removal and getting ready for the next storm. The dump truck is operational and once the weather cools down, the crew can start removing the snow piles. Some of the

subdivision streets are getting narrow and down to one lane. To widen them, we will need to use a loader and dump truck to remove snow. This is a work in progress and the reason we need to remove the brush from the right of way in the spring, summer, and fall.

Senior Center

The snow outside of the building caused a problem with the walk-in refrigerator. Once Buildings and Grounds identified the problem, the refrigerator started operating normally. Acting Senior Center Director, Diana Merlino has taken the position as the Senior Center Director. She was in Acting status with the retirement of Ida this past summer.

Library

The library held a holiday books and cookie decorating event with live music by Teresa Duncan on December 20th. With assistance from the Friends of Library they are asking for the public's input on interests, hours, and days of operations. They hope to have this compiled by the next meeting on February 20th and I anticipate the library report will share the information in their report to the Council in March.

Items that need attention this month relate to funding. The Boat Harbor reapplication will need to be resubmitted in MARAD. The sub-application award on the Snag Point Erosion is listed in the FEMAGO and due by January 29th. The city applied for the Thriving Community Initiative and we made it through the next step. We are working on letters of support from BBNA and Curyung Tribe.

Mayor
Alice Ruby

Acting Manager
Kim Johnson



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

MEMORANDUM

Date: January 04, 2023
To: Kim Johnson, City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report

Acknowledgements and Recognitions:

November Statistics: As of date of report.

Cash Receipts: \$1,159,999.52

All Payments: \$1,620,218.83 (includes \$243,026.32 for 2 payrolls & 1 supplement payroll).

Department Accomplishment and Opportunities:

Accomplishments

- Processed 131 business license applications.
- Mailed out the 2024 business and personal property tax assessment returns by 11/15/2023.

Staffing changes

- Account Tech II Payroll/Payables – Position became open 11/09/2023. One applicant has been interviewed.

Grant Reporting

- BBEDC Intern reporting completed.

Budget

- FY24 Budget revision review has been suspended to focus on FY22 and FY23 audits.
- Evaluation of wages ongoing.

Projects – Progress and Public Impacts:

Audit

- FY22 Auditors arrived 11/27/2023 for final work. Progress was very successful. They left with a few pending items. As of the date of this report there are two items

outstanding that are waiting for others to respond - engineers report for the landfill and auditor response for fund 4450.

- FY23 Auditors are scheduled for 01/08/2024 to be onsite for two weeks. Staff have been preparing testwork and accounts are being balanced. FY23 audit is pending FY22 completion.

Projects

- Setup of personal property tax in MARS is ongoing.
- Qwestica training ongoing budgeting software – On hold until Audit work is completed.
- FY24 Budget revision review has been suspended to focus on FY22 and FY23 audits.

Personal Property Tax

- Penalties assessed on all taxes not paid by 12/01/2023.
- 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 – no changes – past due notices sent.
- Denied service list updates made.

Utility Rates Evaluation

- Evaluation of utility rates needs to be held for a rate study for water/wastewater.

Contract Management

- ongoing.

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 01/01/2024 business license renewal applications are due.
- 02/01/2024 business/personal property tax assessments are due.

Revenue and Expense Report – September 2023:

Information provided for percentages below 5% and above 45%. Current actuals recognize a net increase to fund balance by \$3,119,853. End of FY23 year adjustments are still pending.

- Business License renewal notices are sent out in November. Renewal applications are arriving in December.
- Real and personal property taxes are recorded as revenue at 101% for real and 102% for personal. Actual collections in August is at 2% of real property and 2% of personal property which is historically normal. Bulk of payments arrive in 2nd quarter of the fiscal year.
- PILT has come in well above expected at 114%. This can be adjusted with the mid-year budget revision.
- Motor Vehicle Tax is under review of FY23 audit entry.
- Other Revenues is mainly impacted by investments are already at \$40,472.25 which is double the budgeted amount and donations to the fire department at \$3,117 are also double the budgeted amount.

Special Revenues & Other Funds Revenue

- Senior Center grant reporting is completed, and payment received in 2nd quarter.
- Debt Services revenue is as expected based on when payments are made.
- Carlson Estate investments have returned higher than expected.

Transfers

- Expenditures are still low at this point and transfers reflect the expenses.

General Fund Expenditures

- Foreclosure is pending code committee review.
- Fire Department Donation subclass has not been expensed at this point.
- Public Works Administration expenses are low due to staffing vacancies.
- Grandma's House has no budget to calculate the percentage.

Special Revenues & Other Funds Expenditures

- Asset Forfeiture has no expenditures which is expected.
- Debt services expenditures are in 2nd quarter.
- Equipment replacement is in process and will be expensed after items are barged.

Grant and Bond Revenues/Expenditures

- All pending projects.

Capital Project Revenues/Expenditures

- Projects have begun and will be expensed in 2nd quarter; payments are pending.

Balance Sheet:

- September 2023; balances could change based on completion of FY22 audit.
- Unassigned fund balance is \$1,171,249 that are available for any purpose.
- Assigned fund balance is \$7,833,734. These funds are under further review to ensure that they are assigned to a specific project and could come available. Completion of audits will better assist with this review.

Three+One:

- At AGFOA, one of the presentations was from Three+One. This company has an agreement with AML to assist municipalities within the group with a review of investments and liquidity. Their function is to aid Finance staff with analyzing data and providing information that will assist with our decision making on how to invest and how to maximize cash flow. See professional service agreement following report.

City of Dillingham
 Unaudited Revenues and Expenditures As of September 30, 2023

Data Collected on:
 12/17/2023

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>	Uncollected	% Adj
General Fund Revenues							
General Sales Tax	\$ 3,300,000	\$ 1,097,520	33%	\$ 1,141,856	\$ (44,336)	(3,133.11)	33%
General Sales Tax - Remote	425,000	107,194	25%	116,621			
Alcohol Sales Tax	280,000	86,227	31%	86,361	(133)		31%
Transient Lodging Sales Tax	120,000	51,495	43%	47,199	4,296	-	43%
Gaming Sales Tax	65,000	4,867	7%	13,139	(8,272)		7%
Tobacco Excise Tax	350,000	84,950	24%	87,338	(2,388)		24%
Marijuana Excise Tax	90,000	24,250	27%	28,266	-		27%
Business License	17,000	650	4%	675	-		
Penalty & Interest - Sales Tax	15,000	3,024	20%	3,744	(719)	-	20%
Total Sales Tax	4,662,000	1,460,176	31%	1,525,199	(51,554)		31%
Real Property Tax	2,460,000	2,476,512	101%	2,379,730	96,782	(69,419.16)	98%
Personal Property Tax	555,000	567,181	102%	452,818	114,363	(23,820.84)	98%
Penalty & Interest - Property Tax	70,000	28,284	40%	26,171	2,113		40%
Total Property Taxes	3,085,000	3,071,977	100%	2,858,719	213,259		97%
Telephone Gross Receipts State Tax	70,000	-	0%	-	-		0%
Shared Fisheries	670,000	-	0%	-	-		0%
Raw Fish Tax	30,000	-	0%	-	-		0%
Community Sharing	75,352	-	0%	-	-		0%
Payment in Lieu of Taxes (PILT)	460,000	522,976	114%	480,895	42,081		114%
State Jail Contract	720,000	-	0%	-	-		0%
Motor Vehicle Tax	25,000	12,069	48%	2,296	9,772		
Ambulance Fees	65,000	4,543	7%	22,064	(17,520)		7%
Lease & Rental Income	35,000	2,730	8%	2,700	30		8%
Admin Overhead	162,905	22,885	14%	64,760	(41,875)		14%
PERS on Behalf	94,318	19,687	21%	24,653	(4,966)		21%
PERS Forfeiture Fund	5,000	-	0%	-	-		0%
Other Revenues	147,750	71,433	48%	42,144	29,290	-	48%
Total	2,560,325	656,324	26%	639,512	16,812		26%
Total	\$ 10,307,325	\$ 5,188,477	50%	\$ 5,023,430	\$ 178,517		49%
Special Revenue & Other Funds Revenue							
Water	231,712	57,735	25%	64,442	(6,707)	(20,106.20)	16%
Sewer	464,012	105,059	23%	121,583	(16,524)	(27,143.36)	17%
Landfill	298,259	120,221	40%	110,778	9,443	(11,377.00)	36%
Port - Dock	808,576	95,455	12%	344,640	(249,185)	(1,118.45)	12%
Port - Harbor	142,999	38,282	27%	33,036	5,246	(9,318.00)	20%
Asset Forfeiture Fund	2,000	126	6%	29	97		0%
E-911 Service	65,000	17,286	27%	16,814	471		27%

City of Dillingham

Unaudited Revenues and Expenditures As of September 30, 2023

Data Collected on:

12/17/2023

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>	
Senior Center (Non-Grant)	45,615	5,427	12%	5,393	34	12%
Senior Center (Grant)	76,000	(332)	0%	26,999	(27,330)	0%
Library (Grants)	54,170	11,579	21%	37,952	(26,373)	21%
Debt Service	754,693	7,457	1%	-	7,457	1%
Equipment Replacement	-	110,959		-	110,959	
Mary Carlson Estate	4,000	5,132	128%	(695)	5,827	128%
Ambulance Rental	-	14,209		-	14,209	
Total	\$ 2,947,036	\$ 588,594	20%	\$ 760,970	\$ (172,376)	18%
Transfers						
<i>From General Fund to Other Funds</i>						
Landfill	1,014,850	103,155	10%	-	103,155	
Senior Center	286,949	22,436	8%	85,559	(63,123)	
Ambulance Reserve	56,000	7,009	13%	2,206	4,803	
Equipment Replacement	600,000	218,319	36%	-	218,319	
Capital Projects	557,334	-		-	-	
Debt Service SRF Loans	53,050	-	0%	-	-	
Debt Service Streets Bond	221,750	-	0%	-	-	
Debt Service Firehall Bond	44,000	-	0%	-	-	
Debt Service School Bond	319,307	-	0%	-	-	
<i>From Dock Fund to Harbor Funds</i>						
Port - Harbor	189,853	-		17,388	(17,388)	
Port - Harbor - Ice Machine	18,200	-		-	-	
Port - Harbor - Bathhouse	18,300	-		-	-	
<i>From Department to Department</i>						
Transfer from E911 to Dispatch	63,916	7,837	12%	10,275	-	
Transfer from Carlson Estate to Library	4,000	666	17%	-	-	
Transfer from Wastewater to Water	28,471	-	0%	-	-	
Total	\$ 3,475,980	\$ 359,422	10%	\$ 115,428	\$ 245,766	
Total Revenues & Transfers	\$ 16,730,341	\$ 6,136,494	37%	\$ 5,899,828	\$ 251,907	

City of Dillingham
Unaudited Revenues and Expenditures As of September 30, 2023

Data Collected on:
12/17/2023

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 100,600	\$ 15,979	16%	\$ 24,512	\$ (8,533)
City Clerk	151,607	11,879	8%	35,496	(23,617)
Administration	837,368	70,762	8%	103,751	(32,989)
Finance	1,098,392	228,594	21%	196,013	32,581
Legal	65,000	26,295	40%	20,372	5,922
Insurance	328,100	84,209	26%	68,669	15,539
Planning	332,485	40,224	12%	36,021	4,203
Foreclosures	9,000	53	1%	1,971	(1,918)
IT	301,300	44,827	15%	82,317	(37,490)
Public Safety Administration	299,928	40,812	14%	51,086	(10,273)
Dispatch	632,935	131,915	21%	102,758	29,157
Patrol	1,593,836	182,045	11%	213,330	(31,285)
Corrections	826,289	139,602	17%	78,954	60,648
DMV	72,661	16,650	23%	12,889	3,761
Animal Control Officer	131,541	30,739	23%	26,061	4,677
Fire	518,639	124,892	24%	107,595	17,297
Fire Department Donation	15,000	69	0%	193	(124)
EOC	-	-		0	-
Public Works Administration	439,456	21,905	5%	23,496	(1,591)
Building and Grounds	408,592	77,302	19%	40,459	36,843
Shop	636,118	70,149	11%	100,028	(29,879)
Street	551,739	134,136	24%	41,176	92,959
Library	192,485	35,932	19%	40,667	(4,735)
Grandma's House	0	7,628		0	
City School	1,700,000	425,446	25%	650,000	(224,554)
Transfers to Other Funds	3,153,240	355,203	11%	87,766	267,437
Total	\$ 14,396,311	\$ 2,317,245	16%	\$ 2,145,582	\$ 164,036

City of Dillingham
 Unaudited Revenues and Expenditures As of September 30, 2023

Data Collected on:
 12/17/2023

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>
<u>Special Revenue Funds Expenditures</u>					
Water	260,183	47,706	18%	39,035	8,671
Sewer	332,054	111,935	34%	54,199	57,735
Landfill	1,313,109	223,377	17%	85,459	137,917
Port - Dock	1,150,212	199,119	17%	379,452	(180,334)
Port - Harbor	369,352	91,440	25%	139,149	(47,709)
Asset Forfeiture Fund	2,000	-	0%	-	-
E-911 Service	63,916	13,191	21%	10,275	2,916
Senior Center (Non-Grant)	332,564	27,863	8%	93,333	(65,470)
Senior Center (Grant)	76,000	27,307	36%	1,044	26,262
Library (Grants)	54,170	6,777	13%	33,634	(26,858)
Mary Carlson Estate	6,255	1,544	25%	440	1,104
Ambulance Reserve Fund	20,000	1,480	7%	800	680
Debt Service SRF Loans	53,050	-	0%	-	-
Debt Service School Bond	1,064,000	-	0%	-	-
Debt Service Firehall Bond	44,000	-	0%	12,500	(12,500)
Debt Service Streets Bond	231,750	-	0%	65,875	(65,875)
Equipment Replacement	600,000	7,678	1%	114,108	(106,430)
Total	\$ 5,972,615	\$ 759,415	13%	\$ 1,029,305	\$ (269,890)
	\$ 20,368,926	\$ 3,076,660	15%	\$ 3,174,886	\$ (105,854)
Net Increase (Decrease) to Fund Balances	\$ (3,638,585)	\$ 3,059,833		\$ 2,724,942	\$ 357,761

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>
Grant & Bond Revenues					
ANTHC-Lagoon	-	-		152,721	(152,721)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
COVID - CARES & ARPA & LGLR	1,900,000	-	0%	2,553,756	(2,553,756)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	(1,324)		(190)	(1,134)
BBEDC Intern Program	112,201	-	0%	(6,779)	6,779
BBEDC Training Reimb	-	-		-	-
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	-		-	-
Bond Investment Income	-	27,286		7,760	19,526
Total	\$ 4,110,576	\$ 25,962	1%	\$ 2,707,627	\$ (2,681,665)
Grant & Bond Expenditures					
ANTHC-Lagoon	-	-		146,538	(146,538)
EPA Snagpoint Erosion Grant	1,000,000	-	0%	-	-
State Public Safety	-	-		-	-
COVID - CARES & ARPA & LGLR	1,900,000	-	0%	232,565	(232,565)
SRF Loan - Lagoon Aeration	670,000	-	0%	-	-
SRF Loan - Waterfront	88,125	-	0%	-	-
SRF Loan - Water	30,000	-	0%	-	-
SRF Loan - Wastewater	100,000	-	0%	-	-
Southern Region EMS	-	-		360	(360)
SOA-DOH Grants	210,250	-	0%	-	-
Curyung-Ice Machine	-	107		407	(300)
BBEDC Intern Program	112,201	28,426	25%	23,827	4,599
BBEDC Training Reimb	-	10,350		7,250	3,100
BBEDC Pass Thru	-	-		-	-
BBNC Training Reimb	-	10,350		-	10,350
Total	\$ 4,110,576	\$ 49,233	1%	\$ 496,701	\$ (447,468)
	\$ -	\$ (23,270)		\$ 2,210,926	\$ (3,129,133)

City of Dillingham
 Unaudited Revenues and Expenditures As of September 30, 2023

Data Collected on:
 12/17/2023

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Revenues					
Investment Income	-	-		-	-
Insurance Proceeds - Firehall	-	-		-	-
Insurance Proceeds - Landfill Shop Fire	-	-		214,490	(214,490)
Total	\$ -	\$ -		\$ 214,490	\$ (214,490)

	<u>Budget - FY24</u>	<u>09/30/23</u> YTD	<u>Percent</u>	<u>09/30/22</u> YTD	<u>INC/(DEC)</u>
Capital Project Funds Expenditures					
Major Building Maintenance	400,000	4,283		-	-
Water Improvements	-	-		-	-
WasteWater Improvements	-	-		-	-
Sewer Lagoon Aeration	557,334	-		-	-
Other Lift Station	-	-		-	-
Fire Dept Water Damage Repair	-	-		-	-
Landfill New Cell	-	-		-	-
Landfill Shop Fire	-	-		-	-
Landfill Groundwater Well	-	-		-	-
Bingman-Harbor cleanup	-	-		-	-
Total	\$ 957,334	\$ 4,283	0%	\$ -	\$ -
	\$ (957,334)	\$ (4,283)		\$ 214,490	\$ (214,490)

	<u>Budget</u>	<u>Actual</u>
General Fund Revenue	\$ 10,307,325	\$ 5,188,477
Special Fund Revenue	\$ 2,947,036	\$ 588,594
Transfers In	\$ 3,475,980	\$ 359,422
Grant and Bond Revenue	\$ 4,110,576	\$ 25,962
CIP Revenue	\$ -	\$ -
	\$ 20,840,917	\$ 6,162,456
General Fund Expenditures	\$ 14,396,311	\$ 2,317,245
Special Fund Expenditures	\$ 5,972,615	\$ 759,415
Grant and Bond Expenditures	\$ 4,110,576	\$ 49,233
CIP Expenditures	\$ 957,334	\$ 4,283
	\$ 25,436,836	\$ 3,130,176
Net Increase (Decrease) to Fund Bal	\$ (4,595,919)	\$ 3,032,280

Balance Sheet
City of Dillingham
9/30/2023

	General Fund	Roads Capital Project Fund	Planning Capital Project Fund	Other Governmental Funds	Total Governmental Funds
Assets					
Cash	9,642,024	-	-	-	9,642,024
Investments	3,882,485	-	2,135,119	-	6,017,604
Receivables:					
Sales tax	429,834	-	-	-	429,834
Real and personal property taxes	2,665,095	-	-	-	2,665,095
Accounts	124,825	-	-	272,707	397,532
Grants and Shared Revenues	-	-	-	-	-
Prepaid Items	440,261	-	-	26,859	467,120
Due from other funds	2,748,943	100,772	-	8,876,103	11,725,818
Restricted cash and investments	-	-	-	400,771	400,771
Total assets	19,933,467	100,772	2,135,119	9,576,440	31,745,798
Liabilities and Fund Balances					
Liabilities:					
Accounts payable	156,819	-	-	173,331	330,150
Accrued payroll and payroll liabilities	179,134	-	-	-	179,134
Bonds	8,650,000	-	-	-	8,650,000
SRF Loans	799,390	-	-	-	799,390
Due to other funds	8,976,875	-	1,179,568	1,569,375	11,725,818
Total liabilities	18,762,218	-	1,179,568	1,742,706	21,684,492
Fund Balances:					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	100,772	955,551	-	1,056,323
Assigned	-	-	-	7,833,734	7,833,734
Unassigned	1,171,249	-	-	-	1,171,249
Total fund balances	1,171,249	100,772	955,551	7,833,734	10,061,306
Total liabilities and fund balances	19,933,467	100,772	2,135,119	9,576,440	31,745,798

Mayor
Alice Ruby

City Manager
Kimberly Johnson



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

MEMORANDUM

Date: December 19, 2023
To: Kimberly Johnson, City Manager
From: Sonja Marx, Librarian
Subject: Monthly Report

Acknowledgements and Recognitions:

We want to thank the Buildings and Grounds crew (and Patty!) for shoveling our porch, ramp, stairs, and sidewalks at the library/museum this season. They (along with our library staff throughout the day) have been keeping the entrance accessible and the emergency exit doors cleared for safety purposes. We have had some big blizzards and heavy snowfall this year. And a big "thank you" to Public Works for keeping our parking lot so nicely plowed this season. It has been a momentous change from past years. We really appreciate their efforts!

Department Accomplishment and Opportunities:

Both Lane (one week) and William (2 weeks) took some time off in December. Jenice and I covered the library schedule during the week, and Jonas worked his normal schedule on Fridays and Saturdays. However, Jonas has informed us that he is playing basketball this year. With practices on Friday and games on the weekends, he will not be able to work at the library. With graduating next semester, he is busy with band and school. He will be giving his letter of resignation soon. We will then begin to advertise the position, which is a 14-hour-a-week part-time Library Aide/Clerk with no benefits.

Projects – Progress and Public Impacts:

The state helped us complete and certify form 470 to request internet bids for the library for July 1, 2024 - June 30, 2025. We are also requesting greater speeds up and down.

The library is nicely decorated for the Christmas season . We have so many holiday books and movies in our collection . The Friends of the Library recently purchased new seasonal books for the library which are on display. They can now be checked out and will be available for the Holiday Books & Cookies event on Wednesday, December 20th from 3 to 4:30 pm (or later). We look forward to decorating and eating Christmas cookies, with live music from Teresa Duncan, along with a time of reading aloud some of the new children's picture books that were recently purchased and donated from the FOL . See the attached flyer.

Upcoming Calendar Items:

The library will be closed for Christmas day and the day after (December 25th & 26th). All the city employees want to thank the Mayor and the City Council for their very generous Admin Leave Gift for Christmas. I believe the city will have their annual Christmas celebration for staff & their families in January since many are traveling now.

Public Feedback:

During the annual Holiday Christmas Bazaar on December 2nd in the Elementary Gym, some of the Library Advisory Board members passed out a survey for the public. They desire feedback from the public regarding their interest in extending the library hours. Please see attached that survey. Feel free to add your comments and send them to the LAB as they compile the answers.

List of Attachments:

Library Stats report for November 20th - December 17th, 2023:

**Patron Visits: 470 Computer Use: 400 Wireless Use: 441*
Story Hour: 22 Museum Use: 21 Game Night: 11
AWE Station Use: 3 Volunteer Hours Logged: 6**

The next Library Advisory Board meeting is scheduled for February 20th, 2024.

Game night continues every other Friday night.

The library will be closed on Monday & Tuesday, December 25th & 26th for the Christmas holiday.

***A follow-up to last month's report: the equipment to accurately record the stats for the WiFi was reinstated after Thanksgiving; therefore, we are back to providing correct information for our WhoFi stats. It is remarkable how many people use the WiFi during and after library hours, all seven days a week.**



CELEBRATE THE HOLIDAY
SEASON WITH US

* Holiday * Books & Cookies

JOIN US AT THE PUBLIC LIBRARY FOR NEW
HOLIDAY BOOKS, COOKIE DECORATING
AND LIVE MUSIC FROM TERESA DUNCAN!

.....
December 20th, 3:00-4:30 p.m.
.....

DILLINGHAM PUBLIC LIBRARY



The [Dillingham Public Library](#) is interested in your input. To encourage more use of the facility, please share what types of items and events would bring you into the library. Circle **All** that interest you.

Books Magazines Audio Books Videos/CD Internet/computers

Events: (book talks, children's story hour, etc.) Other: _____

Which days and hours would make it more convenient for you to visit the library?

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Thank you for taking the time to give us input. We hope to make the public library more accessible.

Library Advisory Board



Alaska
OWL

BRISTOL BAY BOY

IDITAROD

NEW
Adult
Movies

Station 1

Station 4

Station 5

Internet & Email
Access & Support
Training 200-200-1000

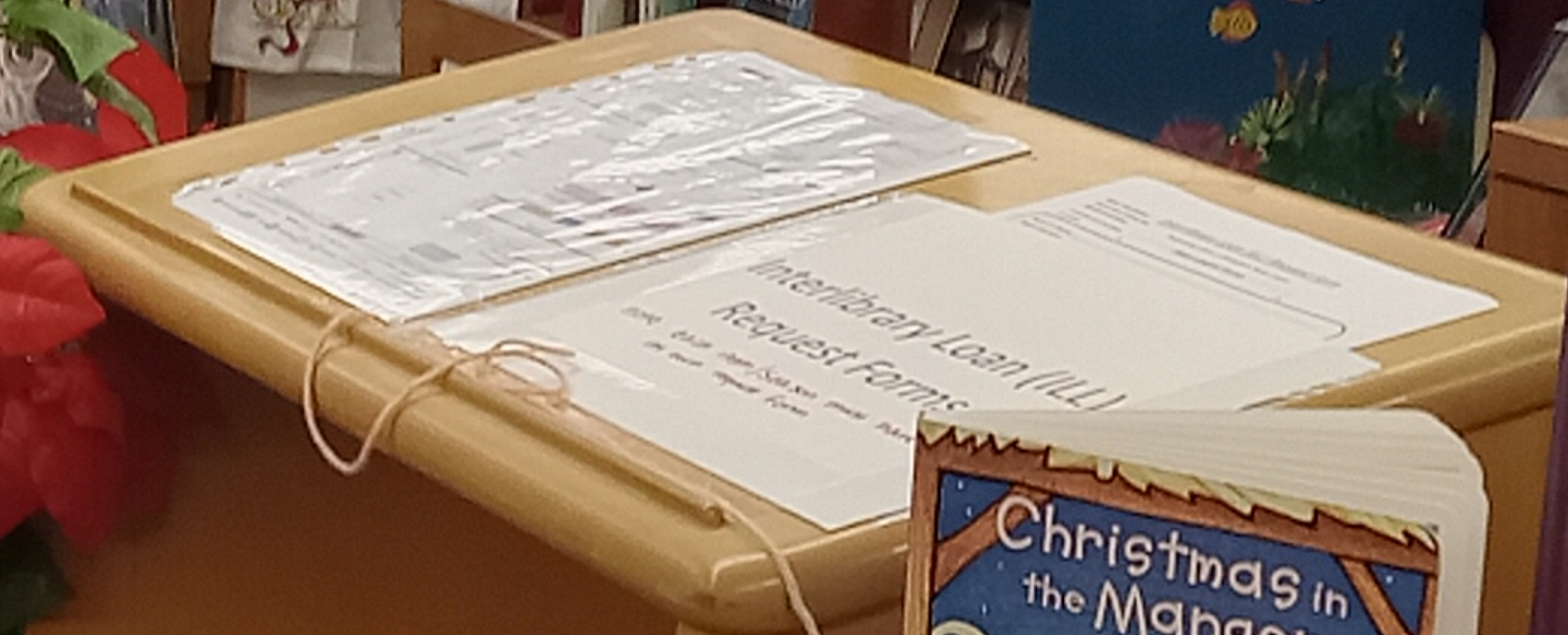
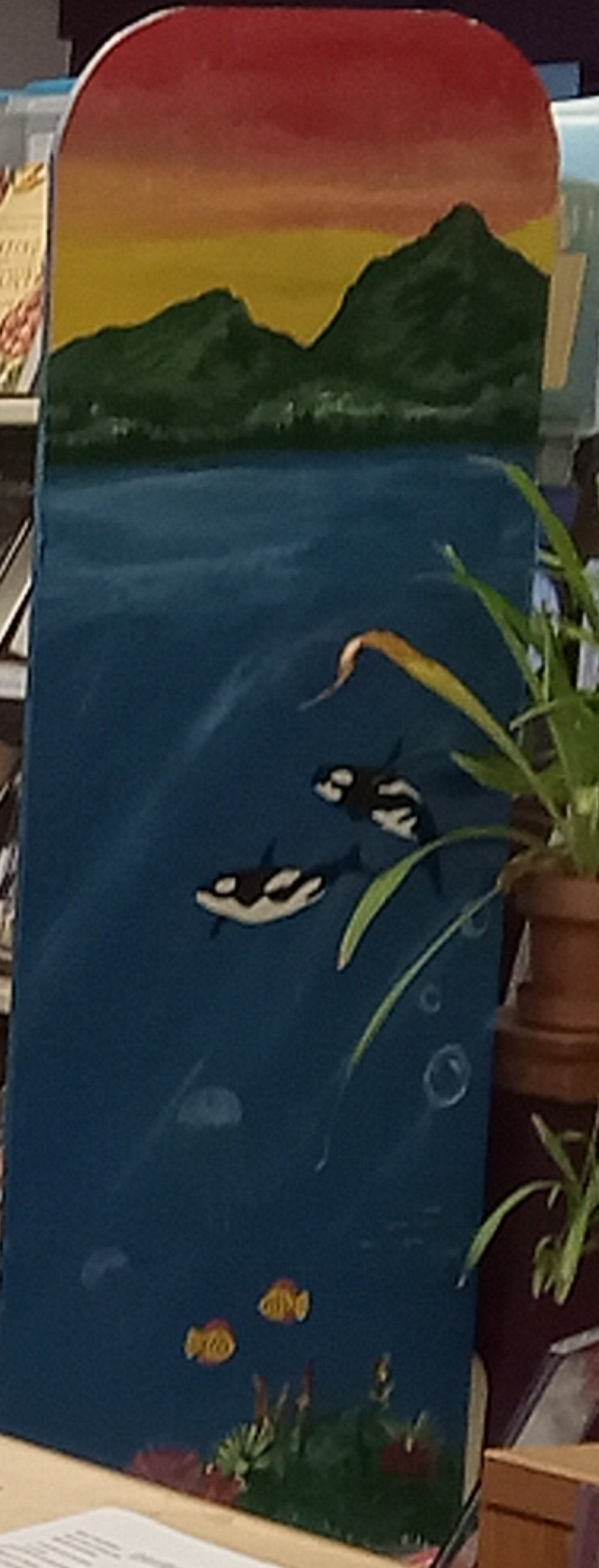
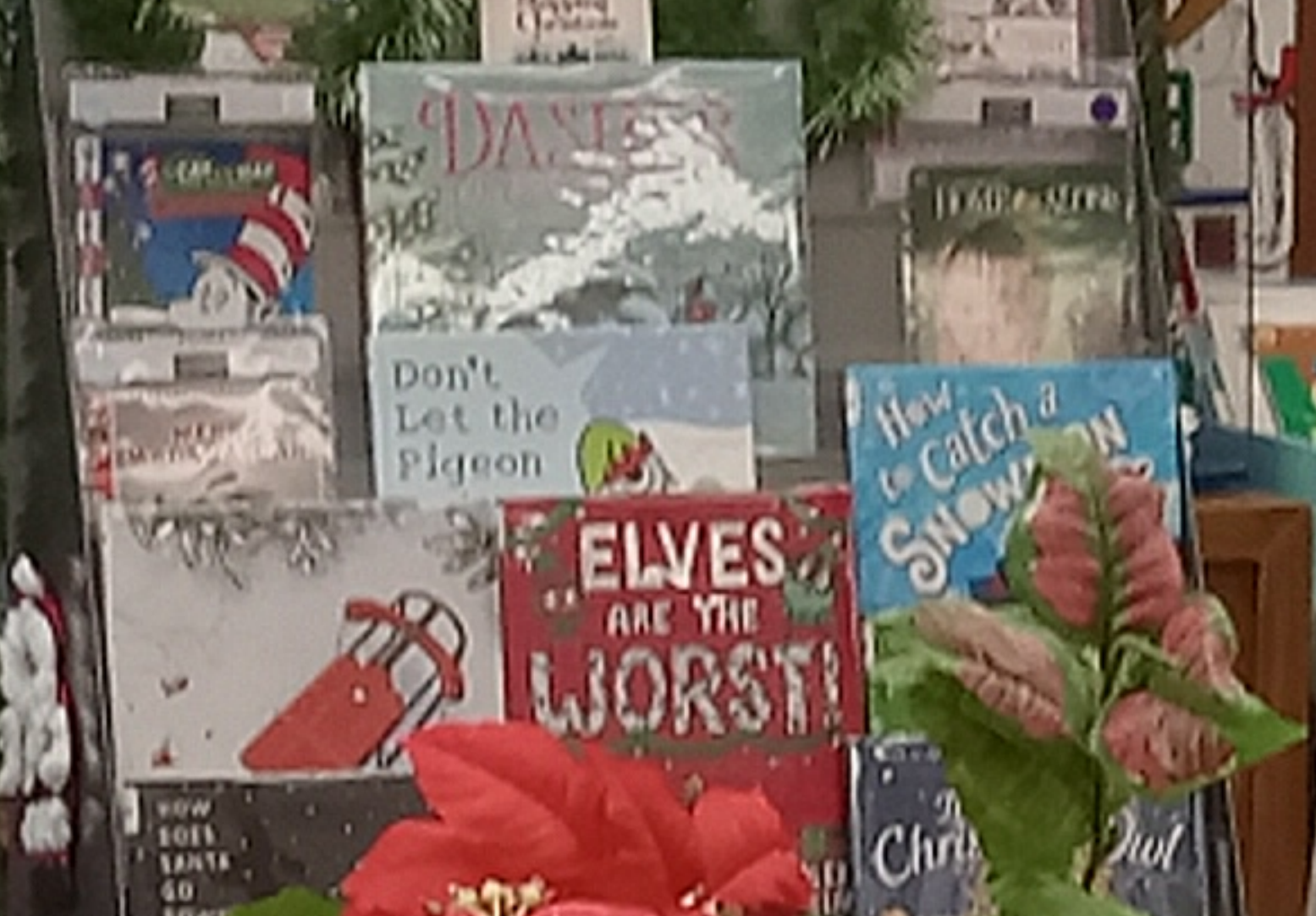
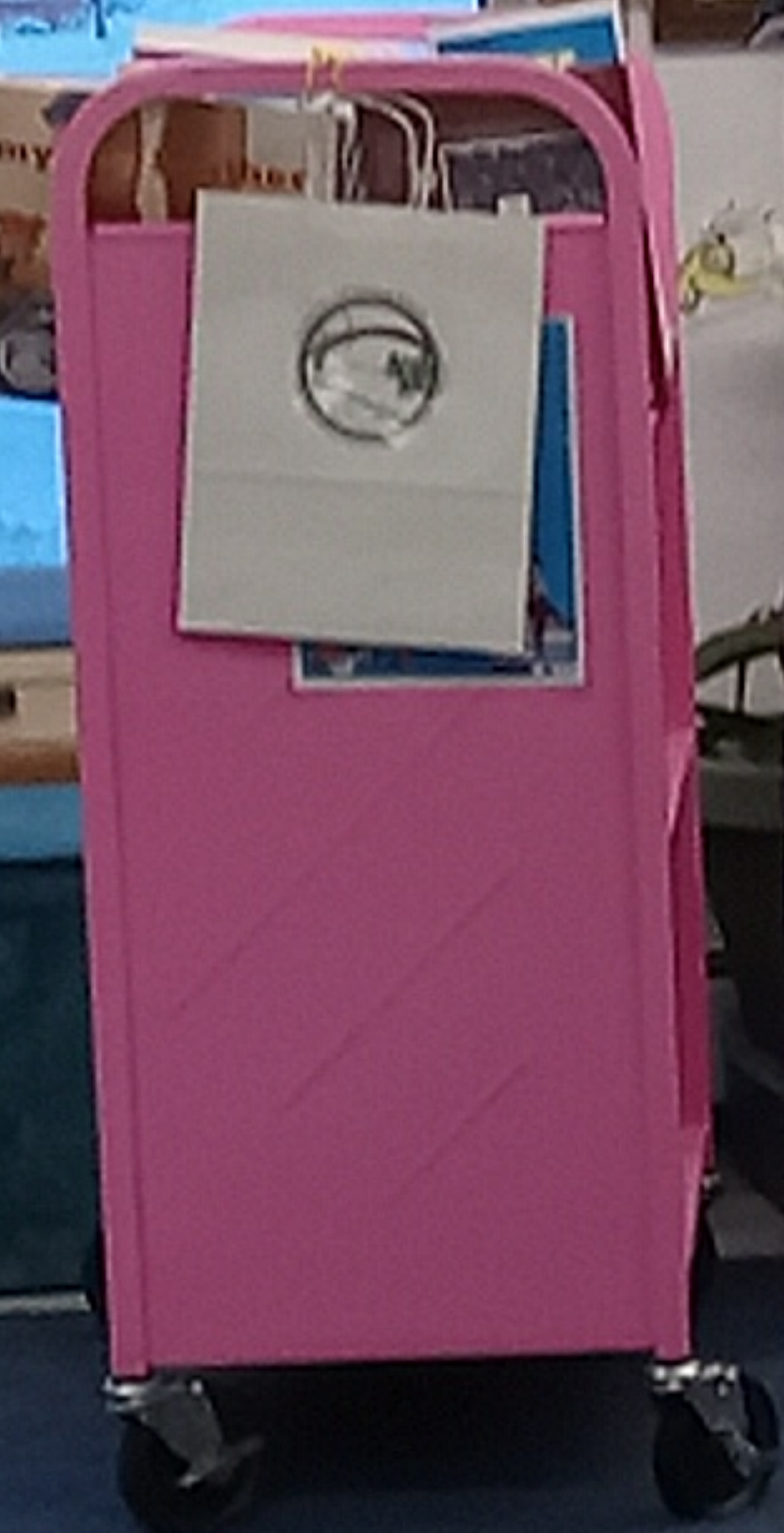
Internet & Email
Access & Support
Training 200-200-1000

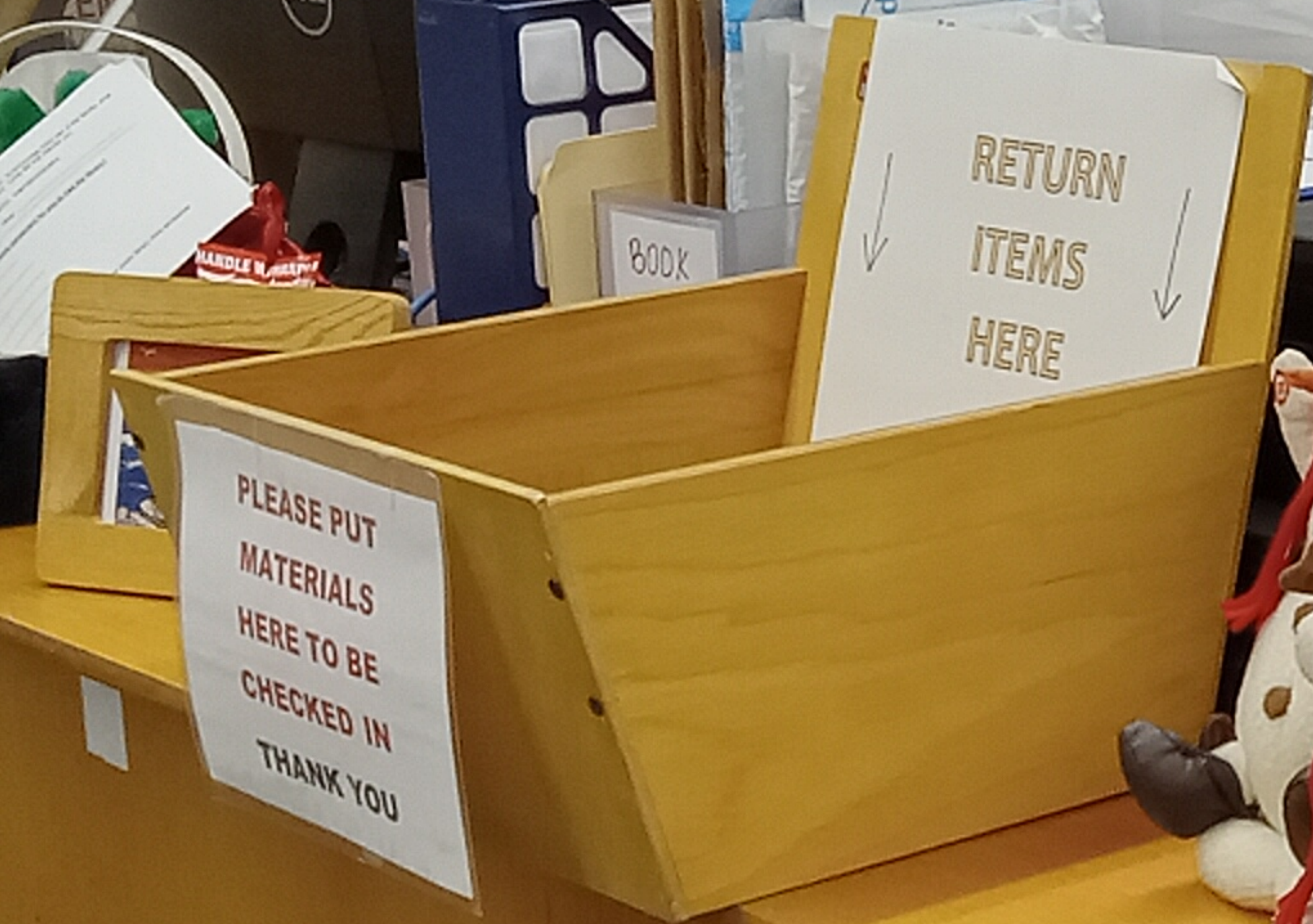
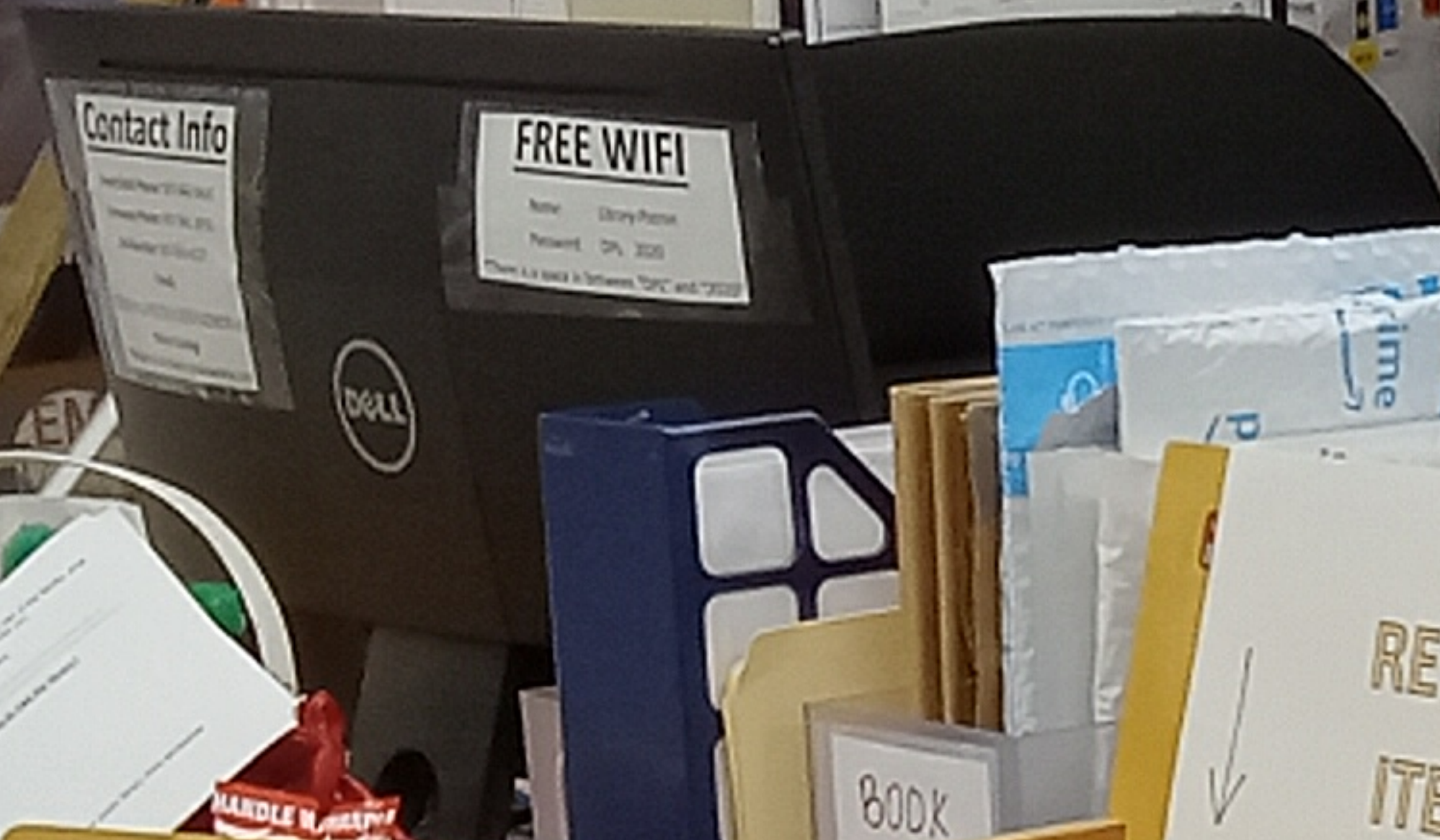
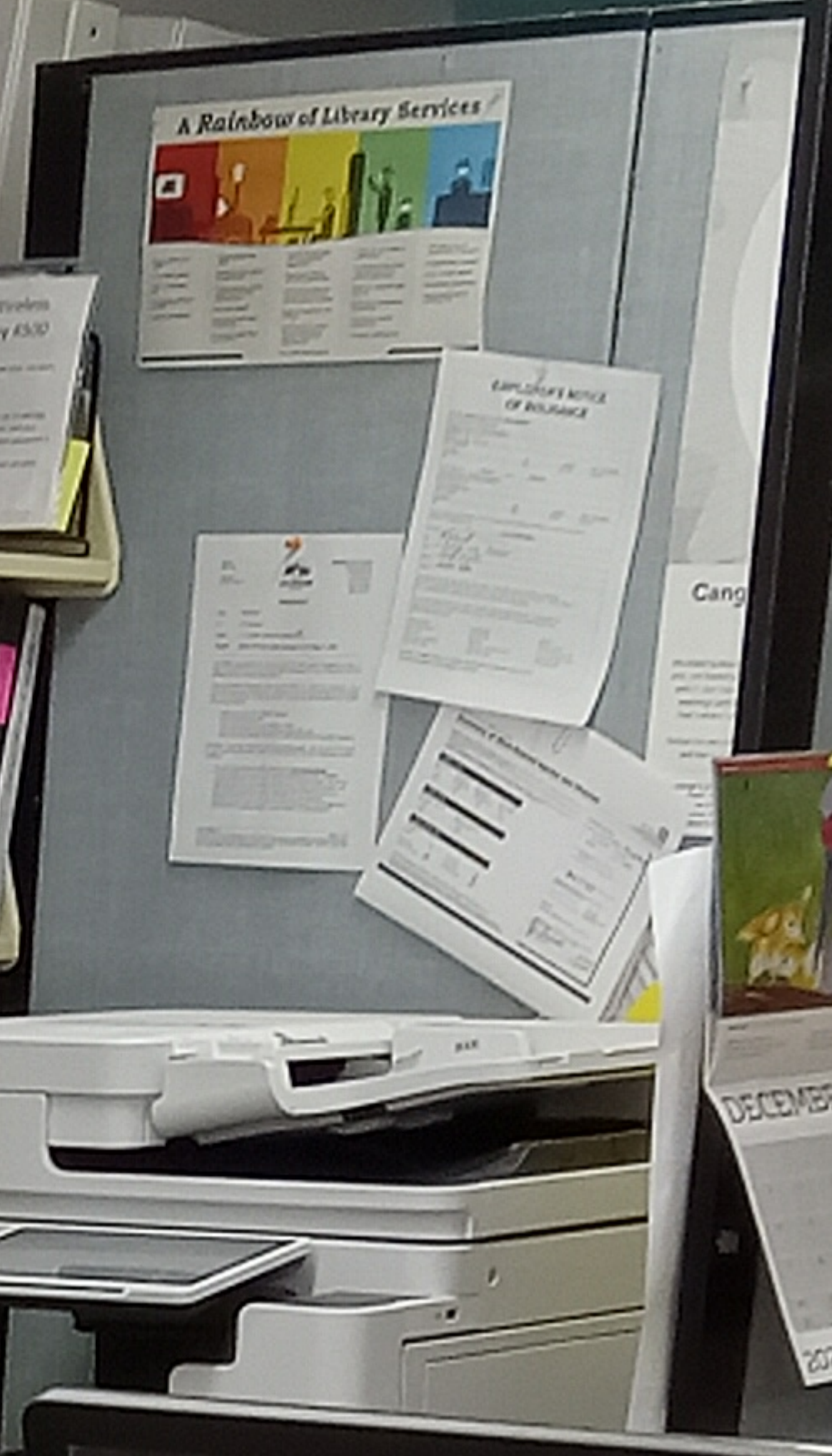
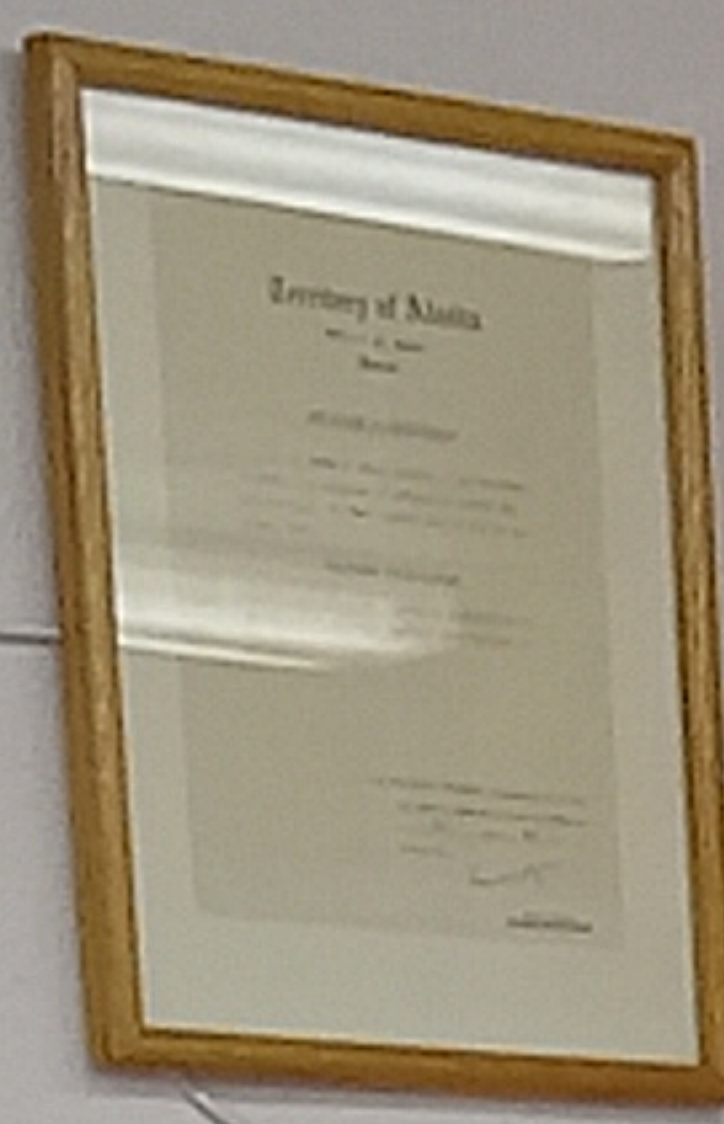
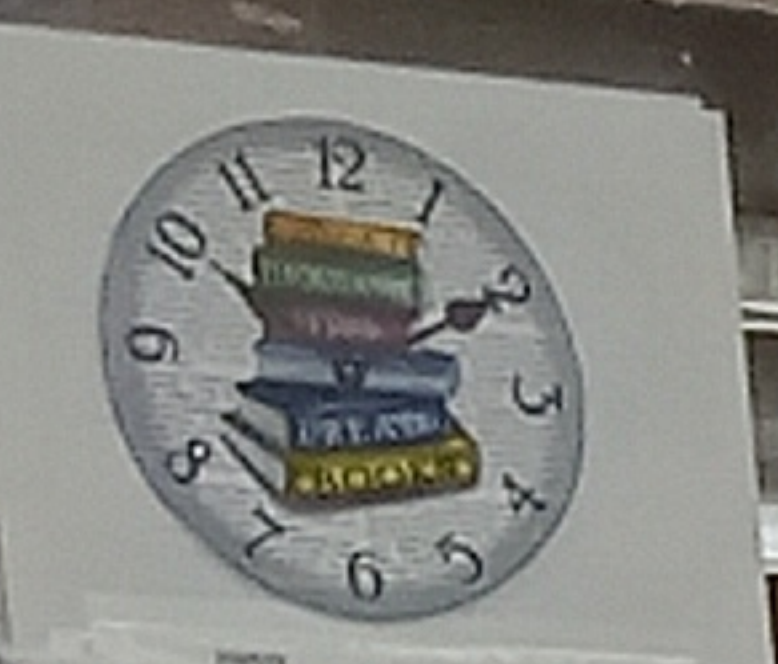
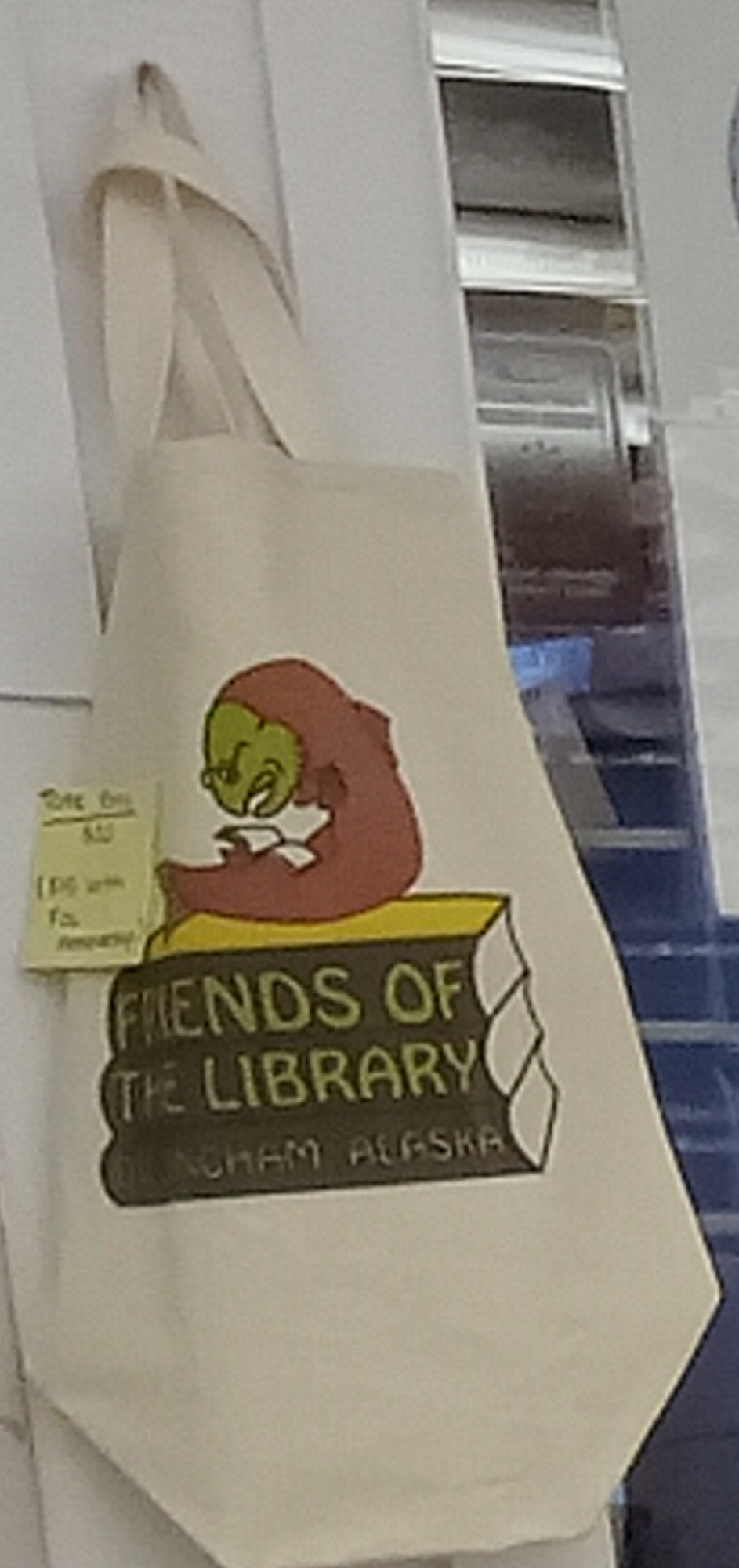


Welcome

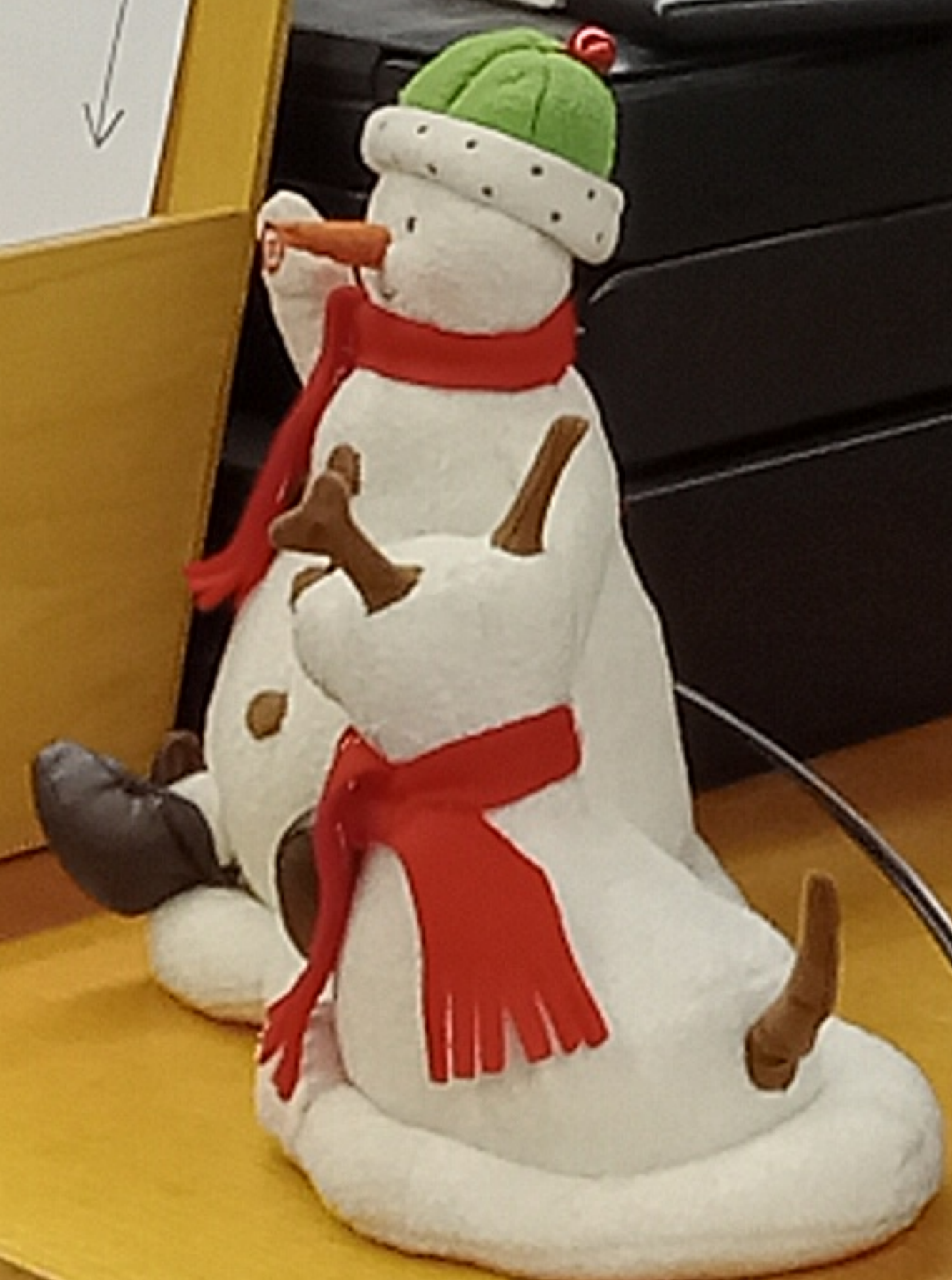


WHAT'S NEW
Junior Picture Books Board Books Easy Readers





PLEASE PUT MATERIALS HERE TO BE CHECKED IN THANK YOU



FREE WIFI
Name: Library-Patron
Password: DPL 2020
*There is a space in between "DPL" and "2020"

Contact Info
Front Desk Phone: 907-842-5610
Entryway Phone: 907-842-2810
Fax Number: 907-842-4237
Email: dillingham_public_library@dillinghamak.us
Online Catalog: dillinghampubliclibrary.goalexandria.com





New
Merry Little Christmas
ANIMATION BY TALENTED CHILDREN
UNIVERSITY OF CALIFORNIA PRESS

Mickey's Once Upon a Christmas
I had Out
NARRATED BY
BRITISH FOXLEY

NEW YORK TIMES BESTSELLER
Skipper
Skipping Christmas
With the Allen and Jamie Lee Curtis

MEANING OF
CHRISTMAS
A COLLECTION

THE CAT in the HAT
Knows a Lot About
CHRISTMAS!

DASHER
CAN'T WAIT for CHRISTMAS

JOHN HUGHES
HOME ALONE

DREAMWORKS
MERRY MADAGASCAR

Don't
Let the
Pigeon

*How to Catch a
Snowman*

*HOW DOES SANTA
GO
DOWN
THE
CHIMNEY?*

*ELVES
ARE THE
WORST!*

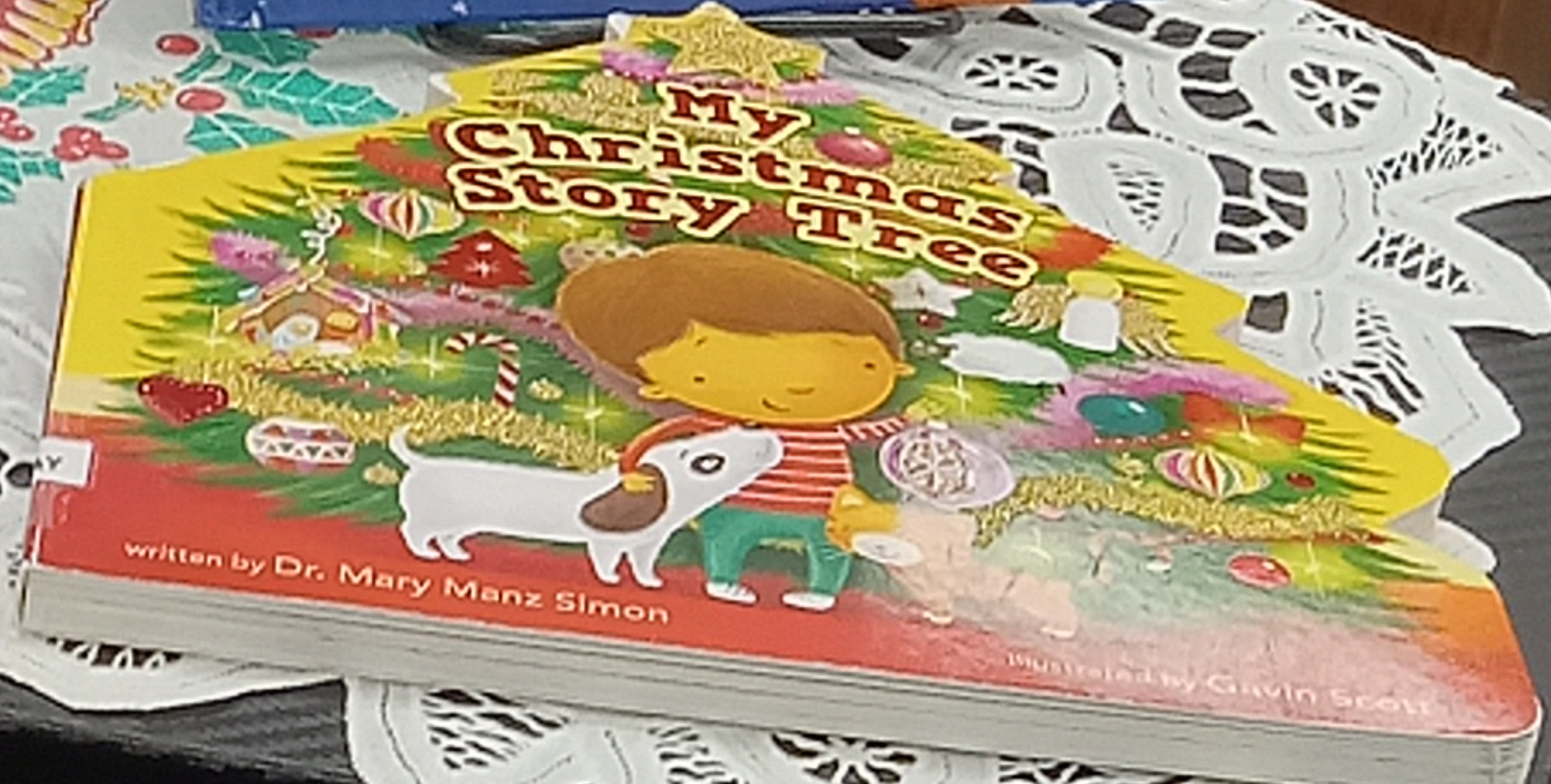
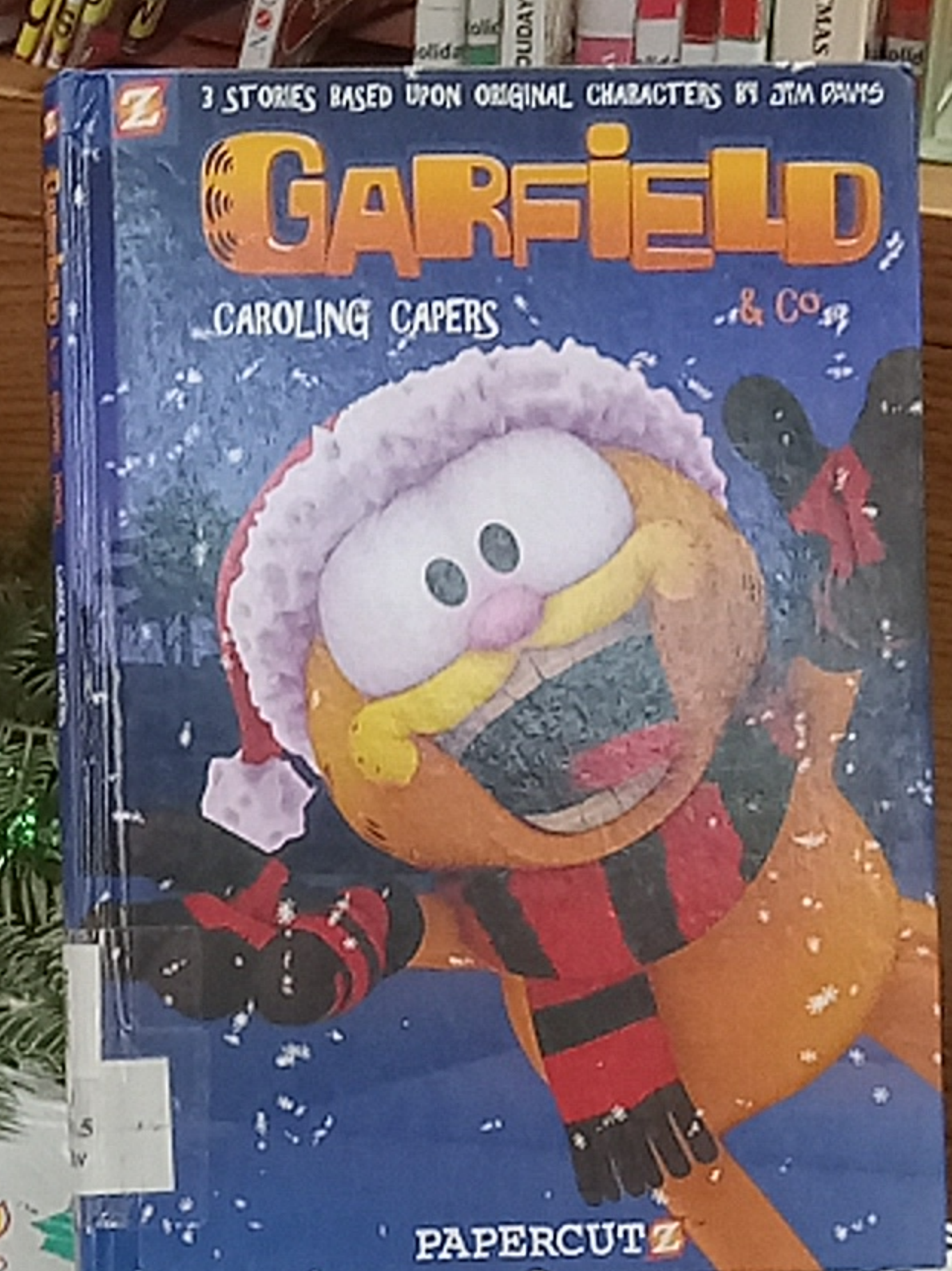
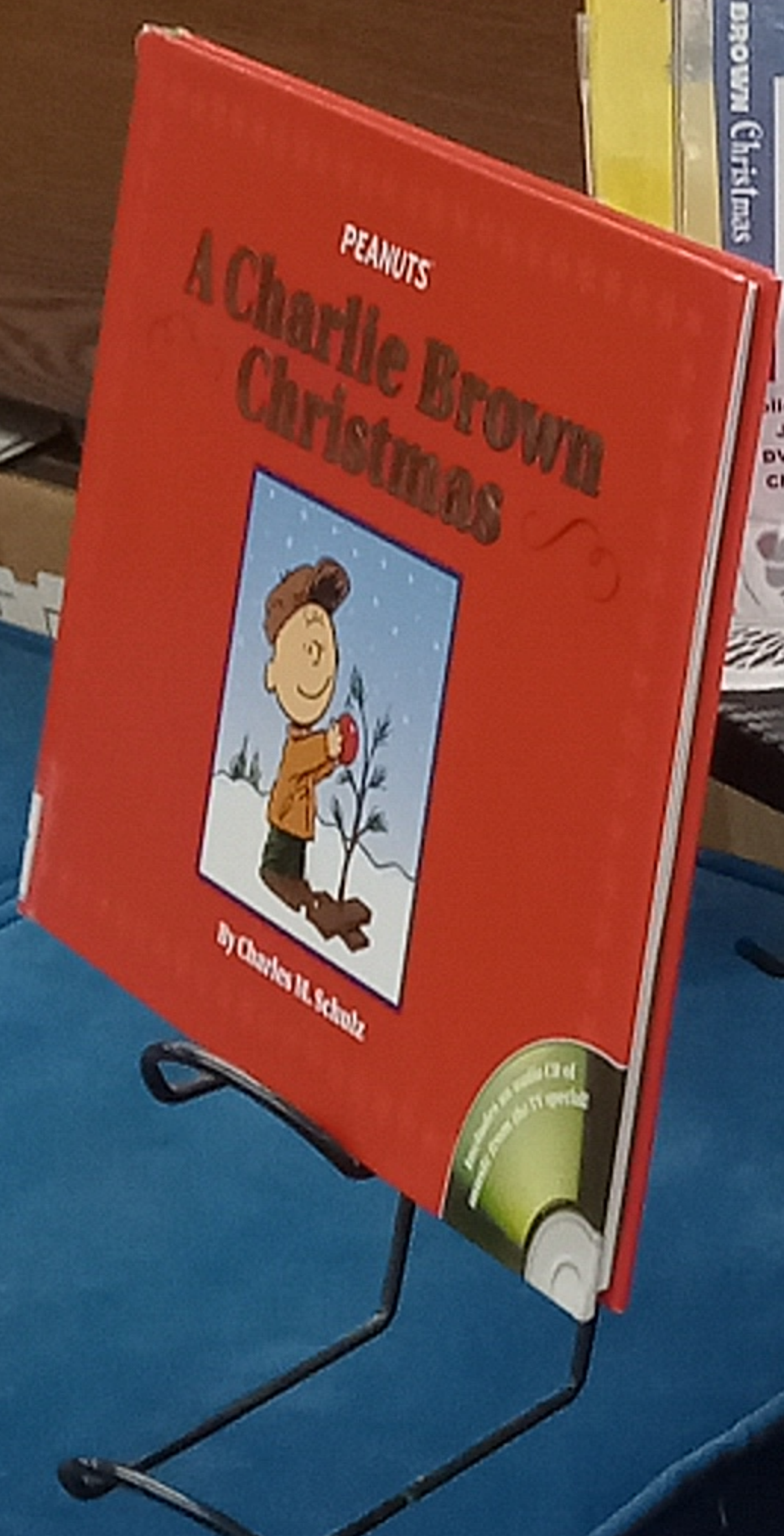
*How to Catch a
Snowman*

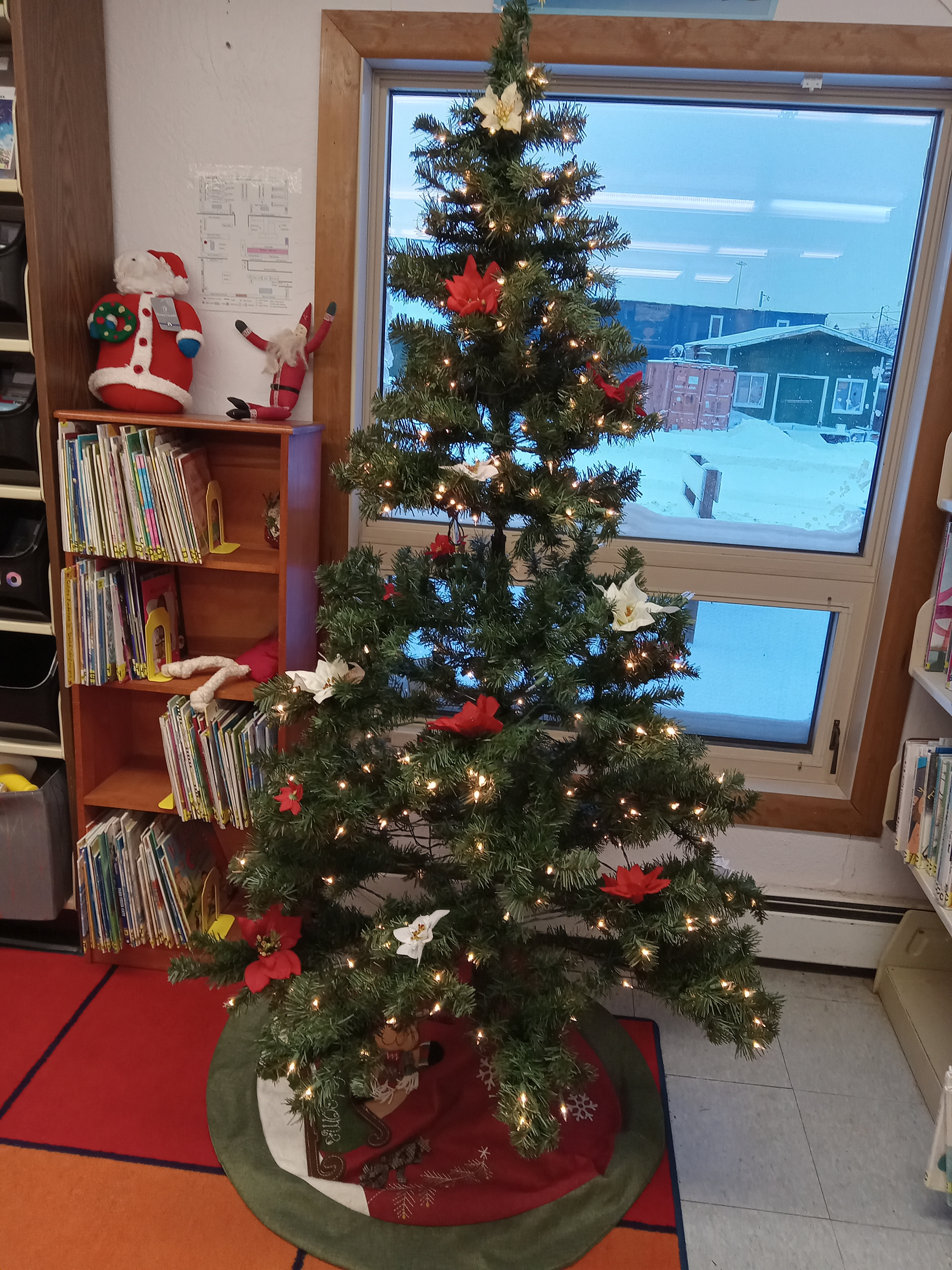
*HOW DOES SANTA
GO
DOWN
THE
CHIMNEY?*
by
Mac
Barnett
illustrated
by
Jon
Klassen

*HOW TO BE
SANTA
CLAUS*

Based on the True Story of a Little Owl Named Rockefeller
The Christmas Owl
ALEX LILLIAN
GIDEON STERER
KATHA KAULITZKI

LOST & FOUND





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

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

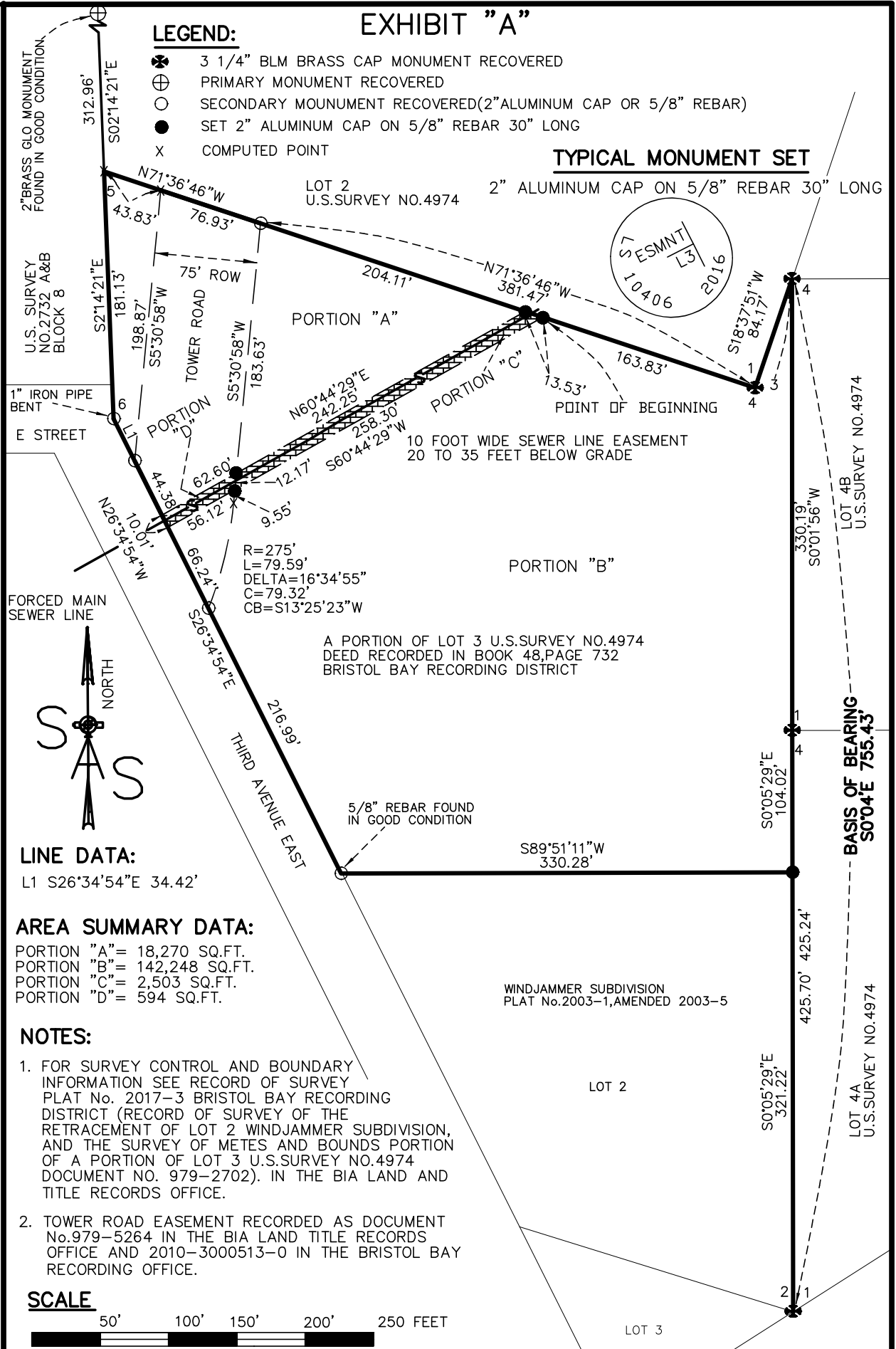
EXHIBIT "A"

LEGEND:

- ⊗ 3 1/4" BLM BRASS CAP MONUMENT RECOVERED
- ⊕ PRIMARY MONUMENT RECOVERED
- SECONDARY MONUMENT RECOVERED (2" ALUMINUM CAP OR 5/8" REBAR)
- SET 2" ALUMINUM CAP ON 5/8" REBAR 30" LONG
- X COMPUTED POINT

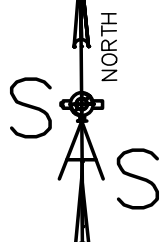
TYPICAL MONUMENT SET

2" ALUMINUM CAP ON 5/8" REBAR 30" LONG



1" IRON PIPE BENT

FORCED MAIN SEWER LINE



LINE DATA:

L1 S26°34'54"E 34.42'

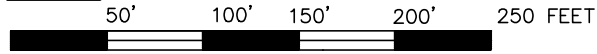
AREA SUMMARY DATA:

PORTION "A" = 18,270 SQ.FT.
 PORTION "B" = 142,248 SQ.FT.
 PORTION "C" = 2,503 SQ.FT.
 PORTION "D" = 594 SQ.FT.

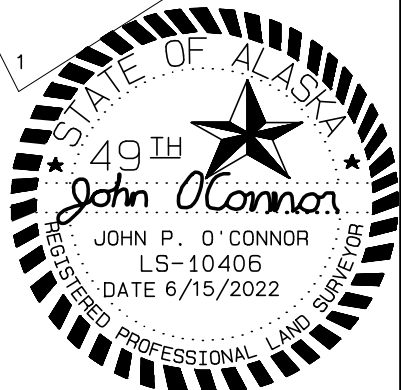
NOTES:

1. FOR SURVEY CONTROL AND BOUNDARY INFORMATION SEE RECORD OF SURVEY PLAT No. 2017-3 BRISTOL BAY RECORDING DISTRICT (RECORD OF SURVEY OF THE RETRACEMENT OF LOT 2 WINDJAMMER SUBDIVISION, AND THE SURVEY OF METES AND BOUNDS PORTION OF A PORTION OF LOT 3 U.S.SURVEY NO.4974 DOCUMENT NO. 979-2702). IN THE BIA LAND AND TITLE RECORDS OFFICE.
2. TOWER ROAD EASEMENT RECORDED AS DOCUMENT No.979-5264 IN THE BIA LAND TITLE RECORDS OFFICE AND 2010-3000513-0 IN THE BRISTOL BAY RECORDING OFFICE.

SCALE



SEWER EASEMENT THROUGH	
ALLOTMENT TRACT No.979-AA-7799B	
M. BLANCHE KALLSTROM	
BRISTOL BAY RECORDING DISTRICT	
DATE OF SURVEY: BEGINNING 7/24/2012 END 9/16/2016	
PREPARED BY:	
SOUTHWEST ALASKA SURVEYING	
2800 N.PARK DRIVE WASILLA,ALASKA 99654 PHONE 907-373-1607	
DATE: 6/15/2022	SCALE: 1"=100'
SHEET 1 OF 1	



MEMORANDUM OF AGREEMENT

Between the State of Alaska
Department of Transportation and Public Facilities
and the City of Dillingham
Regarding the Improvement and Transfer of
Main Street, 2nd Avenue, and D Street as part of the
Dillingham Downtown Streets Rehabilitation
Project No. 57180

The Parties to this Memorandum of Agreement (hereinafter Agreement) are the State of Alaska acting through its Department of Transportation and Public Facilities (hereinafter DOT&PF) and the City of Dillingham, a City established under the laws of Alaska (hereinafter CITY).

WHEREAS, Alaska Statute 19.20.060 authorizes DOT&PF and the CITY to enter into agreements for establishing, maintaining, and regulating use of public right of way within their respective jurisdictions; and

WHEREAS, the CITY requests DOT&PF to plan, design, and construct the Dillingham Downtown Streets Rehabilitation Project, identified as Project No. 57180 (hereinafter Project), located within the boundaries of the City of Dillingham; and

WHEREAS, DOT&PF agrees to fund and construct the Project and will provide all labor, materials, and equipment necessary to construct the Project in accordance with the provisions contained within the Project documents; and

WHEREAS, the CITY owns portions of Main Street, 2nd Avenue, and D Street that are covered by the Project; and

WHEREAS, DOT&PF desires to transfer the additional right of way to be acquired for Main Street, 2nd Avenue, and D Street as part of the Project and future maintenance of the improvements associated with those facilities to the CITY; and

WHEREAS, the CITY agrees to accept, by Commissioner's Quitclaim Deed, all of the additional right of way associated with and acquired for Main Street, 2nd Avenue, and D Street as part of the Project; and

WHEREAS, it has been determined that this work will serve the public interest and enhance the quality of life for the residents of, and visitors to, the City of Dillingham; and

WHEREAS, the Parties hereto wish to memorialize within this Agreement, their specific agreements related to the additional right of way acquired for Main Street, 2nd Avenue, D Street, and the improvements associated with those facilities as part of the Project.

IT IS THEREFORE AGREED by the Parties, in consideration of the mutual promises contained in this Agreement, as set forth below, regarding the planning, design, construction, maintenance, transfer of right of way, and operation of the Project.

1. PLANNING, DESIGN, AND CONSTRUCTION

- a. DOT&PF shall plan, design, and construct the Project as provided in this Agreement.
- b. DOT&PF's obligations pursuant to this Agreement are subject to the availability of adequate funding to complete the Project. If at any time DOT&PF determines, in its sole discretion, that adequate funding is not available, DOT&PF may terminate the Project and this Agreement, without liability to the CITY.
- c. DOT&PF shall be responsible for permitting all utility relocations necessary for the Project.
- d. The CITY will provide a local match in the form of right of way (CITY Resolution No. 01-47), which includes Lot 16 and 18 of Block 19.

2. SCOPE OF WORK

The scope of the improvements to Main Street, 2nd Avenue, and D Street being implemented under this Agreement shall be depicted within the drawings for the Project. Generically, the improvements include, but are not limited to asphalt pavement, pathways, sidewalks, crosswalks, signs, roadway striping, and storm drain.

3. ADDITIONAL WORK

Costs associated with additional work shall be the responsibility of the CITY. The project does not include pedestrian amenities beyond basic sidewalks, pathways, and a maximum of two raised crosswalks. A new storm drain system and utilities relocated due to the realignment and/or reconstruction of the roadways are the responsibility of DOT&PF. Additional work requests from the CITY shall be funded by the CITY.

4. MAINTENANCE AND OPERATIONS

- a. DOT&PF will acquire right of way as necessary for execution of the Project, which is designated for transfer to the CITY upon Project Completion. The anticipated limits of the right of way designated for transfer is indicated on the Preliminary Plat, attached hereto, approved by the CITY (Resolution No. 2014-03 Corrected). A Final Plat will be recorded after all right of way acquisition is complete. The CITY agrees to maintain and operate the Project area, as described herein, and consistent with 23 CFR § 1.27 and DOT&PF's Alaska Highway Maintenance and Operations Manual, commencing upon final inspection and final acceptance by the CITY; and
- b. The CITY agrees to assume maintenance responsibilities for Main Street, 2nd Avenue, and D Street and other local roadways affected by the Project, including storm drain, roadway striping, signs, and winter maintenance; and
- c. The CITY agrees to assume maintenance responsibilities for the asphalt pavement, pathways, sidewalks, crosswalks, signs, roadway striping, and storm drain, associated with the Main Street, 2nd Avenue, and D Street right of way. The CITY may enter into contracts with third parties to accomplish these responsibilities, including temporary, seasonal, or permanent alterations or improvements, at the discretion of the CITY.

- d. The CITY shall perform its activities under this Agreement at its sole cost and expense and without reimbursement from DOT&PF. The CITY's maintenance activities include, but are not limited to:
- 1) Planning, scheduling, administration, and logistics of maintenance activities;
 - 2) Traffic control and safety;
 - 3) Preservation of drainage in an as-built condition, including maintenance of all culverts, ditches, storm drains, gutters, dry wells, retention basins and under-drains;
 - 4) Embankment protection, including erosion control, to as-built conditions;
 - 5) Roadside management;
 - 6) Snow and ice removal;
 - 7) Snow and ice control, including all plowing, sanding, culvert and storm drain thawing, snow hauling, winging, opening of shoulders, ice scraping, drift control, snow slide removal, and associated tasks as may be required for the safe and timely passage of the public;
 - 8) Maintaining signs and delineators in an as-built condition and their replacement, including posts and foundations, when damaged, unreadable, or worn out;
 - 9) Highway marking and repainting, as required, maintaining performance of their intended function;
 - 10) Removal of debris, rubbish, and dead animals;
 - 11) Signing of seasonal weight restrictions as may be required by local conditions;
 - 12) Pothole repair using asphalt products on an as-needed basis;
 - 13) Annual crack sealing;
 - 14) Repairs of minor rutting, waves, sags, humps, corrugations, raveling, alligator cracks, pitting, and bleeding on an as-needed basis.

5. TITLE TRANSFER

Upon Project Completion, DOT&PF shall execute and the CITY shall accept the Commissioner's Quitclaim Deed that conveys all of DOT&PF's right, title, and interest in the properties designated for ownership by the CITY.

6. DISPUTE RESOLUTION

- a. If a dispute arises under this Agreement between the CITY and DOT&PF, and the Parties cannot resolve the matter between them within 45 days after the aggrieved Party gives notice to the other Party, the aggrieved Party may request that the matter be resolved by arbitration.
- b. The party requesting arbitration shall ask for a list of arbitrators from the American Arbitration Association ("AAA") but shall not ask AAA to administer the arbitration. Upon receipt of the list the parties shall proceed to select an arbitrator using the alternate strike method with the party making the first strike determined by a coin toss. The party that wins the coin toss has the option of making the first strike. The arbitrator shall hear the matter under such rules and procedures as the arbitrator deems necessary to conduct the proceedings.
- c. Each Party shall pay one-half of the expenses of the arbitrator. The party against whom a decision is rendered shall pay all expenses incurred in the conduct of any hearing on the dispute.
- d. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance with this paragraph will be specifically enforceable under prevailing law of any court having jurisdiction.

- e. The award rendered by the arbitrator shall be in writing, and shall include: (a) a precise breakdown of the award; and (b) a written explanation of the award specifically citing the Agreement provisions deemed applicable and relied on in making the award.
- f. The award rendered by the arbitrator will be consistent with the Agreement of the parties and final, and judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to appeal or modification.
- g. Except when the provisions of this Paragraph (6) provide otherwise, any arbitration under this Paragraph is subject to Alaska Statute 09.43.010-09.43.180, the Uniform Arbitration Act.

7. INDEMNIFICATION

To the maximum extent allowed by law, the CITY shall indemnify, defend, and hold the DOT&PF, its officers, employees, and agents (collectively the “Indemnified Parties”) harmless from all liability, claims, causes of action, and costs (including attorney’s fees) arising out of this Agreement or relating to the obligations assigned or work performed under this Agreement, including, but not limited to, liability, claims, and causes of action alleging or arising out of a negligent act or omission by one of the Indemnified Parties.

Notwithstanding the forgoing, the CITY shall have no obligation to indemnify, defend, or hold the Indemnified Parties harmless from:

- (a) claims for personal injury, death, or property damage arising from incidents occurring prior to Substantial Completion;
- (b) claims for personal injury, death, or property damage alleging a negligent act or omission by one of the Indemnified Parties and arising from incidents occurring within three years from the date of Substantial Completion; or
- (c) claims arising from or asserted under Alaska Statute 46.03.822.

As used in this Section, “Substantial Completion” means the time at which the Project (1) can be safely and effectively used by the public without further delays, disruption, or other impediments, and (2) pavement structure, shoulder, drainage, sidewalk, permanent signing and marking, guardrail and other traffic barrier, safety appurtenances, utilities, lighting and all bridge deck and parapet work is complete.

8. AMENDMENT OF AGREEMENT

This Agreement may only be modified or amended by written agreement with both Parties signing through their authorized representatives.

9. THE WHOLE AGREEMENT

This Agreement constitutes the entire agreement between the parties. It supersedes previous agreements; there are no other understandings or agreements between the Parties, either oral or memorialized in writing regarding the matters addressed in this Agreement.

10. OBLIGATIONS

All of the CITY's obligations, as specified in Sections 4 and 7; are subject to lawful appropriations for the specific purpose of carrying out the CITY's obligations.

ACCEPTANCE BY PARTIES

CITY OF DILLINGHAM

By: Carola Chade, Acting
Rose Loera, City Manager

12/5/14
Date

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

On this 5 day of December, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Rose Loera, City Manager of the City of Dillingham, known to me to be the identical persons who executed the foregoing instrument and who acknowledged to me that they signed the same freely and voluntarily, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

[NOTARY SEAL]

STEPHANIE NELSON
Notary Public, State of Alaska
Commission # 111121007
My Commission Expires
November 25, 2015

Stephanie Nelson
Notary Public in and for the State of Alaska
My Commission Expires: 11/25/2015



MEMORANDUM

DATE: 11/28/23
TO: City Manager and City Clerk
FROM: 11/28/23 to 12/31/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

With winter Here, the police department is needing to replace the 2 old snow machines which were sold at the Mayors sale with 2 newer snow machines. The City of Dillingham has properties which can only be accessed by off road vehicles such as snow machines and ATVs. The snow machines will help the police department reach places which patrol vehicles are not able to go.

The Police Department is in need of more patrol vehicles as soon as possible. Our old patrol vehicles are showing signs that it is time to replace them. We also do not have any spare police vehicles if any of the current vehicles break down.

Patrol Department:

Currently has 9 officers which includes:

-6 resident officers, Acting Chief Craig Maines, Officer Aquila Kapotak, Officer Dillyn Rodriguez, Officer David Tanner, Officer James Chillemi, and Animal Officer Cody Hertzberg.

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

Between 11/29/23 to 12/31/23 the Police Department have received 241 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

-9 individuals placed in T-47 custody

-11 individuals arrested for criminal investigations.

-17 criminal investigations

-80 Citations (Criminal/Traffic)

Corrections Dept.:

Staffing is short at this time there are currently 4 officers, which includes the Corrections Supervisor

-The Jail has been closed since August due to lack of staffing.

From 11/21/23 thru 12/27/23 there were:

21 inmates held in the Dillingham Jail Facility.

5 individuals under the Alaska Statutes T-47 protective custody.

Total Number of Man-Days Served: 106

Projects:

- Glass has been ordered for the cell windows that need fixed. Will be repaired when the materials arrive.
- Non secure bolts will be replaced with secure bolts when available. Bolts have been ordered.
- Toilet for cell #6 has been repaired and will be reinstalled soon.
- Lighting in dayroom #1 and cell 3 will be fixed asap
- Cell door #3 has been repaired.
- Visitation door will be replaced or repaired asap
- Cell #6 toilet parts have been ordered and will be repaired when parts are received
- New keys for doors need to be made.
- Sink in cell #1 has been repaired
- Fuel pump for the boiler has been replaced both are working well.

Facility Needs:

Cell #5 door and frame will be replaced soon but is currently usable.

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

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

For the month of December we had 208 calls for service. Of those there were:

3% Animal Calls (7)	2% Fire Calls (4)
6.25% Medical Assists (13)	3% Assault (7)
36% Traffic Stops (75)	2% Burn Permits (6)
11% Disturbances (23)	11.5% Security Checks (24)
9.5% Suspicious Cir. (20)	10.5% Welfare Checks (22)

Animal Control:

On 12/19/23 the Dillingham Police Department hired Cody Hertzberg as the new Dillingham Animal Police Officer.

DMV:

For the period of November 25, 2023 to December 28, 2023
Division of Motor Vehicle

- 05 – Commercial D/L
- 37 – Driver License
- 16 – Identification Cards
- 03 – HC Permits (No Fee)
- 01 – Miscellaneous Fees
- 32 – Vehicle Registration
- 27 – Title / Lien
- 01 – Boat Registration
- 08 – Road Test

Customer Assist:

- 00 – License Services
- 13 – AK Written Test

EOR

Acting Chief Craig Maines

c. Standing Committee Reports



FINANCE AND BUDGET COMMITTEE

Monday, October 23, 2023 at 5:30 PM

CALL TO ORDER

The Finance and Budget Committee met on Monday, October 23, 2023, in the City Council Chambers, Dillingham, AK, and via Zoom video conference call. Curt Armstrong called the meeting to order at 5:30 p.m.

ROLL CALL

Committee members present and establishing a quorum (a quorum being four):

Curt Armstrong
Anita Fuller

Alice Ruby
Kimberly Johnson

Committee members excused:
Aksel Buholm

APPROVAL OF MINUTES

1. None

APPROVAL OF AGENDA

MOTION: Kimberly Johnson moved, and Anita Fuller seconded the motion to approve the agenda

VOTING: the motion passed by unanimous consent.

STAFF REPORTS

2. Finance & Budget Staff Report

- Update on FY22 & FY23 Audit.
- Update on staff hires and training.
 - Account Tech II went to AML tax training.
 - Finance Director attended RUBA training.
- AML sales tax is updating their taxability guidance to read that if a federally recognized tribe is selling a product to generate revenue sales tax would be assessed on the product and seeking member support. Alice Ruby agreed that this is currently reflected in the Dillingham Municipal Code and would not be anything the City would be opposed to.
- NTS and NSIP FY23 grant reporting is completed and approved by the granting agency.
- Insurance broker has already provided a notice that Heritage Select is going away. Notice is being made that we are going look at other insurance plans.
- LMJ contract has been renewed for another year.

3. August 2023 Revenue and Expense Report

- Review of layout of report on how to read it and what each section is reporting on.
- 16% of the budget is expected to date.
- Revenues are exceeding expenditures.

UNFINISHED BUSINESS

3. Fish Tax

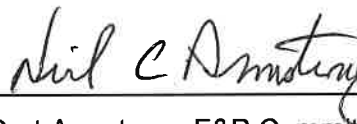
- Kimberly Johnson provided that ADF&G provided the season summary. Dock supervisor provided that 444 containers of fish went over the dock. Conversation with Peter Pan is still planned.
- Alice Ruby added that conversation with Peter Pan but not finished with OBI. Numbers need to be received from Travis.

NEW BUSINESS

5. No New Business

PUBLIC/COMMITTEE COMMENT(S)

ADJOURNMENT



Curt Armstrong F&B Committee Chair

[SEAL]

ATTEST:

Daniel E. Decker Sr, City Clerk

Approval Date: _____