



Alice Ruby, **Mayor**

Council Members

- Holly Johnson (Seat A) • Chris Maines (Seat B) • Bob Himschoot (Seat C)
- Keggie Tubbs (Seat D) • Tracy Hightower (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL
MEETING AGENDA - REVISED AUGUST 5, 2014**

David B. Carlson Council Chambers

Dillingham City Hall, 141 Main Street, Dillingham, AK 99576 (907) 842-5212

REGULAR MEETING	7:00 P.M.	AUGUST 7, 2014
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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. June 5, 2014 Regular Council Meeting
- B. June 19, 2014 Regular Council Meeting

IV. APPROVAL OF CONSENT AGENDA

- A. Proclamation – Extra Mile Day is November 1, 2014

APPROVAL OF AGENDA

V. STAFF REPORTS

VI. PUBLIC HEARINGS

- A. Adopt Ordinance No. 2014-13, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel A, for Use as a Public Driveway and Access Easement
- B. Adopt Ordinance No. 2014-14, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel B, for Use as a Public Driveway and Access Easement

VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

- A. Jessica Walker

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2014-13, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel A, for Use as a Public Driveway and Access Easement

- B. Adopt Ordinance No. 2014-14, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel B, for Use as a Public Driveway and Access Easement
- C. Adopt Resolution No. 2014-30, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Properties for the Years 2008-2013, and Repealing Resolution No. 2013-17, and Resolution No. 2014-14
- D. Adopt Resolution No. 2014-41, A Resolution of the Dillingham City Council Amending Alaska Department of Environmental Conservation Municipal Matching Grant #28306 in the Amount of \$3 Million for Water System Improvement Projects
- E. Adopt Resolution No. 2014-42, A Resolution of the Dillingham City Council Approving a Draft Petition to Annex the Nushagak Commercial Salmon District and the Wood River Sockeye Salmon Special Harvest Area by the Legislative Review Method (*Clerk Note: The resolution will be distributed with a copy of the draft petition early next week.*)
- F. Adopt Resolution No. 2014-43, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment in Central Avenue and an Alley Between F and G Streets By Safe and Fear Free Environment (SAFE) to Tie Into the City's Sewer System
- G. Adopt Resolution No. 2014-44, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Into First Avenue East by BBEDC to TIE Into the City's Sewer System
- H. Adopt Resolution No. 2014-45, A Resolution of the Dillingham City Council Authorizing Boyd, Chandler & Falconer to Participate in an Appeal with the Lake and Peninsula Borough on the "SAVE OUR SALMON" Initiative
- I. Adopt Resolution No. 2014-46, A Resolution of the Dillingham City Council Approving the 2015-2020 Capital Improvement Plan and Adopting the FY 2016 Legislative Priorities List
- J. Adopt Resolution No. 2014-47, A Resolution of the Dillingham City Council Amending Long Term Encroachment 2014-02 for Installation of Utilities to Tract D Mission Subdivision for a New Courthouse
- K. Adopt Resolution No. 2014-48, A Resolution of the Dillingham City Council Designating Wastewater System Upgrades as the Number One Local State Funding Priority for Fiscal Year 2016
- L. Adopt Resolution No. 2014-49, A Resolution of the Dillingham City Council Authorizing the City Manager to Enter Into a Lease Agreement with Ford Motor Credit for a Public Safety Vehicle

X. UNFINISHED BUSINESS

- A. Citizen Committee Appointments
 - 1. Cemetery Committee, 4 Seats Open

2. Planning Commission, 2 Seats Open
3. Parks and Recreation Committee, 3 Seats Open
4. Senior Advisory Board, 2 Seats Open

B. Annexation Reconsideration Update

1. Public Hearing Set for September 24 at 6 PM, in the Council Chambers

C. Squaw Creek Road Update

X. NEW BUSINESS

A. Action Memorandum No. 2014-11, Award Contract for a Design/Build Thermal Conversion Building to G&S Management

B. Action Memorandum No. 2014-12, Award Contract for Engineering Services to _____ *(Clerk Note: This item will be a handout at the Council Meeting.)*

C. Action Memorandum No. 2014-13, Ratify the Award of a Contract to Aleknagik Enterprises for Providing Soil to Build a New Landfill Cell

D. Action Memorandum No. 2014-14, Authorize the Purchase of Two 9,000 Gallon Septic Holding Tanks

E. DMV Options

XI. CITIZEN'S DISCUSSION (Open to the Public)

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

A. Legal Matter – Discuss Village of Ekuk vs. Local Boundary Commission

B. Personnel Matter – Discuss City Manager Contract

XV. ADJOURNMENT

I. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, June 5, 2014, in the council chambers, Dillingham, Alaska. Mayor Pro Tempore Keggie Tubbs called the meeting to order at 7:00 p.m. A workshop preceded the meeting at 6:00 p.m. for a review of the FY15 Proposed Budget & FY14 Equipment Purchase.

II. ROLL CALL

Mayor Alice Ruby was absent and excused.

Council Members present and establishing a quorum (a quorum being four):

Tracy Hightower	Paul Liedberg
Bob Himschoot	Chris Maines
Holly Johnson	Keggie Tubbs, Mayor Pro Tempore

Staff in attendance:

Rose Loera, City Manager	Jody Seitz, Planning Director
Bernadette Packa, Acting City Clerk	Carol Shade, Finance Director
Dan Pasquariello, Chief of Police	

III. APPROVAL OF MINUTES

- A. Board of Equalization Organizational Meeting – April 24, 2014
- B. Regular Council Meeting – May 1, 2014
- C. Special Council Meeting – May 6, 2014
- D. Board of Equalization Meeting – May 14, 2014
- E. Special Council Meeting – May 15, 2014

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of April 24, May 1, May 6, May 14, and May 15.

VOTE: The motion passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the agenda with the removal of item I. Resolution No. 2014-30 to the June 19 agenda.

VOTE: The motion passed unanimously.

V. STAFF REPORTS**A. City Manager Report**

City Manager Loera updated Council:

- Landfill required more gravel to compact than originally anticipated; continuing to work on the permit renewal, may be required to test for oil drainage possibly from junked cars;
- Investigator for the barge oil spill upriver mapped the location; opined it did not hit a rock, may have been something metal;
- DEC Compliance Order by Consent – asking for additional time to complete some of the projects in the works;
- School District canceled contract for use of the Territorial School;
- DMV fully staffed by end of June;
- Barge hit a piling that serves as a buffer; will need to be replaced and in contact with the insurance company; and
- DOT installed more gravel at the Evergreen Cemetery once the ground thawed.

B. Standing Committee Reports

Code Review Committee did not meet in June. Next scheduled meeting is in August.

VI. PUBLIC HEARINGS

Mayor Pro Tempore Tubbs opened the public hearing. There being no comments, the public hearing closed.

- A. Adopt Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith
- B. Adopt Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease

VII. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)

There was no citizen's discussion.

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Lyle and Silke Smith

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to adopt Ordinance No. 2014-09.

VOTE: The motion passed unanimously.

- B. Adopt Ordinance No. 2014-10, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property to Ben McDowell dba Motive Power Marine by Lease

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Ordinance No. 2014-10.

VOTE: The motion passed unanimously.

- C. Introduce Ordinance No. 2014-11, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 2 and Appropriating Funds for the FY 2014 City of Dillingham Budget for an Equipment Purchase

MOTION: Tracy Hightower moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-11.

VOTE: The motion passed unanimously.

- D. Introduce Ordinance No. 2014-12, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY 2015 City of Dillingham Budget

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-12.

VOTE: The motion passed unanimously.

- E. Adopt Resolution No. 2014-26, A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Date for Calendar Year 2014, and Accepting the Certification of the Tax Roll

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Resolution No. 2014-26.

VOTE: The motion passed unanimously.

- F. Adopt Resolution No. 2014-27, A Resolution of the Dillingham City Council Authorizing the Mayor's Garage Sale to Dispose of Surplus Equipment

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Resolution No. 2014-27.

VOTE: The motion passed unanimously.

- G. Adopt Resolution No. 2014-28, A Resolution of the Dillingham City Council Approving a 1% Increase to the 2015 Wage Schedule

MOTION: Bob Himschoot moved and Paul Liedberg seconded the motion to adopt Resolution No. 2014-28.

VOTE: The motion passed unanimously.

- H. Adopt Resolution No. 2014-29, A Resolution of the Dillingham City Council Requesting Immediate State Action to Improve and Maintain Squaw Creek Road in Order to Make it Passable for Vehicular Traffic

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Resolution No. 2014-29.

VOTE: The motion passed unanimously.

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to remove the ninth Whereas.

MOTION TO WITHDRAW: Chris Maines moved to withdraw his motion.

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to strike the word "certain" from the ninth Whereas.

VOTE: The motion to amend passed unanimously.

VOTE: The motion to adopt the amended Resolution No. 2014-29 passed unanimously.

- I. Adopt Resolution No. 2014-30, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Properties for the Years 2008-2013, and Repealing Resolution No. 2014-14
- J. Adopt Resolution No. 2014-31, A Resolution of the Dillingham City Council Amending the Fee Schedule for the Dillingham Municipal Landfill

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2014-31.

Manager Loera reported the increase in rates was necessary due to the changes at the landfill. Uncovered load charges were replaced with a \$75 fine adopted in the new fine schedule earlier. Uncovered loads would be further defined in a future finance meeting.

VOTE: The motion passed unanimously.

- K. Adopt Resolution No. 2014-32, A Resolution of the Dillingham City Council Approving Amending the BBEDC CBG Grant #1030.2013.03 to Add Equipment and Radios for Public Works

MOTION: Holly Johnson moved and Bob Himschoot seconded the motion to adopt Resolution No. 2014-32.

Keggie Tubbs disclosed that he worked for BBEDC, but would not benefit financially.

VOTE: The motion passed unanimously.

- L. Adopt Resolution No. 2014-33, A Resolution of the Dillingham City Council Approving Task Order No. 16 with Bristol Engineering Services Corp.

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2014-33.

Manager Loera reported BEES's contract had expired, was planning to go out for a RFP for engineering services, but this task order would allow BEES to assist with a review of the aeration bids, design of septic receiving station. The services would be grant funded.

VOTE: The motion passed unanimously.

- M. Adopt Resolution No. 2014-34, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute Contracts in July 2014

MOTION: Chris Maines moved and Holly Johnson seconded the motion to adopt Resolution No. 2014-34.

Manager Loera reported the resolution would allow her to proceed with several projects lacking a Council meeting in July. Action memorandums would then be brought forward to the Council.

VOTE: The motion passed unanimously.

- N. Adopt Resolution No. 2014-35, A Resolution of the Dillingham City Council Authorizing the City Manager to Execute Contract for Expanding the Active Landfill Cell Berm to JJC Enterprises Inc.

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to adopt Resolution No. 2014-35.

VOTE: The motion passed unanimously.

IX. UNFINISHED BUSINESS

A. Citizen Committee Appointments

1. Cemetery Committee, 4 Seats Open
2. Planning Commission, 2 Seats Open
3. Parks and Recreation Committee, 3 Seats Open
4. Library Advisory Board, 1 Seat Open (U of A Representative Appointed)

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to concur with the Library Advisory Board appointment of Sarah Andrew.

VOTE: The motion passed unanimously.

- B. Annexation Reconsideration

Mayor Pro Tempore Tubbs reported this item would be deferred to after the executive session.

X. NEW BUSINESS

- A. Action Memorandum No. 2014-06, Authorize the City Manager to Award the Aggregate Contract to Bennett Enterprises

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Action Memorandum No. 2014-06.

Manager Loera reported this was an annual bid for sand and gravel for streets.

VOTE: The motion passed unanimously.

- B. Action Memorandum No. 2014-07, Authorize Purchase of Fuel Tank from Penram Distributors

Manager Loera reported the fuel tank had features that would better accommodate the new incinerator.

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Action Memorandum No. 2014-07.

VOTE: The motion passed unanimously.

- C. Action Memorandum No. 2014-08, Authorize Purchase of 600 Cubic Yards of Gravel from Aleknagik Enterprises

MOTION: Holly Johnson moved and Tracy Hightower seconded the motion to adopt Action Memorandum No. 2014-08.

Manager Loera reported motion would be to approve 3,000 cubic feet of gravel at the landfill per DEC's requirement to cover the trash with at least six inches of gravel.

VOTE: The motion passed unanimously.

XI. CITIZEN'S DISCUSSION (Open to the Public)

Alannah Hurley:

- Reported an abandoned cat hanging out at her family's home had been picked up by the animal control officer, and put down within 5-6 hours. She had filed a complaint with the

City and was looking for clarification in the code for the time period before an animal was put down, and what was considered feral.

Evelyn Phillips:

- Reported she had issues with animal control: 1) had seized a puppy from her family's native allotment, stating any abandoned animal automatically became the property of the City. She read the code to be any animal that was turned into animal control automatically became property of the City; 2) came to her place of work on the hospital compound to address a complaint.

Katherine Carscallen:

- Stated she had been interested in adopting the abandoned cat that was put down, and was concerned the code was not clear regarding abandoned, unwanted animals.

John Montecuco:

- Reported he had picked up a puppy at the pound and it had parvo.

Fred Angasan III:

- Stated he had good experiences with the animal control officer. The issue of stray dogs roaming around his neighborhood was addressed, being both prompt and personable. The past fall his dog had puppies, and animal control was helpful getting the puppies adopted outside and provided carriers for transit.

XII. COUNCIL COMMENTS

Holly Johnson:

- Thanked the finance department for all the work on the budget; and
- Expressed appreciation for the comments on animal control issues.

Tracey Hightower: no comment

Chris Maines:

MOTION: Chris Maines moved and Holly Johnson seconded the motion for Code Committee to review the issues in the animal control code that were brought forward.

VOTE: The motion passed unanimously.

Paul Liedberg:

- Expressed appreciation for the solutions that were brought forward to address the animal control issues;
- Thanked the finance staff and committee for their work on the budget; and
- Thanked the staff for keeping the City going.

Bob Himschoot:

- Thanked staff for their work on the budget and facilitating the process; and
- Wished the fishermen good luck.

XIII. MAYOR’S COMMENTS

Mayor Pro Tempore Tubbs:

- Reported Mayor Ruby was coming along well, and appreciated the flowers;
- Noted the Council was very sensitive to animal issues and welcomed participation reviewing the code;
- Thanked staff for all their hard work through the budget; and
- Asked for a moment of silence to recognize those lost since the last meeting.

XIV. EXECUTIVE SESSION

A. Legal Matter – Annexation Reconsideration

MOTION: Bob Himschoot moved and Paul Liedberg seconded the motion to enter into executive session to discuss Legal Matters, Annexation Reconsideration [8:14 p.m.).

(The meeting recessed for a five minute break.)

VOTE: The motion to enter into executive session passed unanimously.

Mayor Ruby invited Manager Loera, Acting City Clerk Packa, and Finance Director Shade into the executive session.

MOTION: Bob Himschoot moved and Paul Liedberg seconded the motion to come out of executive session [9:07 p.m.].

GENERAL CONSENT: The motion to come out of executive session passed without objection.

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to schedule a required public hearing for the annexation petition for September 24, and for staff to work out the details.

VOTE: The motion passed unanimously.

XV. ADJOURNMENT

Mayor Pro Tempore Tubbs adjourned the meeting at 9:08 p.m.

Mayor Pro Tempore Keggie Tubbs

ATTEST: [SEAL]

Bernadette Packa, Acting City Clerk
Approval Date: _____

I. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, June 19, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Pro Tempore Keggie Tubbs called the meeting to order at 7:00 p.m.

II. ROLL CALL

Mayor Alice Ruby was absent and excused.

Council Members present and establishing a quorum (a quorum being four):

Tracy Hightower	Chris Maines
Holly Johnson	Keggie Tubbs, Mayor Pro Tempore
Paul Liedberg	

Council Member Bob Himschoot was absent and excused.

Staff in attendance:

Rose Loera, City Manager	Jody Seitz, Planning Director
Janice Williams, City Clerk	Carol Shade, Finance Director
Dan Pasquariello, Chief of Police	Jody Seitz, Planning Director

IV. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the agenda [revised June 16, 2014].

VOTE: The motion passed unanimously.

V. STAFF REPORTS

City Manager Loera:

- Received an invitation from Governor's office to attend the signing of HB-385, PERS/TRS contribution, in Juneau, June 23, at the City's expense;
- Using a lot of gravel to cover the garbage, bears are a problem, electric fence should be in place soon;
- Expansion of the landfill cell should be completed by the weekend;
- Continuing to work on the landfill permit;
- Holding off submitting the compliance order by consent, awaiting DEC to agree with changing some of the project timelines already in progress;
- Advertising a RFP for a thermal conversion building to house the incinerator;
- Lagoon aeration is being advertised;
- Will be advertising a RFP for a new cell at the lagoon;

MOTION: Chris Maines moved and Holly Johnson seconded the motion to substitute Ordinance No. 2014-12 with Ordinance No. 2014-12 (SUB-1).

Manager Loera reported the amendment added \$10,000 to contract with Sheinberg and Associates to consult on annexation bringing the total deficit to \$200,809.

VOTE: The motion to amend Ordinance No. 2014-12 passed unanimously.

VOTE: The motion to adopt the amended Ordinance No. 2014-12 (SUB-1) passed unanimously.

- C. Introduce Ordinance No. 2014-13, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel A, for Use as a Public Driveway and Access Easement

MOTION: Chris Maines moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-13.

Manager Loera reported both Ordinance 2014-13 and 2014-14 if approved would provide a dedicated easement for access to two properties contributed by the State for a proposed community center.

VOTE: The motion to introduce Ordinance No. 2014-13 passed unanimously.

- D. Introduce Ordinance No. 2014-14, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property, Identified in the Ordinance as Parcel B, for Use as a Public Driveway and Access Easement

MOTION: Holly Johnson and Tracy Hightower seconded the motion to introduce Ordinance No. 2014-14.

VOTE: The motion to introduce Ordinance No. 2014-14 passed unanimously.

- E. Approve Resolution No. 2014-36, A Resolution of the Dillingham City Council Approving the Application for a Homeland Security Grant to Purchase a Boat and Motor, Police Gear, Encryption Equipment, and Emergency Preparedness Supplies

MOTION: Holly Johnson and Tracy Hightower seconded the motion to adopt Resolution No. 2014-36.

VOTE: The motion to adopt Resolution No. 2014-36 passed unanimously.

- F. Approve Resolution No. 2014-37, A Resolution of the Dillingham City Council Authorizing the City Manager to Apply for an Edward Byrne Memorial Justice Assistance Grant (JAG)

There were no updates.

B. Annexation Update

Manager Loera reported a copy of the Local Boundary Commission's resolution from their June 11 hearing was in the packet.

X. NEW BUSINESS

A. Action Memorandum No. 2014-09, Authorize the City Manager to Contract with the Alaska Department of Public Safety for Special Services for FY 2015

Manager Loera reported it was too late to seek additional funds this year, but would be ready next year to ask for an additional \$10,000.

MOTION: Chris Maines and Tracy Hightower seconded the motion to approve Action Memorandum No. 2014-09.

VOTE: The motion to approve Action Memorandum No. 2014-09 passed unanimously.

B. Action Memorandum No. 2014-10, Authorize the City Manager to Contract With Sheinberg Associates to Assist Staff on the Annexation Decision

MOTION: Holly Johnson and Chris Maines seconded the motion to approve Action Memorandum No. 2014-10.

VOTE: The motion to approve Action Memorandum No. 2014-10 passed unanimously.

XI. CITIZEN'S DISCUSSION (Open to the Public)

There was no citizen's discussion.

XII. COUNCIL COMMENTS

Chris Maines:

- Wished everyone a happy July, and see everyone back in August.

XIII. MAYOR'S COMMENTS

Mayor Pro Tempore Keggie Tubbs:

- Reported Mayor Ruby was recovering well, and sent her regards; and
- Wished everyone a safe summer and a prosperous summer for the fishermen.

XIV. EXECUTIVE SESSION

A. Legal Matter – Annexation

City of Dillingham



Executive Proclamation

Extra Mile Day November 1, 2014

WHEREAS, the City of Dillingham, Alaska is a community which acknowledges that a special vitality exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Dillingham, Alaska is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Dillingham, Alaska is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Dillingham, Alaska acknowledges the mission of Extra Mile America to create 500 Extra Mile Cities in America and is proud to support "Extra Mile Day" on November 1, 2014;

NOW, THEREFORE, I, Alice Ruby, Mayor of Dillingham, Alaska do hereby proclaim November 1, 2014 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those around who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

Mayor Alice Ruby

who has also authorized the seal of the City of Dillingham, Alaska,
to be affixed to this proclamation

Dated this day of August 7, 2014

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: August 1, 2014
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: June & July Report

Vacancies – current vacancies include Building and Grounds Foreman, two Police Officers and the Public Works Assistant. One of our police officers was hired as Public Works Heavy Equipment Operator position. He holds a CDL and has experience in operating heavy equipment.

Contracts Awarded – *my reports from here on out will have a contracts awarded as a standing item so that I don't forget to inform you of any contracts that we have awarded that are from \$5,000 - \$20,000, per our code section on contracts/purchases.*

Since June we have awarded two contracts to Aleknagik Enterprises for providing us material for building a new landfill cell as well as some gravel for cover of the landfill. When we've needed material for the landfill we have called four local companies and have gotten three bids with Aleknagik Enterprises coming out the lowest each time.

We have also purchased Rip Rap from Horizon Enterprises for our erosion issues that we are having at our outfall and sheet metal piling. Horizon is the only company that sells this rock.

We are currently getting bids for two holding tanks for our septage receiving station that we will be constructing. We have asked for bids from five different companies located in Seattle, California and Alaska. We have received only two bids with Greer Tanks in Anchorage coming in the lowest.

Aeration Proposal – we put the design/build aeration project out for bid this summer for the Lagoon. The company Aaron Plumbing and Heating teaming with GV Jones and Associates was the only company that submitted a bid. They came out to Dillingham to see the lagoon and to better understand what we wanted done. We hope to have a full proposal from them soon.

Landfill –

- We have been hauling gravel to the landfill for the covering the garbage.
- The compactor arrived and is now being used.
- Electric fence is in place and keeping bears out of the active cell. The bears were continually digging up the garbage and we were going through a lot of cover until this fence was put in place.
- The active cell has been expanded by building up the berms.
- We have submitted the additional information requested by DEC for our landfill permit. One additional item that we will be required to do is a hydrologic study to determine the underground water flow. We are getting fuel hits on one of the back wells. We need to submit our plan to address this in November.

Compliance Order by Consent (COBC) – DEC has agreed that we do not need to sign the COBC at this time because we are making progress on the violations.

Projects – attached is Gary Gordon's report for the City Projects.

ANTHC Grant – we received a high score for our grant with ANTHC for the lagoon according to Kurt Sauer. We are asking for about \$683,000 of funding to match our \$3 million Municipal Matching Grant. We won't hear about this funding until January or February.

DMV Contract – included in the packet is a copy of a letter that I sent to DMV regarding the contract we have with them and their response. The Chief of Police and I met with the Director and some of her staff about this contract and how we need for it to be sustainable and they wanted it in writing. The contract expires the end of July. The list of options are located behind Tab X. New Business, in the council packet.

Equipment Purchase – all the equipment we purchased from Bennett Enterprises has been transferred to Public Works and titles in our name. We still need to pay him for the lowboy with the State grant once we have the executed grant agreement.

Squaw Creek Road – in your packet is a response from the State regarding Squaw Creek road.

Other –

1. USDA office here in Dillingham shut their offices down and gave the City: six desks, conference tables, credenzas, filing cabinets, fire proof filing cabinet, shelves, safe, copy machine, chairs and numerous other items. The items were distributed across all departments and whatever is left over will be sold at garage sale next year. We have lots of happy employees.
2. Legislative Reappropriations – the State has been really slow in getting us the documentation for the legislative reappropriations for the Library Grant, Water to Wastewater grant and Equipment Purchasing funds.

3. On the table is a couple copies of Bristol Bay Comprehensive Economic Development Strategy June 2014 Update for your review. If you would like a copy please let us know and we'll be happy to copy one for you.
4. The Finance Department has hired a consultant to do an assessment of the department. We hope to have a report from her within the next two weeks.
5. Collection of Minor Offenses – we are getting close to finalizing an agreement with the State Court System and Permanent Fund Dividend departments to garnish fines for minor offenses. We hope to have the agreements in place by the end of August so that we can start collecting for this year's PFD's.

Attachment: Report from Gary Gordon

Report from J. Clifford Stone and Ian Fisk – City's Lobbyists



July Monthly Council Report

I am currently working with the City Manger and Public works on four projects. Two of these projects are broken down into component projects.

Waste Water Treatment – all sub projects below are from this grant

Septage System – removing pumper truck waste from lagoon

Aeration System – getting proper air supplied into the lagoon

Lift Station 6, by City Dock – remodel and replacement

Landfill – all sub projects below are from this grant

Garbage Compactor – The City purchased a Cat 816 trash compactor

New Cell Berm – is complete until closing cell and final cover

New Ash Cell – we are building a new ash cell for incinerator, burner, and geotubes

New Building for Incincrator – a new building to house incinerator at transfer site

Penram – purchase of incinerator, testing, and installation

Seawall – stabilization work to the last 400' of Snag Point Seawall

Mitigation – gravel and E1 from Knik for City roads

Culverts – installation of two new 36" culverts in the two low spots being filled on Emperor North

The waste water treatment grant has three sub components being worked on at this time.

Septage System: Public Works is in the process of procuring two 8500 gallon tanks for the septage disposal system. In our effort to remove solids from the lagoon, we need an alternative from dumping sewage from the pumper trucks directly into the lagoon. Therefore, we will partially bury two septage holding tanks. The pumper trucks will dump into these tanks. There will be a float showing fullness, also used for invoicing dumper. When full the City will pump through a mixing station, adding polymer (to solidify) into a geotube (a big filter bag) resting in a large roll off container. The container will be set next to the lagoon and the black water will drain out of geotube into lagoon.

Aeration System – this is the air introduced into the lagoon to process for dumping into bay. Our air pumps need replacement and all the current valves the control the air into the lagoon and the valves that control water flow need to be replaced. We put out an RFP for a design build contractor for this work, and we had one respondent. Poncho and I met

with two engineers from GV Jones and one plumber from Aaron P&H on the 21st. They are going to provide us with a proposal to perform the required work.

Lift Station Six – LS6- all the bid documents are complete; however, we think waiting till the first week of January 2015 will be more advantages to the City, more bidders with a smaller work loads. The main control panel will take about three months to procure, so no work would really get done this season.

The landfill grant has four sub components two of which are still being worked on this season.

Compactor: the garbage compactor is in service and working well consolidating trash.

Berm: we completed the work of adding an additional 8' of height to the existing berm. This allows the City to use the existing cell until the incinerator comes online. We still need to provide 3:1 slopes on the outside of the berm, but we intend on doing that when we close the cell, most likely in 2015.

New Ash Cell: public works bid out the supply of cover material for the landfill which will also be used to start the new ash cell. ADEC requires the City to install a two foot thick layer of dirt under the cell, because we are less than ten feet from the water table. We anticipate going out to bid later this season for gravel to construct the berm around the new cell. This cell will be used for ash from incinerator and burn box, for we can still open burn wood and paper.

New Building: We have an RFP out for the design build of a building to house the incinerator. The plan is to get the concrete installed prior to the incinerator showing up in Dillingham and building a wood frame structure around it once it's set in place.

Pennram: test firing of the incinerator is scheduled for 7/28. Poncho and I will be traveling there for the test. I will be staying on, watching the dismantle, so I can be ready here for assembly.

Seawall: a plan has been approved by the CORP to attempt stabilization. Since we don't have the money to procure rocks and set from bay side, we have purchased and are hauling reject rock from 19 mile rock quarry to place over the wall and along side outfall line in an attempt to access beach with an excavator to set what few rocks we have. Most if not all our rocks at the small boat harbor will be used to try and stabilize the outfall line. The seawall is designed to hold back say 12' of dirt to stabilize Snag Point Bluff. The bay has scoured away four to five foot, resulting in a wall now holding back 16 to 17' of dirt. The City will remove dirt from behind the wall, reducing load, then dump reject over the wall with a small front end loader. It is our hope the river and tides will settle the rock, allowing us excavator access on the beach to place rocks.

Mitigation: the City has received about 2000cyds of gravel and 2000cyds of E1 (similar to D1) from the State. The gravel will be hauled with Knik trucks to three locations, Lupine from multiplate culvert across flat towards Ricky's house and the two low spots on Emperor North that flood every winter, causing ice problem for public works crews. Public Works will grade gravel and compact in place. The balance of materials will be stockpiled in Knik pit for City use where needed. The two low spots on Emperor require 36" culverts. City has purchased the culverts and waiting for people and time to install.

Sincerely,



Gary L. Gordon
president

City of Dillingham
House District 36 / Senate District R

~ 7/24/14 ~

28th Alaska State Legislature ~ 2nd Interim
JULY 2014 – LEGISLATIVE REPORT

Cliff Stone and Ian Fisk / City Lobbyist's



VPSO Legislation Signed into Law

House Bill 199 has been signed into law. This bill allows village public safety officers (VPSO's) to carry firearms in the performance of their duties. Representative Bryce Edgmon of Dillingham sponsored HB 199. With the governor's signing of HB 199, the state's support for this policy is clear and unambiguous.

After this legislation was introduced, the Dept. of Public Safety adopted regulations permitting VPSO's to carry firearms. The Department's policy will expand VPSO training through the State Trooper Academy in Sitka. The firearms training and psychological screening that armed VPSOs receive will be identical to that given to State Troopers and municipal police officers.

The VPSO program was started in the late 1970s as a way to provide public safety services to communities in rural Alaska without a local or state law-enforcement presence. The program is a unique partnership between the Dept. of Public Safety and Alaska's regional Native associations, who oversee VPSO's in their respective communities.

It is important to note that this law does not require VPSO to be armed. Rather, it makes that option available to the Native associations and their member towns and villages. "I want for VPSO's to have every tool they feel they need to carry out their duty as law enforcement officers," Edgmon said. "For those villages that do make this choice, my hope is that the deterrent effect will make not only the VPSO, but also the whole community safer."

The bill will take effect in 90 days but it is uncertain when armed VPSOs may show up in communities.

You can go to the following link and type in this bill number to access all public records as posted to this legislation. <http://www.legis.state.ak.us/basis>



Senior Citizen Vehicle Registration Legislation

Senate Bill 132 fixes an oversight in the State's motor vehicle laws, which denied certain senior citizens an exemption from motor vehicle registration fees.

Under current state law, individuals who are over the age of 65 are exempted from paying registration fees on one vehicle as long as the person is already 65-years-old on January 1 of the year when the vehicle is registered.

Since the Department of Motor Vehicles offers a biennial registration, that person could be 67 before they actually receive a benefit they should have been eligible for at 65. This legislation will now allow any resident who is 65 years old at the time of registration to take advantage of this fee exemption, no matter what day of the year it is.

SB132 will take effect on January 1, 2015.

For this bill or any piece of legislation of the 28th Legislature, you can go to the following link and type in the appropriate bill number. <http://www.legis.state.ak.us/basis>

PRIMARY ELECTIONS - ALASKA

(The information given below is basically the same verbiage as written in the JUNE Legislative Report. We felt it was of value to print it again as the next report will be dated after this election has been held.)

Primary Election Day for Alaska is **August 19, 2014 – Polls open from 7:00 a.m. to 8:00 p.m.**

For a list of the primary candidates, go to the following website:
http://www.elections.alaska.gov/ci_pg_cl_2014_prim.php

I have also attached a separate spreadsheet to this report that will lay out all of the candidates side by side.

You'll note that Rep. Bryce Edgmon is the only candidate running in House District 37. Since the final decree for reapportionment has been declared, Dillingham will now be under House District 37 until the next mandated redistricting process beginning in the year 2020. In addition, Dillingham will now fall under the new Senate District S. The only candidate running in that race is Senator Lyman Hoffman.

There will also be a referendum on the Primary ballot regarding Senate Bill 21, the Oil and Gas Production Tax that was passed by the Alaska State Legislature last year.



COMMITTEE HEARINGS

During the interim, some legislative work may continue in the form of any task force that was formed or other informational type meetings. Go to the Legislature's homepage – <http://www.legis.state.ak.us>



GOVERNOR'S CORNER <http://gov.alaska.gov>

The governor's office will continue to post press releases and other items of interest at the website above.

Note: The Governor will continue to review and sign passed legislation once it is transmitted to him from the Legislature. He has twenty days, Sundays excluded, to act on a bill if the Legislature is not in session.



WEBSITES OF INTEREST

2014 2nd **Interim** Legislator & Staff Contact List
<http://akleg.gov/docs/pdf/InterimPhoneList.pdf>

House & Senate Committees: <http://w3.legis.state.ak.us/docs/pdf/commlist.pdf>

The full Legislative Publications List is at: <http://w3.legis.state.ak.us/pubs/pubs.php>

Congressional Delegation websites –

<http://murkowski.senate.gov/public> <http://www.begich.senate.gov/public> <http://donyoung.house.gov>



Thank you for the trust you have placed in us.

~ Cliff and Ian

~ End Report ~

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: July 29, 2014
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Report

ELECTIONS

Primary State Election is scheduled for Tuesday, August 19, City Hall, 7AM-8PM, for the purpose of nominating officials for the following seats: U.S. Senator, U.S. Representative, Governor, Lt. Governor, State Senators and Representatives, and to vote on Ballot Measure #1, Relating to Oil and Gas Tax.

Regular City Election is scheduled for Tuesday, October 7, 2014, for the purpose of electing council and school board seats. Candidate filing begins August 12 and ends September 2.

The following seats are up for election:

<u>Seat</u>	<u>(Currently Held By)</u>	<u>Term</u>
Council/Mayor		
Seat A	Holly Johnson	2-year term ending in October 2016
Seat C	Bob Himschoot	3-year term ending in October 2017
Seat D	Keggie Tubbs	3-year term ending in October 2017
School Board		
Seat B	Bernina Venua	3-year term ending in October 2017
Seat C	Chris Napoli	3-year term ending in October 2017

Public Hearing on Ordinance No. 2014-13, 2014-14. Two ordinances are scheduled for a public hearing at the August 7, 2014 Regular Council Meeting. Both ordinances would authorize the disposal of municipal property for use as a public driveway and access easement for the proposed Harvey Samuelsen Cultural Center. An advertisement was placed in the July 29 edition of the Bristol Bay Times as required by law, five days in advance of the meeting.

Code Publishing Company - Supplement No. 11 (July 2014). Supplement 11 covers code ordinances adopted between January and June 2014. The revisions amend code:

- To remove the obligation to hold a meeting the 3rd Thursday in April and May to review the budget;

- To exempt from sales tax sales on electricity and phone service to users outside city limits, professional services provided o/s the city, and non-commercial personal property ordered for delivery from o/s and delivered to a person within the city;
- To consistently apply the title of six-year capital improvements plan throughout the code;
- To cover extenuating circumstances for late filed appeals;
- To provide a system of permits and reviews to respond to a variety of land use activities and add a new section for material site regulation;
- To allow for private access to certain subdivisions, establish minimum standards, and amend definitions.

Department Heads and Council members will be notified the supplements are available.

Training Towards a Certification. In early June I attended the first week of a three week certification program for a municipal clerk through the Northwest Clerks Institute. The course material covered customer service, legal issues, ethics, role of the clerk, records management, effective writing (simplification), mastering council meetings, and more. I'll share a couple of interesting concepts:

- Agendas don't need to be in roman numerals! (The concept is to simplify.)
- The City uses both roll call and voice (we use general consent) before taking a vote. Our code references roll call, but not sure if that's for all motions, formal and informal. I've asked the City's attorney what does the state statute allow for, and will report back.

Standing Item(s):

Records Retention. As part of my recent training, I had to select a topic we wanted to concentrate on and submit a formal plan for knowledge transfer. I chose a goal to put in place a city-wide policy that would address the various elements of records management that would be comprehensive, user-friendly, and sustainable.

I would like to request that we have the Code Review Committee add to their task list a review of an amendment to the Records and Documents code to add a records management program and review a records management policy. A draft of a policy would be shared with the Committee that was created several years ago. It would still be relevant today, but might need some minor adjustments.

Our course instructor had shared several methods for instituting a records management program, of which one of them was a network of trained records coordinators, which I believe would sustain the program over time. The coordinators would meet somewhat regularly, and they could obtain their training through these meetings.

Commission/Board Seats Vacant. The City is advertising to fill vacant seats. There are no letters of interest on file at this time.

- Cemetery Committee – 4 seats vacant.

The City began advertising in October 2012 to fill 6 vacant seats. The seats will be appointed when there is a full board (minutes of December 6, 2012.) (Attached Res. 2012-53)

- Parks and Recreation Committee – 3 seats open.
- Planning Commission – 2 seats open.
- Senior Advisory Board – 2 seats open.

Attachment: Resolution No. 2012-53 – Creating a Cemetery Committee

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2012-53

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL CREATING A CITY OF DILLINGHAM CEMETERY COMMITTEE

WHEREAS, some citizens approached the City Council and City staff requesting that the City make improvements on the cemeteries located on City property; and

WHEREAS, the City Council understands that the City cemeteries have not had much structure for usage and access; and

WHEREAS, the City Council will appoint a Cemetery Committee to address the expressed concern of citizens, which would meet the expectations of citizens without a resulting financial and administrative cost to the City; and

WHEREAS, the City Council is sensitive to the City's limitations of available funding and available administrative support and staffing; and

WHEREAS, the City Council is very proud and thankful for the volunteer efforts of our citizens, and acknowledges that currently it is primarily through that effort that the cemeteries are accessible and coordinated within the community; and

WHEREAS, the City Council finds that providing a Cemetery Committee may provide better control and structure of the cemeteries that will benefit the community; and

WHEREAS, a Cemetery Committee made up of council members and citizens will allow for providing support, but also aid in exploring a structure that might best serve the limitations and needs of the community;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council establishes a Cemetery Committee with the following structure and responsibilities:

1. Unless extended by the Council, the Committee shall expire on October 31, 2014.
2. The Committee shall be made up of 7 members appointed according to DMC 2.90 Advisory Boards and Committees. At least one of the members will be a current City Council.
3. The Committee will assist and advise the City Manager on the following activities:
 - a. Create a comprehensive map and records for current city owned cemeteries as to the current occupant locations, available sites and access points (trails, roads etc.).
 - b. Establish a process for maintaining records of sites in the cemeteries.
 - c. Establish a process for procurement of City cemetery lots.
 - d. Identify improvements needed and ways to accomplish the improvements.

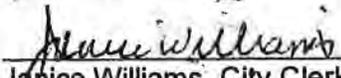
4. The Committee may not obligate the City of Dillingham but may serve as advisory to the City Manager on application for, receipt of and/or management of any funds for or by the City of Dillingham.
5. The Committee shall be responsible for arranging, conducting and recording minutes for its meetings and shall be responsible for administrative duties not specifically addressed in this resolution.
6. The Committee shall conduct all meetings according to the requirements of DMC 2.90.
7. Prior to expiration the Committee shall provide a report to the Council as to whether the desires of the City and the citizen group were met through this structure and recommend continuance of or changes to the structure for the future.

PASSED and ADOPTED by the Dillingham City Council on Oct. 4, 2012.

SEAL:


Alice Ruby, Mayor

ATTEST:


Janice Williams, City Clerk

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council

Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: July 29, 2014
To: Rose Loera
City Manager
From: Carol Shade
Finance Director
Subject: June 30, 2014 Financial Report

As of the end of June 2014, we should have received 100% of the budgeted revenues and not have spent more than 100% of the budgeted expenditures. The total revenues for the General Fund at June 30, 2014 were 107% and total expenditures were 90%. The total revenues for the Special Revenue funds were 107% and expenditures were 89% Capital Project Revenues were 98% and expenditures were 119%. In comparison, General Fund revenues for FY13 at June 30, 2013 were 94% and expenditures were 94%. Special Revenue Fund revenues were at 97% and expenditures 79% and Capital Projects revenues were at 262% and expenditures were at 269%. Following is a schedule showing the comparison of revenues and expenditures by category:

<u>Category</u>	<u>FY14 Budget</u>	<u>FY14 Actual</u>	<u>FY14 %</u>	<u>FY13 Budget</u>	<u>FY13 Actual</u>	<u>FY13 %</u>
Revenues						
General Fund	\$8,247,416	\$8,200,040	99%	\$8,204,314	\$8,409,402	94%
Special Revenues	2,674,552	2,868,018	107%	2,967,446	2,867,030	97%
GF & SRF Revenues	\$10,921,968	\$11,068,057	101%	\$11,171,760	\$11,276,432	101%
Expenditures						
General Fund	\$8,545,266	\$7,742,163	90%	\$8,304,017	\$7,771,792	94%
Special Revenues	3,058,658	2,720,121	89%	2,663,347	2,107,072	79%
GF & SRF Expenses	\$11,603,924	\$10,462,284	90%	\$10,967,364	\$9,878,864	90%
Capital Projects Revenues	4,854,657	4,775,263	98%	1,326,640	3,475,633	262%
Capital Projects Expenses	4,204,616	5,028,264	119%	1,326,640	3,568,551	269%

Below shows what remains of the \$738,419.70 of property tax receivables for taxes that were assessed for the 2012 and prior tax years as of June 30, 2014.

Real	Personal	Combined	Total Decrease	% Collected
\$ 154,268.22	\$91,285.02	\$245,553.24	\$492,866.46	67%

2013 property taxes received through April 30, 2014:

<u>Invoiced to include Personal & Real Property</u>	<u>Real Property Balance to be Collected</u>	<u>Personal Property Balance to be Collected</u>	<u>Total Collected</u>	<u>% Collected</u>
\$2,181,347.60	\$86,809.18	\$23,353.14	\$2,071,185.28	95%

The Collections specialist sent out 9 letters to delinquent sales tax filers and completed 1 additional promissory notes and mailed 36 promissory note reminders during the June and July. As of July 23, 2014 there are 90 people on the Denied Service List.

The Receivables technician sent out 245 utility bills for the May billing and 70 miscellaneous Accounts Receivable bills.

The Payroll/IT technician took a much needed and deserved vacation for four weeks during June and July. The cross training of payroll was very successful and two payrolls were processed in her absence with very little problems.

The Payables Technician is still looking into our Merchant Services account to see how we might be able to lower the high cost of our credit card processing fees. In addition she processed 59 purchase orders, 238 invoices. There were 113 payables checks processed totaling \$668,433.70.

During the week of July 21st the Finance Department had a consultant come in and do an analysis of our staff and their job duties. We look forward to the report from the consultant that will give us an idea of how we could better utilize our time and resources for a more efficient operations. Not only more efficient but equitable allocation of job duties among the staff.

With that being said attached statements reflect the City's financial status as of June 30, 2014. Remember that these statements are not finalized as it is the end of the fiscal year. There are more entries that need to be made. There will be final revenues to accrue and transfers from the General Fund and the Dock fund to the Special Revenue Funds.

City of Dillingham
Revenues and Expenditures As of June 30, 2014
Unaudited Figures

REVENUES:	<u>June 30, 2014</u>				<u>June 30, 2013</u>	
	<u>Budget - FY14</u>	<u>MTD</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
General Fund Revenues						
General Sales Tax	\$ 2,700,000	281,309	2,629,448	97.4%	\$ 2,713,102	\$ (83,654)
Alcohol Sales Tax	265,000	27,262	277,757	104.8%	346,744	(68,987)
Transient Lodging Sales Tax	80,000	9,875	80,306	100.4%	84,771	(4,465)
Gaming Sales Tax	65,000	2,827	49,509	76.2%	79,532	(30,023)
Total Sales Tax	<u>3,110,000</u>	<u>321,273</u>	<u>3,037,020</u>	<u>97.7%</u>	<u>3,224,149</u>	<u>(187,129)</u>
Real Property Tax	1,500,000	-	1,578,248	105.2%	1,490,085	88,162
Personal Property Tax	500,000	-	524,511	104.9%	521,464	3,048
Total Property Taxes	<u>2,000,000</u>	<u>-</u>	<u>2,102,759</u>	<u>105.1%</u>	<u>2,011,549</u>	<u>91,210</u>
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	73,328	(73,328)
Raw Fish Tax	276,513	-	276,513	100.0%	339,410	(62,897)
Nushagak Fish Tax (Proportion transfer in)	400,920	90,920	400,920	100.0%	400,920	0
Shared Fisheries	33,000	28,769	28,769	87.2%	32,207	(3,437)
Revenue Sharing	210,704	-	210,963	100.1%	300,237	(89,274)
Payment in Lieu of Taxes (PILT)	422,987	-	422,987	100.0%	429,642	(6,655)
State Jail Contract	641,300	160,325	641,300	100.0%	480,417	160,883
Admin Overhead	348,137	6,089	296,628	85.2%	356,504	(59,876)
PERS on Behalf	232,178	32,037	378,411	163.0%	321,501	56,910
Other Revenues	496,677	52,285	403,769	81.3%	439,539	(35,770)
Total	<u>3,137,416</u>	<u>370,426</u>	<u>3,060,261</u>	<u>97.5%</u>	<u>3,173,704</u>	<u>(113,443)</u>
Total General Fund Revenues	<u>8,247,416</u>	<u>691,699</u>	<u>8,200,040</u>	<u>99.4%</u>	<u>8,409,402</u>	<u>(209,363)</u>
Special Revenue Funds Revenues						
Nushagak Fish Tax	460,139	13,622	400,586	87.1%	848,910	(448,324)
Water	219,642	16,358	202,201	92.1%	169,760	32,441
Sewer	265,381	25,922	264,998	99.9%	273,901	(8,902)
Landfill	364,042	17,804	352,889	96.9%	364,745	(11,857)
Dock	645,594	299,889	640,649	99.2%	483,455	157,195
Dock Insurance Payment	-	22,788	316,211	-	-	316,211
Boat Harbor	250,552	80,164	218,663	87.3%	196,651	22,012
E-911 Service	70,000	6,339	75,365	107.7%	70,263	5,102
Senior Center (Grant)	138,100	11,899	139,027	100.7%	139,298	(271)
Senior Center (Non-Grant)	261,102	13,853	257,429	98.6%	320,048	(62,619)
Total Special Revenue Funds Revenues	<u>2,674,552</u>	<u>508,639</u>	<u>2,868,018</u>	<u>107.2%</u>	<u>2,867,030</u>	<u>988</u>
Fisheries Infrastructure	-	2,290	20,029	-	46,422	(26,392)
Borough Study Fund	-	1,374	12,018	-	24,853	(12,835)
Asset Forfeiture Fund	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	100,998	-	94,973	6,025
Water System Improvement	-	-	-	-	23,255	(23,255)
WasteWater Treatment Plant	2,000,000	56,100	1,652,157	82.6%	292,135	1,360,021
Force Main	-	-	93,692	-	1,599,578	(1,505,887)
Library Grants	60,773	-	53,548	88.1%	82,290	(28,742)
Library Roof	243,000	6,022	156,615	64.5%	6,474	150,141
E911 Critical System Upgrades	-	-	407	-	-	-
FEMA Fire Truck	405,000	-	662	0.2%	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	114,384	114,791	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	-	-	6,095	(6,095)
BBEDC (Various Projects)	-	-	172,437	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	65,735	(65,735)
Equipment Replacement Capital Project Fund	901,000	801,000	901,000	100.0%	-	901,000
School Bond Project	-	46	785	-	298	487
Mary Carlson Estate Permanent Fund Revenue	1,500	787	3,643	242.9%	(237)	3,880
Debt Service Fund Revenue	1,176,090	-	911,528	77.5%	1,174,590	(263,062)
Landfill Oxidation	-	443,730	484,592	-	-	-
Landfill Phase 3	-	-	55,607	-	-	55,607
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	<u>4,854,657</u>	<u>1,425,733</u>	<u>4,775,263</u>	<u>98%</u>	<u>3,475,633</u>	<u>486,741</u>
Total Revenues	<u>\$ 15,776,625</u>	<u>\$ 2,626,071</u>	<u>\$ 15,843,320</u>	<u>100.4%</u>	<u>\$ 14,752,065</u>	<u>\$ 278,366</u>

City of Dillingham
Revenues and Expenditures As of June 30, 2014
Preliminary Figures

EXPENDITURES:	June 30, 2014				June 30, 2013	
	Budget - FY14	MTD	YTD	Percent	Actual	INC/(DEC)
General Fund Expenditures						
City Council	\$ 72,576	\$ 3,169	\$ 58,472	80.6%	\$ 65,389	\$ (6,917)
City Clerk	144,760	10,827	126,724	87.5%	133,059	(6,335)
Administration	300,646	22,499	283,812	94.4%	288,238	(4,426)
Finance	621,998	44,345	591,438	95.1%	609,948	(18,510)
Legal	90,000	16,211	73,997	82.2%	139,440	(65,443)
Insurance	106,016	559	101,396	95.6%	92,501	8,895
Non-Departmental	200,901	8,626	198,219	98.7%	267,062	(68,843)
Planning	180,696	16,889	156,128	86.4%	136,531	19,598
Foreclosures	20,226	5,459	34,774	171.9%	(1,033)	35,806
Meeting Hall above Fire Station	3,680	493	3,449	93.7%	3,612	(163)
Public Safety Administration	180,993	10,851	172,135	95.1%	138,823	33,312
Dispatch	459,683	33,584	414,277	90.1%	450,311	(36,034)
Patrol	848,754	61,453	731,385	86.2%	583,595	147,790
Investigations/WAANT	-	-	-	-	59,398	(59,398)
Corrections	675,535	51,423	638,005	94.4%	559,524	78,481
DMV	107,523	11,239	119,597	111.2%	85,241	34,356
Animal Control Officer	132,416	24,901	118,839	89.7%	131,647	(12,808)
K-9	-	-	-	-	80,778	(80,778)
PS IT	32,000	1,395	20,595	64.4%	13,892	6,703
Fire	267,701	26,881	221,252	82.6%	217,322	3,930
Public Works Administration	178,909	20,031	166,032	92.8%	175,779	(9,747)
Building and Grounds	322,415	12,465	303,487	94.1%	339,291	(35,804)
Shop	171,990	9,524	169,290	98.4%	159,946	9,344
Street	669,517	79,299	592,543	88.5%	587,520	5,022
Library	133,242	12,623	124,665	93.6%	125,888	(1,223)
City School	1,300,000	-	1,300,000	100.0%	1,300,000	-
Transfers to Other Funds	1,323,089	370,000	1,021,651	77.2%	1,028,088	(6,437)
Total General Fund Expenditures	8,545,266	854,748	7,742,163	90.6%	7,771,792	(29,629)
Special Revenue Funds Expenditures						
Nushagak Fish Tax	522,139	125,584	481,725	92.3%	484,826	(3,101)
Water	219,642	16,777	200,447	91.3%	169,765	30,682
Sewer	262,976	15,441	229,531	87.3%	273,790	(44,259)
Landfill	364,042	72,073	417,609	114.7%	362,296	55,313
Dock	1,040,105	439,272	985,420	94.7%	557,565	427,855
Dock (ATD Damages)	-	-	316,211	-	-	316,211
Boat Harbor	250,552	22,842	171,199	68.3%	196,651	(25,452)
E-911 Service	-	4,094	4,094	-	87,657	(83,563)
Senior Center (Grant)	138,100	15,559	138,180	100.1%	139,298	(1,118)
Senior Center (Non-Grant)	261,102	13,853	257,429	98.6%	320,050	(62,621)
Total Special Revenue Fund Expenditures	3,058,658	599,911	2,720,121	88.9%	2,107,072	613,049
Asset Forfeiture Fund	7,700	2,500	3,015	-	-	3,015
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
City Shoreline Erosion Control	-	107	127,028	-	232,731	(105,703)
Water System Improvement	-	-	19,451	-	23,255	(3,804)
WasteWater Treatment Plant	2,000,000	13,010	1,652,157	82.6%	292,135	1,360,021
Force Main	-	-	20,896	-	1,462,485	(1,441,589)
Library Grants	59,773	4,786	59,643	99.8%	82,290	(22,647)
Library Roof	243,000	-	159,484	65.6%	6,474	153,009
E911 Critical System Upgrades	-	-	407	-	-	407
FEMA Fire Truck	-	-	697	-	-	697
Jail Corrections Grant (Equipment)	20,000	16,920	16,920	-	-	16,920
SHSP Camera Upgrades	-	-	115,198	-	-	115,198
Public Safety Planning	20,000	-	16,256	81.3%	-	16,256
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	1,410	-	5,420	(4,010)
BBEDC Interns	-	5,607	5,607	-	-	5,607
BBEDC (Various Projects)	250,000	(3,711)	209,940	84.0%	-	209,940
Ambulance Reserve Capital Project Fund	242,000	-	360	0.1%	-	360
Equipment Replacement Capital Project Fund	186,757	395,087	836,862	448.1%	-	836,862
School Bond Project	-	-	36,117	-	281,721	(245,604)
Mary Carlson Estate Permanent Fund	6,996	135	4,776	68.3%	7,449	(2,672)
Debt Service Fund	1,176,090	-	1,176,090	100.0%	1,174,590	1,500
Landfill Oxidation	-	132,738	484,592	-	-	484,592
Landfill Phase 3	-	-	83,621	-	-	83,621
Total Capital Project Funds Expenditures	4,204,616	564,679	5,028,264	119.6%	3,568,551	530,487
Total All Expenditures	\$ 15,808,540	\$ 2,019,339	\$ 15,490,548	98.0%	\$ 13,447,415	\$ 1,113,907
Revenues Over (Under) Expenditures	\$ (31,815)	\$ 606,732	\$ 352,772		\$ 1,304,650	\$ (835,540)

City of Dillingham
Revenues and Expenditures As of June 30, 2014
Preliminary Figures

	<u>Fund Bal</u> <u>6/30/2013</u>	<u>FY'14</u> <u>Revenues</u>	<u>FY'14</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal</u> <u>6/30/2013</u> <u>Unaudited</u>
General Fund	\$ 4,080,936	\$ 8,200,040	\$ 7,742,163	\$ 457,876	\$ 4,638,812
Nushagak Fish Tax	443,607	400,586	481,725	(81,139)	362,468
Fisheries Infrastructure Fund	46,422	20,029	-	20,029	66,451
Borough Study	24,853	12,018	-	12,018	36,871
Water	20,150	202,201	200,447	1,754	21,904
Sewer	-	264,998	229,531	35,467	35,467
Landfill	2,450	352,889	417,609	(64,720)	(62,270)
Dock	1,104,941	956,860	1,301,631	(344,771)	760,170
Boat Harbor	-	218,663	171,199	47,464	47,464
E-911 Service	7,751	75,365	4,094	71,271	79,022
Senior Center	-	396,456	395,609	847	847
Asset Forfeitures Fund	9,035	-	3,015	(3,015)	6,020
City Shoreline Erosion Control	(155,469)	100,998	127,028	(26,030)	(181,499)
Water System Improvement	(66,166)	-	19,451	(19,451)	(85,617)
WasteWater Treatment Plant	-	1,652,157	1,652,157	-	-
Force Main	-	93,692	20,896	72,795	72,795
Library Grants (Books, Erate, etc.)	-	53,548	59,643	(6,094)	(6,094)
Library Roof	-	156,615	159,484	(2,868)	(2,868)
E911 Critical System Upgrade	-	407	407	-	-
FEMA Fire Truck	-	662	697	(35)	(35)
Jail Corrections Grant (Equipment)	-	20,000	16,920	3,080	3,080
SHSP Camera Upgrades	-	114,791	115,198	(407)	(407)
Public Safety Planning	20,000	20,000	16,256	3,744	23,744
BVP Grant	-	755	755	-	-
BBEDC (Various Projects)	-	172,437	209,940	(37,503)	(37,503)
Ambulance Reserve Capital Project Fund	564,593	-	360	(360)	564,233
Equipment Replacement Capital Project Fund	57,036	901,000	836,862	64,138	121,174
School Bond Project Capital Project Fund	112,096	785	36,117	(35,333)	76,763
Mary Carlson Estate Permanent Fund	397,385	3,643	4,776	(1,133)	396,252
Debt Service	-	911,528	1,176,090	(264,562)	(264,562)
Landfill Oxidation	-	484,592	484,592	-	-
Landfill Capital Project Fund	172,044	55,607	83,621	(28,013)	144,031
Total	\$ 6,841,664	\$ 15,843,320	\$ 15,968,270	\$ (124,950)	\$ 6,716,713

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: July 29, 2014
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: June - July Monthly Report

June and July saw record numbers of library visitors per day. On one day alone, we had 505 patron visits with a total for the month of June of 5,459. We are very thankful to BBEDC for funding two summer staff positions (Nicole Ito hired as the Librarian Assistant and Michelle Roehl in the Library Aide Youth Internship position). Without them, we would not have been able to provide services to so many library users; especially with three staff members on vacation throughout the summer.

The Library Advisory Board is scheduled to meet Tuesday, August 5, 2014 at 5pm here at the library. Sarah Andrew has been appointed to fill Seat G as the representative for the UAF, Bristol Bay Campus. Thankfully, we now have a full board.

The FOL had their annual summer book sale on Saturday, June 14th. The weather was sunny, and again it was a great success. The book sale continues in the library entry way with donations to the FOL. Their next meeting will be Saturday, August 2nd.

The Alaska OWL Internet Technology Aide Grant Agreement for FY 2015 will continue through September 30, 2014; but that will be the end of this three year grant. We realize how important this position has been to meet our computer and internet needs.

The Summer Reading Program (Fizz, Boom, Read!) is all but over. Thanks to Betty Jane Bryant leading ages 3-6; Maureen Eldridge & Laurel Sands with youth ages 7-11, and Wanda Wilson helping the teens. Total of 50 registered children for the summer!

Library Stat report for May 27th – July 26th, 2014:

Patron Visits: 9,593 Computer Use: 2,822 Story Hour: 16
Other Visits (including Summer Reading Program): 267 Museum Use: 317
Videoconferencing: 0 AWE Station Use: 75
Approximately 32.5 volunteer hours logged

Mayor
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Manager
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MEMORANDUM

Date: July 21, 2014
To: Rose Loera, City Manager
From: Jody Seitz, Director of Planning and Grants
Subject: June/July Report

Airport: ADOT is finishing up work on the runway. KNIK is on schedule to complete their work by August 15. Then FAA will restore service to their equipment.

CIP: The Capital Improvements Plan Update was approved by the Planning Commission and is ready for the Council's review at the August 7 meeting. The Legislative Priorities list has also been identified. Top Projects are #1 Wastewater Treatment Plant and Outfall; #2 Landfill Improvements; and #3 Public Safety Building.

Downtown Streets: I have been asked to find documentation on the City's purchase of Lots 16, portion of 17, and 18, Block 19 USS 2732, for right of way which the City committed to use as match for the project. It turns out that D Street is an ADOT Right of Way per Public Land Order 2132, and the land under the Downtown Fire Hall is owned by the City, not leased.

Encroachment Permits: At its July 9th special meeting, the Planning Commission approved recommendations for two long term encroachment permits for connections to the City sewer system, one for the BBEDC after the fact, and the other for SAFE, which would like to install a sewer line to connect to the City's sewer system. The line will only carry black water, and is SAFE's responsibility to install, maintain, and repair. There is a request to amend the Nushagak permit (LTE2014-02) to install utilities to Tract D in Mission Subdivision, and a request for a sewer tie-in pending.

Staff is coordinating with Finance Department and Public Works to improve our process and permit applications for water and sewer hook-ups.

Positive feedback from Nushagak is that the City's process gives them time to make sure that the proper easements exist and that the project is well-developed. In the long run, I'm told, this permitting process results in better placement of utilities and fewer mistakes for the company.

Evergreen Cemetery: ADOT is preparing an agreement for use of the Evergreen Cemetery. The cemetery can still be used for burials and gatherings, but there is an FAA/ADOT easement over the area, the 1981 Avigation and Hazard Easement, which was created to keep obstructions out of the area in case it is needed for use by aircraft. The agreement will have the following guidelines for continued use of the cemetery:

- New burials should have grave markers flush to the ground.
- Gatherings in the cemetery should be coordinated with the Airport Manager.
- There is a 100 foot setback that should not be used for future burials, even after the runway is shifted 150 feet away from the cemetery. See attached map.
- The state is not requiring existing grave markers to be removed or replaced.

Floodplain Management: One new permit has been issued this year. There are two applications pending. Attended National Association of State Floodplain Managers conference in Seattle in June. One workshop demonstrated some very interesting (new to me) methods of erosion control and river engineering to restore salmon habitat. I studied for and passed the certification exam to be a Certified Floodplain Manager. I also learned about new national legislation which will affect the cost of flood insurance. On returning from the conference I refined our plan for addressing the Community Assistance Visit, began to implement it, starting with a review of City files for past compliance from the beginning of the program in Dillingham.

Harbor Lease Lots: The Planning Commission approved the preliminary plat of Harbor Lease Lots Resubdivision July 9th. The plat preserves the City's parking area, and extends lease lot 3. The plat can now be finalized and approved administratively.

Loans: We have one loan request to ADEC for a low interest loan to provide a match to the Municipal Matching Grant (28305 - \$2.074 million) for a new well and other projects.

Municipal Matching Grants: Our plan is to use what we currently have, since the City does not have matching money to use with these grants. We will focus on finishing our top 3 priority projects. The Public Safety Building is going to require a search for funding.

Port Land Exchange: The state has agreed to remove the reverter clause from ASLS 98-33, the old job service site. Once recorded, the City can include this property in the land exchange.

Road Projects: The Kananak road project from Squaw Creek to the hospital is finishing up with guardrail, signs, more seeding, and some minor cleanup work. Work began on Kananak Road from Squaw Creek to D Street in mid-July beginning with culverts. Road closures are expected for the 3 deep culvert crossings between Wood River Road and the south end of the runway.

State Land Grant for a community center (ASLS 2005-51): Once the Council approves of the two easements in this packet, they can be recorded and referenced on the final plat which can then go to the Planning Commission for approval and recording.

Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: 7-14-2014
To: Rose Loera / City Manager
From: Jean Barrett / Port Director
Subject: June / July Monthly report

As the long summer days give way to longer summer nights and the activity that was the 2014 Nushagak fishing season dwindles I am once again amazed at the swiftness this storm blows through. It was just May the other day and the dock was preparing for the first barge of what has been a very busy season and the "dredge guys" were gearing up to pump the many thousands of cubic yards of mud from the harbor! Like the old saying goes "time flies when you're having fun".

HARBOR

The Harbor has had a very busy summer with the extraordinary amounts of boats that fished the Nushagak this summer. Below are some interesting numbers:

- To date we have sold 332 seasonal vessel stickers and 234 seasonal skiff stickers;
- On our fullest day in June we had over 350 Bristol Bay 32' drift boats in the harbor (I know that is more than the number of stickers sold, but we still have a few to collect);
- After having to pump several of the floats every day last summer just to keep them above water we have had to pump one just twice this summer. I would say the rubber that we painted on the bottom of them worked. I love it when a plan comes together.

BATHHOUSE

After many hours of working on the Showers between myself and the Building and Grounds crew, we were almost maintenance free this summer.

- The Showers worked great and made good money when the fleet was in;
- There has been very little vandalism this year, with the exception of a broken fixture in the men's rest room.

ICE MACHINE

The ice machine had run perfectly up until a week ago when the freezer unit quit unexpectedly leaving us with 4 tons of quickly melting ice. I suspect we will need to replace the air conditioning unit. We will know more next week when we get a freezer tech in here to troubleshoot the problem.

DOCK

As mentioned above the dock has been very busy and looks to be on course to have the type of year we would like to see every year. From the very first barge up to the most recent one we have been full to capacity. We have received more freight so far this summer than we have over the past several seasons, with the many projects going on in the area: continued work and paving of the local roads, the new school for Koliganek and the bridge project at Aleknagik.

The dock crew has had to do a lot of juggling to keep organized and make room for all of the fish we were anticipating.

Speaking of fish.... Here are some numbers from the fishing season so far:

- Icicle Sea foods has shipped approximately 2.9 million pounds of frozen fish;
- Peter Pan Sea foods has shipped approximately 3.13 million pounds of frozen fish; and
- Peter Pan Sea foods has shipped approximately 2.45 million pounds of canned salmon.

I mention "so far", because the fishing is not done as of the time of this report. There are still Sockeye to be processed and there are many boats still in the water awaiting the Pinks and Silver runs which are anticipated in the next few weeks.

I am working on getting staff into a BBEDC funded crane certification class during the third week of August at SAVEC in King Salmon. We were hoping to be able to send a couple of Public Works operators also, but it appears that we cannot make this happen.

That is what has been happening outside my window the past two months.

Jean

Mayor
Alice Ruby

Manager
Rose Loera



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Paul Liedberg

MEMORANDUM

Date: July 29, 2014
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **August 2014 Council Report** (*reporting period 5/28/14 to 7/29/14*)

The Public Safety Department had a busy summer.....

POLICE:

June

- ❖ 567 Calls for service
- ❖ 59 Incident reports
- ❖ 33 Persons arrested
- ❖ 61 Title 47/Protective custody
- ❖ 55 Citations issued

July

- ❖ 509 Calls for service
- ❖ 63 Incident reports
- ❖ 42 Persons arrested
- ❖ 48 Title 47/Protective custody
- ❖ 48 Citations issued

The patrol division was fully-staffed this summer for the first time in years. This allowed us to be safely proactive and productive in our enforcement efforts. Unfortunately, this is short-lived as two officers are resigning. One of them to drive heavy equipment for the Public Works Department, the other to follow his wife to her new job in the Lower 48. We are currently advertising the positions and we already have a list of applicants. We hope to have the positions filled soon.

We have applied for a grant from the Alaska Dept. of Public Safety to try and fund an Investigator position to assist with the WAANT unit.

We have also applied for a grant from the Alaska Division of Homeland Security for radio encryption equipment for the police and fire departments; ballistic protection gear for the police; oil spill response equipment for the port; and a response boat.

CORRECTIONS:

June

- ❖ 52 Total Inmates
- ❖ 63 Title 47/Protective custody

July

- ❖ 61 Total Inmates
- ❖ 48 Title 47/Protective custody

Our electronic fingerprint machine is finally all set up and all staff are trained in its use.

We are now collecting DNA from inmates charged with felony and person crimes. This new procedure is in compliance with State statute.

We have been reviewing and updating our procedures pertaining to prisoner searches, transports, and telephone usage in an effort to improve and standardize our operations.

DISPATCH:

June

- ❖ 767 Calls for service
- ❖ 74% Dispatched to Dillingham Police
- ❖ 19% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Fire
- ❖ 3% Dispatched to Animal Control
- ❖ 153 911 calls received

July

- ❖ 708 Calls for service
- ❖ 72% Dispatched to Dillingham Police
- ❖ 19% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 4% Dispatched to Animal Control
- ❖ 193 911 calls received

Phase I of the Alternate EOC project has been completed. We now have a satellite Dispatch Center with a radio and telephone console located at the Lake Rd Firehall.

We now have a new high storage server which replaces our 2 aging, low storage servers. This multi-purpose server has space for to-be-determined future technological expansion.

ANIMAL CONTROL:

June

- ❖ 7 Dogs/cats impounded
- ❖ 4 Dogs/cats returned to owners
- ❖ 1 Surrendered Animals

- ❖ 2 Animal/Adoption
- ❖ 3 Rabies/Parvo shot given
- ❖ 2 compassionate euthanasia
- ❖ 4 Citations issued

July

- ❖ 5 Dogs/cats impounded
- ❖ 4 Dogs/cats returned to owners
- ❖ 0 Surrendered Animals
- ❖ 1 Animal/Adoption
- ❖ 5 Rabies/Parvo shot given
- ❖ 2 compassionate euthanasia
- ❖ 0 Citations issued

Since the last Council meeting we have been closely following the procedures outlined in the Shelter Operations Manual. Impounded animals, and animals up for adoption are now being posted on the City's Facebook account, as well as a newly created section on the City of Dillingham website labeled Animals in Shelter. This has greatly reduced the amount of animals requiring euthanasia.

DMV:

July

- ❖ 118 Registrations/Titles
- ❖ 105 Driver's License/IDs
- ❖ 6 Road tests

Our regular full-time DMV agent is back to work.

Message from Gail:

So great to be back in Dillingham. I can't thank Dean Heyano and Stephanie Koutchak enough for standing in for me in spite of the overwhelming stress of insufficient State training and the high volume of summer DMV traffic. They did a wonderful job and I am so grateful to both of them for standing in for me. Thanks also to City Manager Rose Loera and Chief Dan for their coordination magic in keeping DMV open and running. Thanks to all of you that so selflessly donated your sick leave, I appreciate you so much. Anita Fuller, your spiritual support as well as your flawless knowledge of your job helped me in my recovery more than I can express. To all of you that sent prayer support, it worked. I am well even though it took seven months. God's hands smoothed the way because my cancer journey was more like I was watching then participating. Thank you to all of you, again.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
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Bob Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: July 29, 2014
To: Rose Loera, City Manager
From: Stephanie McCumber, Fire Coordinator
Subject: July 2014 Department Head Report

Summarization of EMS Responses in June – 19 Runs; 53 Total Man Hours

- Total of Ambulance Transports
 - 3 Seizure/Convulsions
 - 3 Medical Transport
 - 1 Pain
 - 2 Breathing Problem
 - 4 Traumatic Injury
 - 1 Choking
 - 1 Chest Pain
 - 1 Stroke
 - 1 Sick Person
 - 1 Diabetic Problem
 - 1 Other

There have been no Fire Calls for the month of July.

PROJECTS COMPLETED

- Department meetings were suspended for the month of July for the fishing season.
- We were happy to receive new office equipment from the USDA Offices.
- We have organized our storage to better fit the needs of our Department and incoming gear.
- We inventoried and organized our Airport Station.
- Vehicle check-off were completed.
- We received the Emergency Management Performance Grant and was awarded \$10,000. The Fire Coordinator will be traveling to Anchorage on July 31st to tour the State's Emergency Operations Center and talk with them about future grants and how to strengthen our Emergency Management System.
- We had an educational outreach with the Culture Camp at the School. The first day we explained fire safety and how a Firefighter and EMT operate. The second day we brought Engine 1 and showed them our tools. We also hooked up to the hydrant and let them spray water from the hose.
- We have identified and are working on structural problems with Engine 3.

ON-GOING PROJECTS

- Chief Heyano has been in contact with KME who are building our new fire truck and they report the truck is on schedule and should be here by the last barge.
- The Fire Coordinator has been researching a new ambulance and has been in contact with Anchorage Fire Dept. about their Dodge Ambulance. Anchorage is very pleased with their Dodge ambulance and have ordered 5 more.
- We are in the process of setting up the wild lands trailer to fit our Department's needs.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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Paul Liedberg

MEMORANDUM

Date: June 24, 2014
To: Rose Loera, City Manager
From: Stephanie McCumber, Fire Coordinator
Subject: June 2014 Department Head Report

Summarization of EMS Responses in June – 11 Runs; 70 Total Man Hours

- Total of Ambulance Transports
 - 1 Anaphylactic Reaction
 - 1 Medical Transport
 - 3 Pain
 - 1 Breathing Problem
 - 2 Traumatic Injury
 - 2 Rescue
 - 1 Chest Pain
 - 1 Unconscious

Summarization of Fire Responses in June – 3 Calls; 28 Total Man Hours

- 2 Motor Vehicle Accidents
- 1 Vehicle Fire

PROJECTS COMPLETED

- For the Combo Meeting, we were given a tour of the Peter Pan facilities for planning purposes.
- The Department reviewed engineering and hose training at the Fire Meeting.
- At the Rescue Squad Meeting, we played Trivial Pursuit EMS Edition.
- The Fire Coordinator and Assistant inspected Peter Pan's Self Contained Breathing Apparatus (SCBA) for refilling the bottles.
- The Fire Coordinator and Volunteer John Dunson fit tested 3 of Peter Pan's workers for wearing SCBA's.
- Work was completed on Engine 2 for replacing a valve and cleaning the pump.
- The Emergency Management Performance Grant was applied for to aid in the salaries of employees involved with emergency disaster response.

ON-GOING PROJECTS

- The enclosed trailer is being prepped for paint and shelves.
- Engine 3 is being modified by the City Maintenance Shop to hold 8 additional SCBA bottles.
- The Fire Coordinator is working with the Chief of Police on the State Homeland Security Grant Program (SHSP) to acquire emergency disaster response supplies.

City of Dillingham

Page 1 of 1

Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy.

** We will take a leadership role and partner with others to achieve economic development and other common goals. * We will develop a high quality City workforce to serve the community. * We will promote excellence in education.*

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
Chris Maines
Bob Hipshot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: July 30, 2014
To: Rose Loera, City Manager
From: Francisco Garcia, Public Works Director
Cc: Dillingham City Council
Subject: Director's Report, July 2014 – Public Works Department

Streets

- hauling reject rock from Buchholz pit to sea wall;
- grading some roads;
- hired a new equipment operator.

Water/Sewer

- doing monthly water and sewer sampling;
- helped with Dillingham Hotel water repair;
- washing down lift stations;
- two operators attended confined space class.

Shop

- keeping up with equipment and vehicle maintenance;
- inspected the new equipment purchased from Bennett's enterprises;
- constant repair of fish bin door at the landfill;
- installed new tires on beal end dump;
- fabricating tank holders for fire dept.;
- two employees attended confined space training.

Buildings and Grounds

- keeping lawns cut and garbage cans emptied;
- worked on the senior center basement flooding and removed sludge and mold build-up due to a broken pipe;

- helped install the bear fence at the landfill;
- two employees attended confined space training.

Landfill Dept.

- been really busy keeping trash buried and keeping up with trash intake;
- finally got the bear fence up and it is working great in keeping the bears out;
- BBEDC intern started at the landfill allowing 2 operators to work on burying trash;
- Cardboard and wood pile is almost completely burned.

Francisco (Pancho) Garcia
Public Works Director
(907)842-4598

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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Bob Himschoot
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Paul Liedberg

MEMORANDUM

Date: July 24, 2014
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of June, the Senior Center served 659 congregate meals to 66 individuals, 163 home delivered meals to 8 individuals, gave 442 assisted rides to 27 individuals and 188 unassisted rides to 27 individuals.

We had one renter for the month of June, and the Pinochle player's group continues to rent the dining room every Friday. Every third Saturday, the Quilters rents the Senior Center.

Anna Mae Bartholomew has been busy with Bingo, and Elder Day. Elders were treated to haircuts, nail polish, and they also did car washes.

We also had youth from the Valley that visit here every summer to volunteer here at the Center. They helped with a lot of cleaning, which is always welcome since we are a little short on staff.

James Gregory, is our summer intern from BBEDC. He has been a big help in the kitchen preparing with the meals on wheels, setting the tables, washing dishes, and a lot of cleaning.

The Senior Center is still collecting items for a rummage sale. We are accepting everything, except clothing.

Our next Advisory Board is August 6th.

I. CALL TO ORDER

The Finance and Budget Committee met on Tuesday, May 27, 2014, at the City Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 5:38 p.m.

II. ROLL CALL

Committee Members present:

Bob Himschoot – attended via teleconference	Mayor Alice Ruby
Keggie Tubbs	Tracy Hightower
Manager Rose Loera	Carol Shade – attended via teleconference

Guests present: Francisco "Pancho" Garcia

III. APPROVAL OF MINUTES

A. Minutes of April 28, 2014

MOTION: Manager Loera moved and Tracy Hightower seconded the motion to approve the minutes of April 28, 2014.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

Mayor Ruby asked to revise the agenda by moving FY 2015 Proposed Budget under New Business.

A. Minutes of April 28, 2014

MOTION: Bob Himschoot moved and Carol Shade seconded the motion to approve the agenda as revised.

GENERAL CONSENT: The motion passed without objection.

V. STAFF REPORTS**VI. UNFINISHED BUSINESS**

A. Fiscal Policy Development

1. Review Internal Controls – Update (*Postponed*)

B. Rate Review

1. Equipment Rates – (*Postponed*)

2. Landfill Rates

Manager Loera introduced the new proposed rates and recommended applying a \$75 fine for uncovered loads that was adopted last November and removing all other uncovered load charges.

Follow-Up:

- Clarify the definition for an uncovered load.

MOTION: Tracy Hightower moved and Bob Himschoot seconded the motion to recommend the proposed rates to the Council.

VOTE: The motion passed without objection.

C. Annexation Appeal Update

Manager Loera reported Attorney Brooks Chandler was hopeful a petition to reconsider annexation would be in front of the legislature by January 15, 2015.

VII. NEW BUSINESS

A. Introduce FY 2015-2020 CIP List

Manager Loera reported the CIP list was for review, comments welcomed, and would be finalized in the fall.

Discussion:

- Noted the School District was hoping to include their major projects into the City's CIP list and ranked, similar to the City;
- Noted the City would be in a better position next year given the timeline, but would make an effort this year.

B. FY 15 Proposed Budget

1. Updated Revenue and Expense Summary

Finance Director Shade reviewed the few minor changes that had been made since the last meeting.

2. Proposed Resolution No. 2014-31, Approve Wage Schedule

Finance Director Shade reported the FY15 budget included a one per cent wage increase that would be applied across-the-board. The one percent increase was approved in the union contract agreements.

3. E-911 Special Revenue Fund Plan

Manager Loera reported she was not recommending any changes to the surcharge.

Follow-up:

- Annually reevaluate the components that make up the surcharge; i.e. Percentage of E911 calls of the total calls that come through dispatch.

4. Equipment Purchases

Manager Loera compared the cost of the equipment purchase proposal from Bennett and anticipated revenue to rent the equipment to others, against the estimated cost for the City to rent equipment from other sources. The City's attorney had confirmed the City would be following its procurement policy. The purchase would fall under an exemption for one-time purchases.

Discussion ensued over considerations for renting equipment based on qualified drivers and not wanting to compete with private sources unless equipment was not available.

Follow-up:

- Work with City's attorney on an equipment rental agreement;
- Review equipment rental rates.

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to recommend presenting a FY14 budget amendment at the June 5 workshop to purchase the equipment, introduce an ordinance at the June 5 Council meeting, and adopt at the June 19 Council meeting.

VOTE: The motion passed unanimously.

5. FY15 City Projects

Manager Loera reviewed the current status of a list of City projects and potential funding sources.

Follow-up:

- Move the purchase of a small mower toward the top of the list.
- Equipment broom could possibly be purchased from remaining BBEDC grant funds.

IX. PUBLIC/COMMITTEE COMMENT(S)

Rose Loera and Francisco "Pancho" Garcia thanked the committee for considering the equipment requests.

X. ADJOURNMENT

The meeting adjourned at 7:17 p.m.

Bob Himschoot, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____