



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 – MARCH 13, 2014**

David B. Carlson Council Chambers

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

REGULAR MEETING	7:00 P.M.	MARCH 13, 2014
------------------------	------------------	-----------------------

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Regular Council Meeting – February 6, 2014

IV. APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

V. STAFF REPORTS

- A. City Manager Report
- B. Standing Committee Reports

VI. PUBLIC HEARINGS

- A. Adopt Ordinance No. 2014-01, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY 2014 City of Dillingham Budget
- B. Adopt Ordinance No. 2014-02 (SUB-1), An Ordinance of the Dillingham City Council Amending DMC Section 2.09.010, Regular Meetings, to Remove the Obligation to Hold a Council Meeting the Third Thursday in April and May to Review the Budget
- C. Adopt Ordinance No. 2014-03, An Ordinance of the Dillingham City Council Amending Chapter 4.20 of the Dillingham Municipal Code to Exempt from Sales Tax Sales of Electricity and Telephone Services to Users Outside the city, Professional Services Provided Outside the City, and Non-Commercial Personal Property Ordered for Delivery from Outside and Delivered to a Person Within the City

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

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt Ordinance No. 2014-01, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY 2014 City of Dillingham Budget
- B. Adopt Ordinance No. 2014-02 (SUB-1), An Ordinance of the Dillingham City Council Amending DMC Section 2.09.010, Regular Meetings, to Remove the Obligation to Hold a Council Meeting the Third Thursday in April and May to Review the Budget
- C. Adopt Ordinance No. 2014-03, An Ordinance of the Dillingham City Council Amending Chapter 4.20 of the Dillingham Municipal Code to Exempt from Sales Tax Sales of Electricity and Telephone Services to Users Outside the city, Professional Services Provided Outside the City, and Non-Commercial Personal Property Ordered for Delivery from Outside and Delivered to a Person Within the City
- D. Introduce Ordinance No. 2014-04, An Ordinance of the Dillingham City Council Amending the Dillingham Municipal Code to Consistently Apply the Title of Six Year Capital Improvement Plan
- E. Introduce Ordinance No. 2014-05, An Ordinance of the Dillingham City Council Amending Chapter 4.15 of the Dillingham Municipal Code to Allow Limited Exceptions to the Deadline for Filing an Assessment Valuation Appeal and Defining the Circumstances in Which a Request for Such an Exception Will be Considered and Granted
- F. Introduce Ordinance No. 2014-06, An Ordinance of the Dillingham City Council Amending Chapter 18.16 of the Dillingham Municipal Code to Provide a System of Permits and Reviews to Respond to a Variety of Land Use Activities and Creating New Title 19, Material Site Regulation
- G. Introduce Ordinance No. 2014-07, An Ordinance of the Dillingham City Council Authorizing the Sale of Tax Foreclosed Property to the Former Record Owner
- H. Adopt Resolution No. 2014-14, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes for the Years 2008-2013
- I. Adopt Resolution No. 2014-15, A Resolution of the Dillingham City Council Approving Vacation of a Portion of Second Avenue West
- J. Adopt Resolution No. 2014-16, A Resolution of the Dillingham City Council Approving Task Order No. 1 with CH2M Hill to Continue Work on the Wastewater Treatment Plan Project to Address Non-Compliance Issues

IX. UNFINISHED BUSINESS

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

2. Planning Commission, 2 Seats Open
3. Senior Advisory Commission, 1 Seat Open
4. Parks and Recreation Committee, 3 Seats Open
5. Library Advisory Board, 1 Seat Open

B. BOE Training Workshop Scheduled for Wed., April 9, 2014, at 6 PM

X. NEW BUSINESS

- A. Action Memorandum 2014-02, Award a Contract to _____ for RFP 14-01, Municipal Solid Waste Thermal Conversion System
- B. Schedule an Organizational Meeting of the BOE – April 24, 2014 at 5:30 PM
- C. Schedule a Special Joint City Council and Planning Commission Meeting for Wed., March 19, 2014, 7 PM, on Subdivision Access

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

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Thursday, February 6, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:11p.m. This meeting was preceded by a workshop at 6:00 p.m. to review the FY 2014 quarterly financial statements and the FY 2014 mid-year budget amendments.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson, Seat A
Chris Maines, Seat B
Bob Himschoot, Seat C
Tracy Hightower, Seat E
Paul Liedberg, Seat F

Keggie Tubbs, Seat D – absent and excused

Staff in attendance:

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

III. APPROVAL OF MINUTES

A. Regular Council Meeting – January 9, 2014

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the minutes of January 9, 2014.

VOTE: The motion to approve the minutes of January 9, 2014 passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to approve the agenda as presented.

VOTE: The motion to approve the agenda passed unanimously.

V. STAFF REPORTS

A. City Manager Report

City Manager Loera reported on the following:

Staffing Changes – Stephanie McCumber was promoted to the Fire Dept. Coordinator position; close to hiring a Fire Dept. Asst.; Public Works Director would be supervising the landfill; had hired a Heavy Equipment Operator;

Landfill Status – DEC will no longer allow open burning after June 1, 2014; advertising for an incinerator or thermal conversion system, CH2M Hill preparing to file for a new landfill permit application; can include an interim plan while the City worked on its long term plan, but not interested in spending down the existing \$1.9M legislative appropriation for a temporary solution, but if needed staff was researching the price of a bailer, the City's crushing equipment was not heavy enough to compact the garbage;

All Tide Dock – should be receiving a check for \$275K for repair work that was already paid out; Public Safety Facility Planning Process Phase I – looking at 27,000 sq ft to accommodate fire dept., public safety, corrections, and Army National Guard, a cost of \$20M; three sites had been preferred, of which one was at the hockey arena, and two were located in the flood zone around the harbor area, researching if it could be built in the flood zone;

Request to extend Harbor Lease Lot #3 – City will be going out to bid; not interested in losing any parking area;

Strategic Planning Session – March would not work, looking at April 12;

WAANT Unit – State Troopers were advertising to fill the vacant position and looking to bring in someone at least once a month until it was filled;

DOT Open House, March 26, evening - discuss major projects to be completed, and then travel to Aleknagik the day after;

Two New Patrol Cars on site – waiting to get the decals attached.

Discussion:

- asked City Manager to follow up on Planning Director's recommendation to revise its code to correct "Five" Year Capital Improvement program to "Six"; and
- spoke in favor of the City not just focusing on one option for the landfill.

B. Standing Committee Reports

Paul Liedberg, Chair of Code Review Committee reported a special meeting with Chris Beck was held January 30 to bring in the gravel operators to get their input on a proposed ordinance to regulate material sites; will be meeting with Planning Commission on Saturday, from 9 to 11 AM, everyone welcome to attend, then review comments with Code Review Committee on Monday, Feb. 10, at 4:30 PM.

Mayor Ruby, Acting-Chair, Finance and Budget Committee, reported the committee had looked at a report on the health care increases, that part of it came from the number of claims filed over the last year; from the mid-year budget review would revisit the three positions that were being recommended; would drop research on a scale for the landfill, the priority was to get the landfill certified; felt it was not necessary to analyze the E911 rates at this time since they had been changed in the last several years.

Mayor Ruby, School Facility Committee, reported most of the discussion was about the assessment on the Territorial School, the cost of \$1.8 M just to make it habitable and safe, and would plan to move the March meeting to April and bring back a recommendation to the Council.

VI. PUBLIC HEARINGS

There were no public hearings.

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

There was no citizen's discussion.

VIII. ORDINANCES AND RESOLUTIONS

- A. Introduce Ordinance No. 2014-01, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY 2014 City of Dillingham Budget

MOTION: Paul Liedberg moved and Bob Himschoot seconded the motion to introduce Ordinance No. 2014-01.

VOTE: The motion to introduce Ordinance No. 2014-01 passed unanimously.

- B. Introduce Ordinance No. 2014-02, An Ordinance of the Dillingham City Council Amending DMC Section 2.09.010, Regular Meetings, to Remove the Obligation to Hold a Council Meeting the Third Thursday in April and May to Review the Budget

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to introduce Ordinance No. 2014-02 (SUB-1).

VOTE: The motion to introduce Ordinance No. 2014-02 (SUB-1) passed unanimously.

- C. Introduce Ordinance No. 2014-03, An Ordinance of the Dillingham City Council Amending Chapter 4.20 of the Dillingham Municipal Code to Exempt from Sales Tax Sales of Electricity and Telephone Services to Users Outside the city, Professional Services Provided Outside the City, and Non-Commercial Personal Property Ordered for Delivery from Outside and Delivered to a Person Within the City

MOTION: Bob Himschoot moved and Tracy Hightower seconded the motion to introduce Ordinance No. 2014-03.

VOTE: The motion to introduce Ordinance No. 2014-03 passed unanimously.

- D. Adopt Resolution No. 2014-09, A Resolution of the Dillingham City Council Approving the Application to the Rasmuson Foundation for a Tier I Grant for the Senior Center

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve Resolution No. 2014-09.

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

- E. Adopt Resolution No. 2014-10, A Resolution of the Dillingham City Council Authorizing the City to Complete a Questionnaire for a Loan from the Alaska Drinking Water Fund

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

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

- F. Adopt Resolution No. 2014-11, A Resolution of the Dillingham City Council Authorizing the City to Apply for a Loan from the Alaska Clean Water Fund

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to approve Resolution No. 2014-11.

Manager Loera noted the resolution would authorize the City to apply for a low interest loan if it was needed.

VOTE: The motion to approve Resolution No. 2014-11 passed unanimously.

- G. Adopt Resolution No. 2014-12, A Resolution of the Dillingham City Council Approving the Legislative Reauthorization of the Dillingham Library and Museum Building Roof Repairs, Number 13-DC-317

MOTION: Tracy Hightower moved and Bob Himschoot seconded the motion to approve Resolution No. 2014-12.

Manager Loera reported the City had not used all the funds from its appropriation for the roofing project and would need Council approval for the legislature to reappropriate the remaining money to repair the rest of the building that had major structural issues.

VOTE: The motion to approve Resolution No. 2014-12 passed unanimously.

- A. Adopt Resolution No. 2014-13, A Resolution of the Dillingham City Council Authorizing a Land Sale Contract on Foreclosed Property

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to approve Resolution No. 2014-13.

Manager Loera reported the City had foreclosed on a piece of property and was looking to contract with the owners with the assistance of the City's Attorney to sell the property back to them.

VOTE: The motion to approve Resolution No. 2014-13 passed unanimously.

IX. UNFINISHED BUSINESS

- A. Citizen Committee Appointments
 - 1. Cemetery Committee, 4 Seats Open
 - 2. Planning Commission, 3 Seats Open
 - 3. Senior Advisory Commission, 1 Seat Open
 - 4. Parks and Recreation Committee, 4 Seats Open

Mayor Ruby reported she had received two letters of interest, and was recommending Julie Baltar's reappointment to the Planning Commission and Bernina Venua to the Parks and Rec Committee.

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to concur with the Mayor's recommendations.

VOTE: The motion passed unanimously.

- B. Strategic Planning – Approve a Workshop for April 12, 2014

Mayor Ruby asked the Council to let the City Manager know if April 12 will work for them.

- C. Consider Regulating Material Sites - Update

There was nothing to add.

- D. Request for a Late-Filed Appeal

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to send the draft ordinance to the Code Review Committee.

VOTE: The motion passed unanimously.

- E. Juneau Hill Visit

Mayor Ruby noted the focus of the visit the week of February 10 would be lobbying for the public safety/corrections facility. Council members Paul Liedberg, Chris Maines, Manager Loera, and Chief of Police Pasquariello would be traveling to Juneau.

X. NEW BUSINESS

- A. BOE Training Available

Mayor Ruby recommended setting aside at least a couple of hours before a Council meeting, or the night before, and looking at the month of April.

B. Reschedule March 6 Council Meeting to March 13

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to reschedule the March 6 meeting to March 13.

Mayor Ruby noted rescheduling the meeting was to avoid a conflict with the SWAMC conference.

VOTE: The motion passed unanimously.

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

There was no citizen's discussion.

XII. COUNCIL COMMENTS

Bob Himschoot:

- thanked the staff and shared he had received a compliment from a resident who was pleased with the response from Public Works on a problem with a lift station.

XIII. MAYOR'S COMMENTS

Mayor Ruby:

- noted she was registering for the SWAMC conference, and noted there was money in the budget for a few Council members who might want to attend;
- noted the City had earlier provided three names to the Governor for the Wood Tikchik Parks Board, and were looking for another name now that Bob Himschoot was planning to leave.

Paul Liedberg offered his name.

- reported she had yet to draft a resolution on the Chikuminak Dam, but it would be forthcoming;
- reported she had drafted a letter to ask the Board of Fisheries to change their decision to hold their Bristol Bay meetings in Anchorage; and
- asked for a moment of silence to acknowledge all those lost since the last meeting.

XIV. EXECUTIVE SESSION

There was no executive session.

XV. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:06 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 3, 2014
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: February Monthly Report

Vacancies – we are currently advertising six positions – Senior Patrol Officer, Library Aide/Clerk, Executive Assistant/HR, Corrections Officer, Wastewater Water Operator II and Admin Assistant/DMV. Harbor and Dock also has vacancies in their seasonal workers that we'll be advertising soon.

Landfill – the RFP's for the landfill were opened on 2/19. We provided a Notice of Intent to Award to Inciner8 on 3/24/14. We are still working with them as of this report. There were two other bidders – Eco Waste Solutions and Penram. If negotiations with Inciner8 don't pan out Penram is the next in line.

Fire Marshall – the Fire Marshall was in town and inspected the Library, City Hall and the Senior Center. Each of these buildings received "Notification of Fire Hazard and an Order to Correct" for fire extinguishers due for annual service and emergency lighting not working. We have corrected all of the deficiencies and reported back to the Fire Marshall as required. Public Works is setting up a schedule for Buildings and Grounds staff for checking the fire extinguishers and emergency lighting on a monthly basis.

Dept. of Environmental Conservation Notice of Violations (NOV) – we received Notices of Violation for the sewage lagoon and for the landfill. We are required to respond within 30 days on how we will be addressing the deficiencies. Resolution 2014-17, in the Council packet, will address some of the deficiencies in the lagoon such as developing a Quality Assurance Project Plan and working on the aeration system this year rather than next year. The NOV for the landfill was incorrect and we are asking DEC to retract it.

Loader – as Jean Barratt noted in his monthly report the main loader that is used at the harbor and dock is no longer operating. This is an essential piece of equipment for putting in the floats at the harbor and moving around the container vans at the dock. A replacement for it is in the mid-year budget request. We had to purchase the loader

*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.*

before the mid-year budget was approved in order to get it on the first barge. There were three bids for this loader – a spreadsheet showing the bids is attached.

Projects – our new Project Manager, Gary Gordon, has hit the ground running. He came to Dillingham in February and discussed the projects that we will be working on this summer. The projects could include a septage receiving station, Snag Point erosion, a building at the landfill, and addressing the aeration system at the lagoon.

Squaw Creek Road – we were notified by the State of Alaska that they would be turning over the responsibility for the maintenance of Squaw Creek Road to the City of Dillingham in 2015. They claim that they should not have had the responsibility for maintenance of this road. I have not had a chance to discuss the issue with the State yet.

Public Safety Planning Process – Face to face meeting with all stakeholders will be March 12, 2014 from 5:30 pm to around 8 pm.

Out of the Office – 3/17 – 21/2014

Attachment: Loader Bids

*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.*

Brand / Model	Price	Availability / Accesories	Ranking
Volvo L110G	\$268,980.00	Available 2-24-14 with Snow Bucket, Heavy duty gravel bucket, cold weather pkg,	First choice
shipping	\$25,000	1 extra wheel, Pallet forks, 2 spare tires, Training for 3 employees, Comfort Pkg	
Total	\$293,980.00	Diagnostic tools and manuals, Shipping is included in this price	
Cat 962K	301,787.00	Available 2-24-14 with Snow bucket, Gravel bucket, Forks, Cold weather Pkg,	Second Choice
shipping	25,000	Comfort Pkg, Shipping is NOT included in this price	
Total	\$326,787.00		
Case 1021F	367,630.00	Available 2-24-14 with Gravel bucket, Forks, Cold weather pkg, Comfort Pkg	Third Choice
Shipping	25,000.00	we would need to purchase a snow bucket for \$12,995.00 + shipping of \$2500.00	
total	\$392,630.00	Shipping is not included in this price	

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 4, 2014
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Report

BOE Training Available Onsite

BOE Training has been scheduled with the State Assessor's Steve Van Sant, for Wednesday, April 9, 2014, from 6 to 8 PM in the Council Chambers. We could provide a dinner or have a potluck at 5:30 PM to welcome Steve and Wendy Lawrence, his co-worker, and congratulate him on his retirement.

Standing Item(s):

Records Retention - Update

State Survey. The State of Alaska recently circulated a survey for the purpose of providing improved records management assistance to local governments. The survey results will be available in 1-2 months. This is timely because in an effort to get my arms around our records management program, one of the questions was: Does your city/borough use microfilm for record preservation?

Records Management Policy. The City has a draft policy and a set of procedures that were created by consulting firm Acumen Information Systems, hired to help the City get its records program in place back in 2007. The policy has never been adopted, but if we get it in place it would firmly establish the City's record program and provide some guidelines.

Records Retention Schedule. The original schedule was approved by the City Council in 1986. Since then the State of Alaska Archives and Management Services completed a comprehensive review of the State of Alaska General Records Retention Schedule Number 300 in 2010 with some further amendments in 2012, Schedule Number 300.1. I am working on a revised schedule that will be passed by our Attorney to make sure everything is in order. It would then go to the Council for approval.

Commission/Board Seats Vacant

The City advertised in the Bay Times January 16 & 23, February 20 & 27 editions. The City also advertised on the City's website, posted the ad in three local places, and distributed the ad via the public notice email distribution list. Letters of Interest are due by March 6.

- Cemetery Committee – 4 seats vacant. No letters of interest on file.

The City began advertising in October 2012 to fill 6 vacant seats and continues to advertise in the Bay Times, City's website, and local postings. Two letters of interest are on file, but the seats will be appointed when there is a full board according to the minutes of December 6, 2012.

The Cemetery Committee was formed to provide better control and structure of the cemeteries that will benefit the community, and also aid in exploring a structure that might best serve the limitations and needs of the community. This committee expires on Oct. 31, 2014, unless extended by the City Council.

The Committee will assist and advise the City Manager to:

1. 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.);
 2. establish a process for maintaining records of sites in the cemeteries;
 3. establish a process for procurement of City cemetery lots; and
 4. identify improvements needed and ways to accomplish the improvements. The Cemetery Committee was formed to provide better control and structure of the cemeteries that will benefit the community, and also aid in exploring a structure that might best serve the limitations and needs of the community.
- Library Advisory Board – 1 seat open, (plus the seat for a U of A, Bristol Bay Campus representative). No letters of interest on file.
 - Parks and Recreation Committee – 3 seats open. No letters of interest on file. The three seats expired in January.
 - Planning Commission – 2 seats open. No letter of interest on file. One of the seats expired in December and the other was vacated last fall.
 - Senior Advisory Commission – 1 seat open. There is a letter of interest in the Council Packet.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 3, 2014
To: Rose Loera
City Manager
From: Carol Shade
Finance Director
Subject: January 31, 2014 Financial Report

As of the end of January 2014, we should have received 58% of the budgeted revenues and not have spent more than 58% of the budgeted expenditures. The total revenues at January 31, 2014 were 68% and total expenditures were 60%. In comparison, total revenues for FY13 at January 31, 2013 were 74% and expenditures were 67%. 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	\$8,104,577	\$6,087,843	75%	\$8,204,314	\$5,746,907	70%
Special Revenues	2,628,536	1,523,448	58%	2,967,446	1,607,362	54%
Capital Projects	3,660,776	2,159,128	94%	1,326,640	1,843,847	139%
Total Revenues	\$14,393,890	\$9,770,420	68%	\$12,498,400	\$9,198,116	74%
Expenditures						
General Fund	\$8,044,870	\$4,595,819	57%	\$8,304,017	\$4,519,070	54%
Special Revenues	2,532,744	1,526,269	60%	2,663,347	1,221,298	46%
Capital Projects	3,720,979	2,413,568	65%	1,325,840	2,518,035	190%
Total Expenses	\$14,298,593	\$8,535,655	60%	\$12,293,198	\$8,258,403	67%

Below shows what remain of the \$738,419.70 of property tax receivables for taxes that were assessed for the 2012 and prior tax years as of January 31, 2014.

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>Total Decrease</u>	<u>% Collected</u>
\$ 186,084.63	\$101,828.75	\$287,913.38	\$450,506.32	61.01%

*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.*

2013 property taxes received through January 31, 2014:

<u>Invoiced to include Personal & Real Property</u>	<u>Personal Property Balance to be Collected</u>	<u>Real Property Balance to be Collected</u>	<u>Total Collected</u>	<u>% Collected</u>
\$2,181,347.60	\$31,366.61	\$177,075.88	\$2,004,271.72	92%

The Collections Specialist will be mailing out letters to all customers on the Denied Services List the first week of March. Currently there are 152 customers on the Denied Service list total \$467,477.03 due to the City of Dillingham in various types of services. Some of this amount is inclusive of the balances due for real and personal property taxes. As of February 25, 2014 there were 62 promissory notes totaling \$175,814.06, of which 12 have gone into a default status. The total of the notes in default is \$70,885.09. The promissory notes also include some real and personal property tax payers. As a clarification, a customer on the promissory note list who is in compliance with their agreement would not be on the Denied Services List.

Business Licenses renewals brought in \$2,400 in revenues during the month of January which represents 48 new or renewing business. The Receivables Accounting Technician is in the process of setting up the 2014 tax year in the property tax module in preparation for sending out the 2014 property assessments that need to be mailed by March 15 were mailed out.

Between November 27, 2013 and February 13, 2014 the Payables Technician processed 1,609 invoices, 326 checks totaling \$1,146,884.15. This included the \$375,000 for the quarterly payment to Dillingham City School District. Eighty-six purchase orders were processed. A total of 19 2013 1099s were processed.

Our receptionist decided to take the job as the Public Works Admin Assistant. We were lucky to be able to fill the position rapidly. Our new Cashier/Receptionist is Ramona Andrews-Pullon.

With that being said attached statements reflect the City's financial status as of January 31, 2014.

*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.*

City of Dillingham
Revenues and Expenditures as of January 31, 2014
Preliminary Figures

REVENUES:	January 31, 2014				January 31, 2013	
	Budget - FY13	MTD	YTD	Percent	YTD	INC/(DEC)
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,700,000	210,232	1,379,267	51.1%	\$ 1,364,936	\$ 14,330
Alcohol Sales Tax	265,000	22,040	153,856	58.1%	195,285	(41,429)
Transient Lodging Sales Tax	80,000	10,497	51,467	64.3%	54,962	(3,494)
Gaming Sales Tax	65,000	5,610	35,324	54.3%	38,630	(3,305)
Total Sales Tax	3,110,000	248,378	1,619,914	52.1%	1,653,812	(33,898)
Real Property Tax	1,500,000		1,578,248	105.2%	1,534,556	43,691
Personal Property Tax	500,000	(29)	524,511	104.9%	521,468	3,044
Total Property Taxes	2,000,000	(29)	2,102,759	105.1%	2,056,024	46,735
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	-	-
Raw Fish Tax	263,000	-	276,513	105.1%	339,410	(62,897)
Nushagak Fish Tax (Proportion transfer in)	400,920	-	310,000	77.3%	163,768	146,232
Shared Fisheries	33,000	-	-	0.0%	-	-
Revenue Sharing	209,869	-	210,704	100.4%	300,237	(89,533)
Payment in Lieu of Taxes (PILT)	419,516	-	422,987	100.8%	429,642	(6,655)
State Jail Contract	613,386	-	480,975	78.4%	360,313	120,662
Admin Overhead	348,137	-	213,861	61.4%	164,862	48,999
PERS on Behalf	232,178	28,126	218,940	94.3%	27,579	191,361
Other Revenues	399,571	21,685	231,191	57.9%	251,262	(20,070)
Total	2,994,577	49,811	2,365,170	79.0%	2,037,071	328,100
Total General Fund Revenues	8,104,577	298,161	6,087,843	75.1%	5,746,907	340,937
<u>Special Revenue Funds Revenues</u>						
Nushagak Fish Tax	460,139	32,157	386,942	84.1%	380,949	5,994
Water	217,781	12,521	127,608	58.6%	122,317	5,292
Sewer	250,598	22,633	145,047	57.9%	160,375	(15,328)
Landfill	354,228	5,046	219,567	62.0%	161,221	58,346
Dock	626,910	-	273,178	43.6%	391,452	(118,274)
Boat Harbor	242,414	5,422	103,329	42.6%	57,969	45,359
E-911 Service	70,000	6,100	44,970	64.2%	39,404	5,566
Senior Center (Grant)	118,290	271	87,837	74.3%	90,360	(2,522)
Senior Center (Non-Grant)	288,176	3,003	134,971	46.8%	203,316	(68,345)
Total Special Revenue Funds Revenues	2,628,536	87,152	1,523,448	58.0%	1,607,362	(83,914)
Fisheries Infrastructure	-	-	17,739	-	26,004	(8,265)
Borough Study Fund	-	-	10,644	-	15,603	(4,959)
Asset Forfeiture Fund	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	34,750	-	280,435	(245,685)
Water System Improvement	-	-	-	-	-	-
WasteWater Treatment Plant	2,000,000	-	1,355,699	67.8%	2,864	1,352,835
Force Main	-	-	91,187	-	1,228,805	(1,137,618)
Library Grants	52,893	13,880	13,880	26.2%	14,965	(1,085)
Library Roof	243,000	142,654	142,654	-	70	142,584
E911 Critical System Upgrades	-	-	-	-	-	-
FEMA Fire Truck	-	-	662	-	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	-	-	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	755	-	-	755
BBEDC (Various Projects)	-	13,123	52,111	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	-	-
Equipment Replacement Capital Project Fund	120,000	-	100,000	-	-	100,000
School Bond Project	-	-	650	-	(1,369)	2,019
Mary Carlson Estate Permanent Fund Revenue	1,500	-	1,289	-	(375)	1,663
Debt Service Fund Revenue	1,176,090	-	296,265	-	217,674	78,591
Landfill Oxidation	-	-	-	-	-	-
Landfill Phase 3	-	-	845	-	-	845
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	3,660,777	169,656	2,159,128	94%	1,843,847	222,509
Total Revenues	\$ 14,393,890	\$ 554,970	\$ 9,770,420	67.9%	\$ 9,198,116	\$ 479,531

City of Dillingham
Revenues and Expenditures as of January 31, 2014
Preliminary Figures

January 31, 2014

January 31, 2013

EXPENDITURES:	Budget - FY13	MTD	YTD	Percent	Actual	INC/(DEC)
General Fund Expenditures						
City Council	\$ 72,576	\$ 4,505	\$ 27,362	37.7%	\$ 35,956	\$ (8,595)
City Clerk	135,549	7,696	73,306	54.1%	71,403	1,903
Administration	303,750	22,557	158,711	52.3%	175,367	(16,656)
Finance	588,161	55,276	336,993	57.3%	332,317	4,676
Legal	90,000	4,551	37,881	42.1%	99,599	(61,717)
Insurance	106,016	-	100,773	95.1%	97,501	3,272
Non-Departmental	197,950	9,930	139,752	70.6%	191,426	(51,674)
Planning	149,566	14,681	82,810	55.4%	71,538	11,272
Public Safety Administration	179,141	10,346	107,124	59.8%	73,888	33,236
Dispatch	452,639	35,393	235,766	52.1%	252,705	(16,939)
Patrol	848,754	63,466	420,155	49.5%	286,048	134,107
Investigations/WAANT	-	-	-	-	59,198	(59,198)
Corrections	613,386	46,194	361,891	59.0%	309,398	52,493
DMV	87,938	10,614	55,950	63.6%	44,907	11,043
Animal Control Officer	131,116	6,549	62,672	47.8%	80,823	(18,151)
K-9	-	-	-	-	56,351	(56,351)
PS IT	32,000	996	13,861	43.3%	13,892	(31)
Fire	272,879	16,092	110,511	40.5%	99,376	11,135
Public Works Administration	223,562	16,940	82,428	36.9%	120,245	(37,816)
Building and Grounds	314,813	19,030	169,109	53.7%	226,046	(56,937)
Shop	211,918	21,167	111,043	52.4%	82,480	28,563
Street	617,911	34,451	357,765	57.9%	352,679	5,086
Foreclosures	-	(10,069)	11,564	-	8,333	3,231
Library	132,478	6,698	69,267	52.3%	86,097	(16,830)
Meeting Hall above Fire Station	3,680	345	2,132	57.9%	1,844	288
City School	1,300,000	325,000	975,000	75.0%	975,000	-
Transfers to Other Funds	979,087	-	491,994	50.3%	314,653	177,341
Total General Fund Expenditures	8,044,870	722,406	4,595,819	57.1%	4,519,070	76,749
Special Revenue Funds Expenditures						
Nushagak Fish Tax	460,139	2,722	353,317	76.8%	217,181	136,136
Water	217,781	11,243	126,330	58.0%	107,936	18,395
Sewer	250,598	11,161	133,575	53.3%	173,487	(39,912)
Landfill	354,228	31,940	246,461	69.6%	206,214	40,247
Dock	593,419	5,488	407,399	68.7%	287,901	119,498
Dock (ATD Damages)	-	-	271,339	-	-	271,339
Boat Harbor	242,414	6,464	104,939	43.3%	113,051	(8,112)
E-911 Service	7,700	-	-	0.0%	49,462	(49,462)
Senior Center (Grant)	118,290	4,283	87,261	73.8%	134,238	(46,977)
Senior Center (Non-Grant)	288,175	48,297	148,965	51.7%	149,010	(45)
Total Special Revenue Fund Expenditures	2,532,744	118,876	1,526,269	60.3%	1,221,298	304,971
Asset Forfeiture Fund	-	-	515	-	-	515
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	123,391	-	53,917	69,474
Water System Improvement	-	-	8,063	-	3,754	4,309
WasteWater Treatment Plant	2,000,000	959	1,407,798	70.4%	36,763	1,371,035
Force Main	-	-	17,714	-	1,238,402	(1,220,687)
Library Grants	52,893	-	10,614	20.1%	6,112	4,501
Library Roof	243,000	82	141,277	58.1%	70	141,207
E911 Critical System Upgrades	-	121	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	-	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	-	-	2,558	-	-	-
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	-	-	120	-
BBEDC (Various Projects)	-	52,442	132,472	-	-	-
Ambulance Reserve Capital Project Fund	242,000	360	360	0.1%	-	360
Equipment Replacement Capital Project Fund	-	-	155,757	-	-	155,757
School Bond Project	-	2,025	36,117	-	-	36,117
Mary Carlson Estate Permanent Fund	6,996	539	2,850	40.7%	4,307	(1,458)
Debt Service Fund	1,176,090	-	288,045	-	1,174,590	(886,545)
Landfill Oxidation	-	80	666	-	-	-
Landfill Phase 3	-	-	83,621	-	-	-
Total Capital Project Funds Expenditures	3,720,979	56,608	2,413,566	64.9%	2,518,035	(325,174)
Total All Expenditures	\$ 14,298,593	\$ 897,890	\$ 8,535,655	59.7%	\$ 8,258,403	\$ 56,545
Revenues Over (Under) Expenditures	\$ 95,297	\$ (342,920)	\$ 1,234,765	-	\$ 939,713	\$ 422,986

City of Dillingham
Revenues and Expenditures as of January 31, 2014
Preliminary Figures

	<u>Fund Bal.</u> <u>6/30/2012</u> <u>(Unaudited)</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>1/31/2013</u> <u>Unaudited</u>
General Fund	\$ 3,372,485	\$ 6,087,843	\$ 4,595,819	\$ 1,492,025	\$ 4,864,510
Nushagak Fish Tax	79,524	386,942	353,317	33,625	113,149
Fisheries Infrastructure Fund	46,422	17,739	-	17,739	64,161
Borough Study	24,853	10,644	-	10,644	35,497
Water	20,044	127,608	126,330	1,278	21,322
Waste/Water	-	145,047	133,575	11,472	11,472
Landfill	-	219,567	246,461	(26,894)	(26,894)
Dock	1,179,047	273,178	407,399	(134,221)	1,044,826
Boat Harbor	-	103,329	271,339	(168,010)	(168,010)
E-911 Service	25,145	44,970	104,939	(59,970)	(34,825)
Senior Center	-	222,808	0	222,808	222,808
Asset Forfeitures Fund	9,035	-	515	(515)	8,520
City Shoreline Erosion Control	(18,386)	34,750	123,391	(88,641)	(107,027)
Water System Improvement	(218,388)	-	8,063	(8,063)	(226,451)
WasteWater Treatment Plant	-	1,355,699	1,407,798	(52,099)	(52,099)
Force Main	-	91,187	17,714	73,473	73,473
Library Grants (Books, Erate, etc.)	-	13,880	10,614	3,266	3,266
Library Roof	-	142,654	141,277	1,377	1,377
E911 Critical System Upgrade	-	-	407	(407)	(407)
FEMA Fire Truck	-	662	697	(35)	(35)
Jail Corrections Grant (Equipment)	-	20,000	-	20,000	20,000
SHSP Camera Upgrades	-	-	407	(407)	(407)
Public Safety Planning	-	20,000	2,558	17,443	17,443
BVP Grant	-	755	755	-	-
BBEDC (Various Projects)	-	52,111	132,472	(80,362)	(80,362)
Ambulance Reserve Capital Project Fund	498,858	-	360	(360)	498,498
Equipment Replacement Capital Project Fund	57,036	100,000	155,757	(55,757)	1,279
School Bond Project Capital Project Fund	393,520	850	36,117	(35,468)	358,052
Mary Carlson Estate Permanent Fund	397,385	1,289	2,850	(1,561)	395,824
Debt Service	-	296,265	288,045	8,220	8,220
Landfill Oxidation	-	-	666	(666)	(666)
Landfill Capital Project Fund	172,044	-	83,621	(83,621)	88,423
Total	\$ 6,038,624	\$ 9,769,574	\$ 8,653,262	\$ 1,116,313	\$ 7,154,937

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 26, 2014
To: Rose Loera, City Manager
From: Jody Seitz, Director of Planning and Grants
Subject: February Report

Emergency Preparedness: in a holding pattern until Fire Department and new staff are ready.

Birch Lane rubbish and encroachments: Will follow up on this in March.

Pleier Road encroachments: Follow up in March.

CIP Plan: Time to update the six year Capital Improvement Plan. I'll send out public notice and prepare the nomination forms for distribution during the first week of May.

Floodplain Management: Am preparing a draft plan to bring the City's flood zone into compliance with the National Flood Insurance Program requirements identified by the Community Assistance Visit of June 2010.

GIS: GIS consultants have updated the parcel database with new allotment subdivisions.

Grants and Projects:

- Suggest the City develop a grants timeline for coordinating workflow with projects.
- Community Development Block Grant Program (CDBG) – awards in mid-March.
- Landfill: Completed ADEC Loan Questionnaire. See City Manager's Report.
- Water System Improvements grant ADEC 28305: Completed ADEC Loan Questionnaire. Requesting extension from ADEC.
- ADEC MMG 28306 (\$3.0 million): Hoping for reappropriation news by mid-April.

Land Use Permits: watching violations develop with no time to address them formally.

Temporary Encroachment Permits: none this month.

Ordinances under revision by the Planning Commission

- Title 12 Encroachments: City Attorney is working on a code rewrite for a simple, clear process to allow work in the City streets.
- Title 15 Floodplain Mgmt: City Attorney is about 2 weeks away from a draft revised code.
- Title 17 Subdivisions:
 - Minimum Acreage: on the Planning Commission March agenda. Have not had time to work on this yet this month.
 - Replats: No time to make progress on this yet this month.

*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.*

- Title 18 Land Use Permits: The Material Sites Code will change this code. The PC is waiting for those to become final before suggesting anything else.

For Code Committee consideration:

- Title 17 Subdivisions: The Mayor convened a small group of staff, 2 Council members and 2 Planning Commissioners recently, which discussed the best way to bring the ordinance forward. They decided on a joint Planning Commission/City Council workshop March 19th at 7 p.m.
- Title 18 Land Use:
The foot print of the Chapter 18 "Central Business District" is not the same as the "Business District" in Chapter 11.21.010. Recommend changing the title of the area in Chapter 11 to:
 - "ATV use in the Downtown Area," instead of the "Business District" as represented on the map in Chapter 11 and moving it to another section of the code dealing with streets, such as Title 12. Title 18 Central Business District has zoning regulations such as setbacks, which doesn't appear to be the purpose of the "Business District" in Chapter 11.
- Housekeeping: DMC 2.68.160 Six year plan versus DMC 4.05.010 "Five year program" is currently coming to the Code committee.

Planning Commission Seats: 2 seats are open. Julie Baltar reappointed (re-enlisted☺).

Port Land Exchange: With Attorney Brooks Chandler, came up with a plan to move this forward. Vacating a portion of Second Avenue; getting estimated value for all the parcels; archives search; and developing an exchange agreement for the council are the first steps.

Road Projects:

- Knik Construction is beginning their preparation for this summer by removing overburden. They expect to work days until the end of February and then be off until the summer season begins.
- The Planning Commission resolution attached here approves the Downtown Streets Preliminary Plat for acquisition of Rights of Way. ADOT can now contact landowners to acquire real estate for the project. The correction is because the wrong building was listed on parcel 3, and rather than hold up the project for another Planning Commission meeting, the commissioners felt that it was okay to correct that error on the document. Both the original and corrected versions are in the record here at City Hall.

Subdivisions:

- Edra Garage – overlaps the downtown cemetery boundary by 675 sq. ft. The owner is requesting a sale of some land to allow the garage to remain with the proper setbacks.
- Invited the owners of S&W subdivision to attend a Planning Commission meeting to discuss the issues they face in replatting their subdivision.

*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.*

RESOLUTION 2014-03 (Corrected)
A RESOLUTION OF THE DILLINGHAM PLANNING COMMISSION

Approving the Right of Way Preliminary Plat for the Downtown Streets Project
(Alaska Department of Transportation and Public Facilities Project # 57180)

WHEREAS, in order for rights of way to be acquired for roads projects, a right of way plat must be prepared that shows in general terms, the real estate needed for the road project; and

WHEREAS, the Alaska Department of Transportation and Public Facilities has prepared a Right of Way preliminary plat in accordance with Title 17, Chapter 17.33, and

WHEREAS, the Right of Way plat meets the standard of reasonable compliance with the submission requirements under Chapter 17.33, and

WHEREAS, there was a Public Hearing on this preliminary plat; and

WHEREAS, no parcel may be acquired for right of way until a preliminary plat has been prepared and received final approval, and

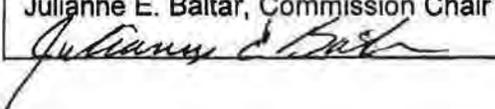
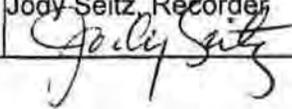
WHEREAS, the preliminary approval of a right of way acquisition is effective for 24 months, provided the planning director may grant an extension for filing the final plat upon finding that it is in the public interest to do so.

WHEREAS, the Right of Way plat will include changes reflected in the City's Port Land Trade; and

WHEREAS, all existing structures which are made nonconforming due to right of way acquisition and design reducing the setback of the buildings from their property lines will hereby be considered permitted nonconforming buildings, including: the ~~AC company store~~ the building owned by William and Helen Smith on parcel 3; the N&N Market buildings on parcels 19,20,21,22 and 23; the Dillingham Liquor Store on parcel 9, the Dillingham Hotel on parcel 34 and the L&M Hardware store on parcel 35.

THEREFORE, the City of Dillingham Planning Commission approves the Downtown Streets Project (#57180) Right of Way Preliminary Plat.

ADOPTED by the Dillingham Planning Commission February 19, 2014.

Julianne E. Baltar, Commission Chair 	Jody Seitz, Recorder 
---	--

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 25, 2014
To: Rose Loera, City Manager
From: Jean Barrett, Port Director
Subject: February Monthly Report

It is the end of February and other than a few short shots of winter it feels like we have had either a very long fall or a very early spring. I don't know whether to put the floats back into the harbor or go into hibernation.

Dock

- We have good news and bad news as far as the dock is concerned:
 - The good news is that Dean Heyano who has been filling in at the DMV office for Gail in her absence has decided that that is not the office in which he wants to work and will be returning to the dock when we open the doors in April.
 - The bad news is that LaPreal Bauer has tendered her resignation and will not be returning to work at the dock office when we open, instead LaPreal will be going to work for GCI as their store manager when they open the doors of their new store in the city's potato house. I would like to thank LaPreal for her hard work and dedication in making the operation at the City dock work smoothly.
- We still have some work to do at the dock office and hope to get it going after the first of March. We have cleaned the office up in preparation for flooring and possibly some paint. We also have some exterior work to do with the installation of a man door to access the warehouse.

Harbor

- There is a good news bad news scenario at the harbor also:
 - The bad news is that Todd Fritze who has worked as the Assistant Harbor Master for the past four summers has decided to semi-retire and focus on personal interests. I regret seeing Todd leave as he was very reliable and

dedicated assistant and maybe someday he will decide to come back for a third stint as assistant harbormaster.

- The good news is that I feel very good about the possibility of hiring Virginia Bobbitt in the vacated position of Assistant Harbor Master. Ginny has worked at the harbor for the past 5 summers in an assistant position that was funded by BBEDC and brings a lot of knowledge to the job.
- The damage sustained last fall at the harbor bulkhead has been fixed. During a storm and unusually high tide an Alaska Logistics barge and landing craft felt that the harbor was a safer place than to ride out the storm. I am sure it was better than sitting at the City dock but as the tide rose and the wind brought rollers into the harbor the barge bounced up and down on one of the bumper piling and acted as a jackhammer driving the piling an additional 8 feet down into the mud of the floor of the harbor. The City turned the damage over to AMLJIA and they were dealing with Alaska Logistics to get them to pay for the damage when Alaska Logistics asked if this could be done without going thru the insurance companies and if they could coordinate the fix with me directly. Both AMLJIA and the City felt this could be a cleaner fix for the damage and I started working with them to make sure the work was done to my specifications. AK Logistics hired Power Motive of Dillingham to fix the damage. The work was finished on February 15th.

Other things I have been working on this month

- Inventoried the fire extinguishers in the Library, Senior Center and City hall to determine the age the level of maintenance done and whether the unit needed to be replaced.
- The Senior Advisory Committee raised the funds to have new locksets installed. The front door was a knob and it was replaced with a lever that made it easier for the seniors. The lever was not a good fit which caused some performance problems. I met with the committee to give them information on a direction we could go with this to reinstall the lever.
- A couple of weeks ago the City's Cat 950 died. It is a 1983 model, has many hours, and needs to be replaced. I suggested that since the Port Department relied on having a loader for snow clearing in the spring and for summer use at the harbor the money could be taken out of the Port enterprise fund. I spent many hours on the phone and thru e-mails with different suppliers and sales people working on quotes for a new loader so we could get the prices to the Finance and budget committee in order to get their OK, that happened yesterday and now we are awaiting the City Council approval to move ahead and purchase the loader so we can get it on the first barge to Dillingham this Spring.
- I have been working on finish up the FY 2015 budget.

That is all for now from the Port department.

JEAN

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 25, 2014
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: February Monthly Report

The Friends of the Library, the Dillingham Public Library, and the Dillingham Imagination Library will be hosting the second Dr. Seuss Birthday Celebration at 11 am on Saturday, March 1st here at the library. This is during the annual Beaver Round-Up activities, so there is always a great turn out from the community for this special event.

We have many new books, movies and magazine subscriptions going on display March 1st. Come check out some exciting reading and viewing materials for the start of spring.

The next Library Advisory Board meeting is scheduled for Wednesday, April 9th, 2014.

We are continuing to advertise for the Library Aide/Clerk position.

Abigail and I are attending the annual AkLA conference in Anchorage February 27th – March 2nd. Both of us are attending separate pre-conference trainings, so we will come back with twice the knowledge and experience to share with the library.

Our school librarian and aides will be working the week while we are at the conference in Anchorage. Spring Break is the first week in March so there will be no school. We will be covering for Nicole as she travels the second week of March.

Library Stat report for January 27th - February 22nd, 2014:

Patron Visits: 3,099 Computer Use: 781 Story Hour: 42
Other Visits: 418 Museum Use: 5 Videoconferencing: 23
Approximately 20.25 volunteer hours logged

Library will be closed
Friday, February 28th for Beaver Round-Up
Monday, March 31st for Seward's Day

*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 Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: February 25, 2014
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **March 2014 Council Report** *(reporting period 1/27/14 to 2/25/14)*

Police:

- ❖ 340 Calls for service
- ❖ 34 Incident reports
- ❖ 18 Persons arrested
- ❖ 7 Title 47/Protective custody
- ❖ 27 Citations issued

Our new patrol cars made their debut at the Beaver Round-up parade. The cars look sharp and modernize our aging patrol fleet. We hope to get at least one more next fiscal year.

One of our patrol officers is currently attending the Police Academy at UAF Fairbanks. He will be at the Academy until mid-May.

The Chief went to Juneau with the City Manager and Council members to meet with Lobbyists, Legislators, Commissioners, and Generals. The meetings, Public Safety-wise, were about funding for a new combined Public Safety Facility, Jail operations, rural prosecutions, the WAANT unit, and First Responder duties in the annexed waters.

Corrections:

- ❖ 28 Total Inmates
- ❖ 7 Title 47/Protective custody

One of our corrections officers just returned from the three week Municipal Corrections Academy in Palmer.

Our newest corrections officer is now on his own and doing well. One of our COs resigned after the jail escape but volunteered to continue working until another CO returned from the Academy. We are currently advertising the open position.

*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.*

We have received our Live Scan electronic fingerprint machine (*with DOC capital request funds*). The vendor is coming to Dillingham in early March to install the machine and train our corrections personnel.

Corrections received two new computers to replace their existing one. The old one was cripplingly slow, with a constantly full hard drive, and frequently shut down until storage could be dumped. The computer load is now spread out, with one being used as a work station, and the other being used exclusively for camera monitoring. The division operates more efficiently now.

Dispatch:

- ❖ 430 Calls for service
- ❖ 79% Dispatched to Dillingham Police
- ❖ 13% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Dillingham Fire
- ❖ 4% Dispatched to Dillingham Animal Control

Dispatch is now fully staffed. Our newest dispatcher is now on her own and doing well.

The Dispatch Supervisor attended Uniform Crime Reporting (UCR) training in Anchorage this month. We are required to send our crime statistics to the State of Alaska, who in turn forward them to the Federal Government. These statistics dictate eligibility for State/Federal grant funding.

The Dispatch computer, which is essentially the main computer for the department, was replaced. The new machine is faster and the division operates more efficiently now.

The alternate EOC project at the lake Rd fire hall is in continuing. The vendor has been ordering the necessary equipment. As soon as 911 lines can be set up at the Fire Hall the vendor will begin installation.

The DHS Camera grant project is moving along. We are in the process of arranging a date for the vendor to come to Dillingham and finish the project. We are hoping for a date of late April or early May.

Animal Control:

- ❖ 4 Dogs/cats impounded
- ❖ 3 Dogs/cats returned to owners
- ❖ 1 Surrendered Animals
- ❖ 1 Animal/Adoption
- ❖ 4 Rabies/Parvo shot given
- ❖ 6 Dogs/cats euthanized
- ❖ 7 Citations issued
- ❖ 1 Dog tag sold

The Animal Shelter held a Rabies Vaccination Clinic during Beaver Round-UP on Friday and Saturday.

*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.*

DMV:

- ❖ 42 Registrations/Titles
- ❖ 72 Driver's License/IDs
- ❖ 3 Commercial Driver's License
- ❖ 6 Road tests

The DMV is once again open for business, temporarily. Our new DMV Clerk has put in his resignation, effective March 28th. We are currently advertising the newly-approved DMV/Admin Assistant position. This dual purpose position was created to replace the defunct Public Safety administrative assistant position, and be available as a backup DMV position. We hope to fill this position soon to keep DMV running until the return of our permanent DMV Clerk.

WAANT:

The Alaska State Troopers have placed the vacant WAANT position out for bid, which is now closed. The position will hopefully be filled within the next 90 days.

*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 Himschoot
Keggie Tubbs
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: February 25, 2014
To: Rose Loera, City Manager
From: Stephanie McCumber, Fire Dept. Coordinator
Subject: February 2014 Department Head Report

Summarization of EMS Responses in February – 40.2 Total Man Hours

- Total of Ambulance Transports
 - 1 Traumatic Injury
 - 2 Other
 - 4 Medical Transports
 - 1 Respiratory Distress
 - 1 Fire Call

Summarization of Fire Responses in February – 42.5 Total Man Hours

- 1 House Fire

PROJECTS COMPLETED

- We have hired Robert Aikins Jr. for the Fire Office Assistant position. He comes with experience in the EMS field and we are happy to have him on board.
- Combo Meeting was held for business and skills check-off for EMS / Engineering for Fire.
- Majority of the Volunteer Members completed their annual Blood Borne Pathogens training at the Combination Meeting this month.
- The Fire Meeting was held for water supply and using SCBA's.
- At the Rescue Squad Meeting, we learned about hemorrhage control and shock treatment.
- Inventory has been completed for wildland firefighting gear.
- A master training and certification record for all volunteers has been created to keep track of certifications and renewal dates.
- Ambulance billing is up to date.

ON-GOING PROJECTS

- We are currently working on inventory for the compartments on the Fire Apparatus.
- SCBA bottles are continuing to be serviced in Anchorage.
- The hospital has started an EMT-1 class and there are 4 Members taking the class.
- We are gathering information about possible emergency shelters for our Small Community Emergency Response Plan (SCERP).

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 24, 2014
To: Rose Loera
From: Francisco "Pancho" Garcia
Subject: Staff report

Streets Dept.

- replaced signs damaged by gun fire and blown down by wind;
- graded roads at Emperor Way to keep ice off the road coming from the tundra;
- new employee has received orientation on road plowing;
- assisted water/wastewater department with sewer issues;
- cleared the sewer lagoon area of brush with the 850E dozer; and
- maintained the road in front of the post office and L&M especially the pot holes.

Water & Sewer Dept.

- ongoing monthly lagoon and water sampling;
- cleaned the treatment plant, sewer lagoon building and lift stations;
- keeping the sewer line open at the high school and senior center;
- flushed fire hydrants due to complaints of water smell and color;
- cleared the sewer lagoon fenced area of brush; and
- washed down lift stations and working the floats and checking for operation.

Shop Dept.

- completed the vehicle assessment and replacement list;
- keeping up on maintenance on the city's fleet;
- placed new decals on the new police vehicles; and
- fabricated wheel wells for the sander trucks.

Buildings and Grounds Dept.

- completed the Fire Marshal's discrepancy list of emergency exit lights;
- with help from contractor figured out DPD heating issue; system will need additional maintenance this summer and flushed;
- replaced door at the landfill office after it was broken into; and

*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.*

- assisted sewer department with blocked sewer line at the high school.

Landfill

- monthly reports completed and turned in to DEC;
- keeping up with burning trash and keeping track of monies; cash box is now secured in the shop building;
- baler work has been completed and is ready to work; and
- new operator will be attending RALO training in April.

I. CALL TO ORDER

The Code Review Committee met on Monday, February 10, 2014, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 4:37 p.m.

II. ROLL CALL

Committee Members present:

Paul Liedberg, Council Member, Chair
Rose Loera, City Manager
Chris Maines, Council Member
Holly Johnson, Council Member
Alice Ruby, Mayor
Janice Williams, City Clerk

Guests:

Chris Beck, Agnew::Beck
Jody Seitz, Planning Director

III. APPROVAL OF MINUTES

A. Minutes of January 30, 2014

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of January 30, 2014.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

MOTION: Manager Loera moved and Chris Maines seconded the motion to approve the agenda as presented.

GENERAL CONSENT: The motion passed without objection.

V. UNFINISHED BUSINESS

A. Consider Regulating Material Sites

Chris Beck referred the members to the Summary of Changes and Issues from the Feb. 4 Draft Code (drafted 2.10.2014). To further the review process, representatives of the material mining interests joined the Code Committee at a workshop on Thurs., Feb. 6, and Planning Commission held a workshop on Sat., Feb. 8, to weigh in on the amended ordinance.

Discussion items:

- main goal was balancing between getting gravel and protecting quality of life and the environment;

- suggested two policies for non-commercial/small operations:
 - hours of operation 11 PM to 7 AM (DMC 9.38.035)
 - an acre or less a minimum 25 foot setback even if a temporary or seasonal use, but City could grant an exception where the City finds that extraordinary and unnecessary hardships may result from strict application with this ordinance, or where there are special circumstances...;
- advised including vegetation in the definitions for berm and buffer;
- agreed with removing the statement the operation cannot be seen from the public right-of-way or adjacent properties, because it will be hard to achieve and enforce, but could have language not readily visible from the road, provide a decent screen, and set out some options, where necessary request planting new vegetation where the natural vegetation by itself does not create an adequate screen;
- agreed a minimum 50 foot buffer zone was probably an appropriate standard no matter the size of the developed area when use was greater than an acre;
- New DMC Chapter 19.04.050 - triggers for a conditional use permit: material extraction goes below the water table; accumulative continuous area of more than five acres; to any structure within five hundred feet of the exterior boundary of the affected property;
- recommended that an appeal on an administrative permit go straight to the City Council;
- remove the fee for an appeal;
- recommended contacting Attorney regarding whether or not the City has the authority to require submittal requirements on native allotments;
- Reclamation Plan - retain material that can be used to reclaim the property and prohibit invasive plants in the seed;
- suggested seeking Attorney advisement if the City can enforce its code on Knik; can extraction below the water table be prohibited in an expanded location;
- recommending having test wells in places other than their own property and provide the City with their reports;
- New DMC Chapter 19.16, not all the details have been included.

Scheduling:

- following the Planning Commission review Feb. 19, if some concerns are identified could schedule a special meeting of the Code Committee to review;
- Manager, Planner, and City Clerk to meet following the PC meeting to decide if a special meeting of the Code will be needed for material sites.

B. Subdivision Access

This item was postponed to a Special Meeting of the Code Committee currently scheduled for February 25. The time of day would be determined.

C. Review Inconsistencies Between DMC and the Port of Dillingham Terminal Tariff No. 1

City Clerk Williams advised this item could be removed from the To Do list since the inconsistencies between the code and the tariff were enforcement issues, identified as alcohol misuse and the denied services list, which according to the City's Attorney, enforcement issues were dealt with in the Code. She noted the tariff definitely needed some cleanup but was advising this could be taken care of in house.

D. Minimum Acreage (*Placeholder*)

This item was postponed to the next regular meeting, that it was being discussed in in the Planning Commission, and would be considered a placeholder until a draft ordinance came back to the Code Review Committee.

E. Point of Sale for Assessing City Sales Tax (*Clerk Note: Ordinance No. 2014-03 was introduced February 6 and up for a Public Hearing and Adoption March 13.*)

This item was kept on the agenda to see it through the process from introduction to adoption.

F. Purchasing Policies and Procedures

This item was recommended for referral to the Finance and Budget Committee to tie in with the committee's review of the Finance Department's internal control documents that were currently underway.

VI. NEW BUSINESS

A. Late Filed Appeals

This item was postponed to the next meeting.

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public or committee comments.

VIII. ADJOURNMENT

The meeting adjourned at 6:34 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Code Review Committee met on Monday, February 25, 2014, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 5:31 p.m.

II. ROLL CALL

Committee Members present:

Paul Liedberg, Council Member, Chair
Chris Maines, Council Member
Holly Johnson, Council Member
Alice Ruby, Mayor
Janice Williams, City Clerk

Rose Loera, City Manager – *absent and excused*

Guests:

Chris Beck, Agnew::Beck – attended via teleconference
Drew Alexander, Agnew::Beck – attended via teleconference
Jody Seitz, Planning Director

III. APPROVAL OF MINUTES

A. Minutes of February 10, 2014

The minutes were not included in the packet to approve.

IV. APPROVAL OF AGENDA

The agenda was amended to include under item V. Special Business, C. Late Filed Appeal.

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the agenda as amended.

GENERAL CONSENT: The motion passed without objection.

V. SPECIAL BUSINESS

Chair Liedberg asked to move up item B before item A.

B. Consider Regulating Material Sites

Consultant Chris Beck reviewed the handout "Issues to Discuss" that accompanied the newly revised ordinance on regulating material sites, beginning with Notice Requirements, to include a requirement for a public notice sign with certain dimensions on the subject property.

Follow Up:

- Chris Beck to talk with the state and research their compliance issues to see if they reinforce the City's proposed permitting requirements to avoid holding up approval of an application.
- Suggested requiring a report be filed every year, basically a check in to record the volume of the operation, show what's happening with the reclamation process, and every five years a more formal administrative review; asked if the state had any formal reporting requirements to ensure compliance.
- Planning Director Seitz to bring back some thoughts on which category of permitting towers (cell phone) or windmills would fall under.
- The additional comments brought up in the meeting will be included in the ordinance, further discussed with staff, and the ordinance forwarded to the Attorney for review.

A. Subdivision Access

Mayor Ruby was recommending a Special Joint Meeting of the Planning Commission and the Council, looking at March 19, at 7 p.m., (suspend the Planning Commission meeting agenda scheduled for 5:30 p.m.) to present the Subdivision Committee's conclusions and the Planning Commission's conclusions. The draft ordinance on Subdivision Access would not be introduced at the March 13 Council meeting.

Planning Director Seitz will provide an amended copy of the original PowerPoint that was presented to the Code Committee, in advance of the March 19 meeting.

C. Late Filed Appeal

City Clerk Williams provided the background for revisiting late filed appeals that had been amended by an ordinance in the previous year which did not allow for any late filed appeals. Based on a recent request for a late filed appeal, the Council was asking the Attorney to provide some examples of some extenuating circumstances. The newly drafted ordinance eliminated the requirement for the Council at their regular meeting to set a date for a hearing, and did not accept a late filed appeal unless it occurred in the same year the appeal was mailed out.

Discussion ensued:

- was not in favor of the examples that constituted an inability to comply, felt they portrayed someone lacking common sense; included failure to pick up or read mail or provide a current address or change in ownership of the property in the City;
- noted it was the City's responsibility to get the assessment to the mail, and the person's responsibility to follow up;
- could certify in writing the date the City brought the mail to the post office;
- noted a copy of the assessment statement was duplicated and filed at City Hall;
- felt the new suggested changes, which eliminated the need for the Council to first approve a hearing of the BOE, did not allow for a request for a late filed appeal unless filed in the same year, improved the process and still allowed for extenuating circumstances that could be determined at a hearing.

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the draft ordinance with the removal of the suggested examples.

GENERAL CONSENT: The motion passed without objection.

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

Mayor Ruby:

- wished everyone a great Beaver Round-Up, and noted her appreciation for the all the volunteers.

Paul Liedberg:

- thanked everyone for their participation.

VIII. ADJOURNMENT

The meeting adjourned at 7:28 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Finance and Budget Committee met on Monday, February 3, 2014, at the City Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 5:35 p.m.

II. ROLL CALL

Committee Members present:

Alice Ruby, Mayor
Keggie Tubbs, Council Member
Tracy Hightower, Council Member
Rose Loera, City Manager
Carol Shade, Finance Director

Bob Himschoot, Council Member, Chair (absent and excused)

III. APPROVAL OF MINUTES

A. Minutes of December 30, 2013

MOTION: Rose Loera moved and Carol Shade seconded the motion to approve the minutes of December 30, 2013.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

MOTION: Carol Shade moved and Tracy Hightower seconded the motion to approve the agenda as amended to add items V. c. 2013 Audit Status and item VII B. Regional Fish Fund.

GENERAL CONSENT: The motion passed without objection.

V. STAFF REPORTS

Manager Loera wanted the committee to be aware that the City was preparing to contract a lease with the Angasans in lieu of foreclosure. The City will lease the property back to the owner, similar to past practice; however the owner indicates that they are expecting to receive money and plan to come in and settle the account in the next few days.

A. Analyze Reasons for a Projected Increase in Health Care Coverage

Finance Director Shade presented a written and verbal report on the consultant's conclusion as to why the City was seeing an increase in health care premiums so soon.

B. FY 14 Mid-Year Budget Review

Staff presented a financial summary of recommended budget revisions. The Committee was concerned about the addition of three proposed positions without supporting documentation. It was discussed that approval of the budget recommendations would not be considered approval of the positions. Staff will bring information on the current problems and the plans for structuring the departments to the next meeting.

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to recommend approval of the mid-year budget revisions.

GENERAL CONSENT: The motion passed without objection.

C. 2013 Audit Status

Finance Director Shade presented a written and verbal report on the 2013 audit status. Delivery of the audit had been delayed. The committee expressed concern.

VI. UNFINISHED BUSINESS

A. Fiscal Policy Development

1. Review Internal Controls (*Sections 1 – 3, Lay Down at the Meeting*)

Manager Loera presented a copy of proposed revisions that staff developed. Committee will review and bring comments and suggestions back to the next meeting. Committee acknowledged that the process of reviewing was going to take a little longer than initially expected.

B. Options for Excess Raw Fish Revenues (*Place Holder to Begin Developing a Fiscal Policy*)

There was no discussion.

C. Rate Review

1. Landfill

a. Report on Installing a Scale

Manager Loera reported that the City *could remove this item from the agenda* for a while, noting the focus at the city will be on working with DEC and an overall solution for landfill operations. If a scale was identified as needed in the updated Solid Waste Management Plan, then it could be added back.

Follow up: This item will be removed from the agenda.

2. E-911

a. Analyze if the Current Surcharge is Meeting the City's Needs

Staff presented a verbal report on the current balance and proposed needs. It was recommended that it did not appear that an increase was warranted at this time.

Follow up: This item will be removed from the agenda.

3. Equipment Rates (*Place Holder*)

There was no discussion.

D. FY15 Budget Schedule of Meetings

Carol presented a proposed schedule of meetings. One minor change was made to avoid meeting on a holiday.

Follow up: The schedule will be circulated to the council and committee members.

VII. NEW BUSINESS

- A. Draft Ordinance No. 2014-XX, An Ordinance of the Dillingham City Council Amending Section 2.09.010, Regular Meetings, to Remove the Obligation to Hold a Council Meeting the Third Thursday in April and May to Review the Budget

Ordinance was reviewed by the committee. An apparent typo was noticed and recommended corrections noted.

MOTION: Keggie Tubbs moved and Rose Loera seconded the motion to recommend approval to the Council.

GENERAL CONSENT: The motion passed without objection.

- B. Regional Fish Fund

There were no additional recommendations at this time.

VIII. PUBLIC/COMMITTEE COMMENT(S)

Carlson Property: Discussion of the need to focus on the Carlson Property ensued including maintenance of the property was a drain on the trust account and the City. A suggestion was made to determine a plan. Mayor Ruby reported she would be getting in touch with the Carlson House Committee members currently made up of Phil Carpenter, Rae Belle Whitcomb and Keggie Tubbs.

IX. ADJOURNMENT

The meeting adjourned at 8:30 p.m.

Mayor Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

(Clerk Note: There is no electronic recording of the meeting, because of a technical error. The meeting was reconstructed from notes that were taken.)

I. CALL TO ORDER

The Finance and Budget Committee met on Monday, February 24, 2014, at the City Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 5:30 p.m.

II. ROLL CALL

Committee Members present:

Alice Ruby, Mayor, Chair
Bob Himschoot, Council Member (*attended by teleconference at 5:46 p.m.*)
Keggie Tubbs, Council Member
Tracy Hightower, Council Member
Rose Loera, City Manager
Carol Shade, Finance Director

III. APPROVAL OF MINUTES

A. Minutes of February 4, 2014

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve the minutes of February 4, 2014.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

MOTION: Keggie Tubbs moved and Carol Shade seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

V. STAFF REPORTS

Finance Director Shade provided an update on the FY13 audit, noting a draft would be available by March 7, and was suggesting a presentation to the Finance and Budget Committee at the March meeting, and a workshop to present the audit at the April 3 Council meeting.

A. FY 14 Mid-Year Budget Review

1. Review Proposed Job Positions

Assistant Finance Director – a full-time position.

Finance Director Shade commented on the need for an Assistant Finance Director to have a higher level of accounting experience on staff, the current staff was already overloaded, some employees had more than the required annual leave accrued, would provide for a smoother transition if the Finance Director was to leave, would decrease the number of employees being directly supervised by the Finance Director which now was all finance employees.

Discussion ensued:

- noted the Collections Committee was creating standard operating procedures (SOP) to address the collection of taxes, fees and fines, but it was difficult making the time to meet regularly.

Public Safety Assistant/DMV Clerk – a full-time position; noted there had been a half-time position budgeted for a DMV clerk in the past.

Discussion ensued:

- supported there was a need for a DMV office in Dillingham;
- commented the department was funded based, in part, on the City of Dillingham's population and did not include the people that frequented DMV from outside Dillingham; would be looking to seek additional funds from the State;
- commented on the poor internet connection provided by the State's internet provider that was also used for training online.

Planning Director Clerk Assistant – a half-time position.

Discussion ensued:

- agreed providing assistance with posting public and meeting notices and other clerical duties would relieve Planner to work on planning issues and grants.

The funding for the positions had been reviewed in the FY14 Mid-Year Budget workshop held earlier. Staff was directed to include the documents with proposed changes in the informational section of the Council packet with a cover memorandum noting the proposed job positions were recommended by the Finance and Budget Committee.

Loader – staff researched the State's contract for equipment bids, NC Machinery CATerpillar, and Yukon Equipment, and the State's cost was the lowest. The loader and freight was around \$293,000, less than the amount that was included in the mid-year budget review of \$423,000.

(Bob Himschoot dropped off the teleconference at 7:01 p.m.)

VI. UNFINISHED BUSINESS

A. Fiscal Policy Development

1. Review Internal Controls

Manager Loera recommended that staff would develop a set of policies and procedures, would continue to use the existing internal controls in the meantime, and bring the entire document back to the committee instead of section by section, because some sections were duplicated in other areas of the document. Staff was interested in the format used by Curyung Tribal Council.

Follow-Up: Staff to provide updates when new information was available.

- B. Options for Excess Raw Fish Revenues (*Place Holder to Begin Developing a Fiscal Policy*)

MOTION: Keggie Tubbs moved and Manager Loera seconded the motion to remove this item from the agenda until such time as the committee was ready to review it.

GENERAL CONSENT: The motion to remove item B. for the time being passed without objection.

Follow Up: This item to be removed from the agenda for the time being and returned when it becomes necessary to review it.

- C. Rate Review

1. Equipment Rates (*Place Holder*)

- D. FY15 Budget Schedule of Meetings

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to adopt the current Schedule of Meetings.

GENERAL CONSENT: The motion passed without objection.

A copy of the schedule will be included in the next Council packet.

- E. Nushagak Fish Tax Refund Time Frame

Finance Director Shade reported there had been complaints that the filing period was not long enough and was recommending extending the deadline to January 31 from the current deadline date of December 31.

Follow-Up: Staff to review the minutes from past Finance and Budget Meetings and see if there was a reason for going with the December 31 date and leave this item on the agenda for now.

VII. NEW BUSINESS

There was no new business.

VIII. PUBLIC/COMMITTEE COMMENT(S)

Rose Loera:

- noted the RFPs for a thermal conversion system had been reviewed and a recommendation was being made for an international firm, Incincerat8, that was contingent upon an inspection of the equipment which was being scheduled in March;
- noted the company that had supplied Egegik with their system, that the City had been interested in, had not responded to either bid;

City of Dillingham

Finance and Budget Meeting Schedule for Review and Recommendation of the FY15 Budget

<u>F&B Meetings</u>	<u>Council Meetings</u>	
Tuesday, April 01, 2014		(DCSD budget possible receipt date)
Monday, April 07, 2014	Thursday, April 03, 2014	
Monday, April 14, 2014		
Monday, April 21, 2014		
Monday, April 28, 2014		(DCSD budget possible action date)
Monday, May 05, 2014	Thursday, May 01, 2014	DCSD Budget due
Monday, May 12, 2014		
Monday, May 19, 2014		
Tuesday, May 27, 2014		Mil Rate Resolution recommendation for June 5 Council Meeting. DCSD Budget Action due if still needed.
(Meetings as needed)		
Monday, June 02, 2014	Thursday, June 05, 2014	Set Mil Rate
Monday, June 09, 2014		
Monday, June 16, 2014	Thursday, June 19, 2014	
Monday, June 23, 2014		
Important Dates to remember		
Tuesday, April 01, 2014		DCSD Budget submitted on this date the last two years
Thursday, May 01, 2014		DCSD actual Budget due date; however, this would be the date the City has to act on DCSD budget if they submit as they have in the last two years.
Friday, May 30, 2014		DCSD Appropriation due (Must act on DCSD budget within 30 days of their submittal)
Sunday, June 15, 2014		Deadline for setting the Mil rate. (Set by Resolution approved at a Council Meeting)

I. CALL TO ORDER

The School Facility Committee met on February 5, 2014, at the Dillingham Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 12:25 p.m.

II. ROLL CALL

Committee Members present:

- Mayor Alice Ruby
- Supt. William McLeod
- Rose Loera, City Manager
- Chris Napoli, School Board Member
- Bernina Venua, School Board President
- Russell Nelson, Director of Facilities (School)

Committee Members absent and excused:

- Francisco (Pancho) Garcia, Public Works Director (City)
- Robin Samuelson, Citizen Member
- Bob Himschoot, Council Member

III. APPROVAL OF AGENDA

MOTION: Supt. McLeod moved and Chris Napoli seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF MINUTES

A. Minutes of October 10, 2013

MOTION: Manager Loera moved and Supt. McLeod seconded the motion to approve the minutes of October 10, 2013.

GENERAL CONSENT: The motion passed without objection.

V. UNFINISHED BUSINESS

A. FY 13/14 CIP Projects

1. Rank the Projects List

The Committee reviewed the status of the projects on the FY13/14 CIP Project Evaluation Sheet. The list will be updated before the next meeting based on the annual inspection, removal of completed projects and combining a few projects, specifically the projects that involve asbestos abatements.

- B. Review Options for Territorial School
 - 1. Renovation Evaluation Report (Architect Jeff Wilson)
 - 2. Funding Sources Available for Building Restoration
 - 3. Review Site for Parking Needs
 - 4. Consult with Engineer Regarding Suggested Re-Roofing and HRV System
 - 5. Create Business Plan to Demonstrate How Housing Rental Units Could be Operated (*BBEDC Grant Funding for Planning*)

Based on the most current estimate by the architect, it appears that renovating the building to create the housing that was initially identified will likely be at least \$4M. It isn't likely that the City will be able to locate that much money in the current funding climate. It is likely that at this point the School will walk away from the building though Supt. McLeod has not yet had a chance to talk with his board. Supt. McLeod expressed that there is likely still a need for housing, but that it is a community-wide problem and needs to be addressed by the community.

Mayor Ruby described a conversation with Choggiung where they indicated a willingness to work with the City and School. Committee agreed that it needed to digest the current information and then put a recommendation together for the Council and School Board. The Committee will target its next meeting to put together a formal recommendation.

Follow-Up: In light of the current discussion, the Committee agreed to remove items 1 and 5 from the next agenda and focus on the option to be presented to the Council and Board

- C. Update Affordable Teacher Housing

Mayor Ruby will try to set up a meeting to explore whether there is a potential for a partnership with other groups to address the need for housing.

VI. NEW BUSINESS

- A. Schedule an Annual Inspection (*most recent March 15, 2013*)

Follow-Up: Manager Loera will inform Public Works Director Garcia that he and Russell Nelson will need to schedule the annual inspection in March. She also plans to involve Gary Gordon, Special Project Manager.

- noted the City had worked on a land sale contract with the Angasans with the help of the City's Attorney and their attorney and was giving them 40 days to respond.

IX. ADJOURNMENT

The meeting adjourned at 7:32 p.m.

Mayor Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

The next meeting is scheduled for April to discuss the Territorial School and hopefully Supt. McLeod will be back in town.

VIII. ADJOURNMENT

Mayor Ruby adjourned the meeting at 1:40 p.m.

Alice Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

(Clerk Note: There is no electronic recording of the meeting, because of a technical error. The meeting was reconstructed from notes that were taken.)