



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 – APRIL 3, 2014 – REVISED April 1, 2014**

David B. Carlson Council Chambers

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

WORKSHOP – PRESENTATIONS ON INSURANCE COVERAGE WITH AMLJIA AND FY 13 AUDIT REPORT	5:30 P.M.	APRIL 3, 2014
REGULAR MEETING	7:00 P.M.	APRIL 3, 2014

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Regular Council Meeting – March 13, 2014
- B. Special Joint Meeting of the Planning Commission and Council – March 19, 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. 2014-04, An Ordinance of the Dillingham City Council Amending the Dillingham Municipal Code to Consistently Apply the Title of Six Year Capital Improvement Plan
- B. Adopt Ordinance No. 2014-05 (SUB-1), 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

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

VIII. ORDINANCES AND RESOLUTIONS

- A. Adopt 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
- B. Adopt Ordinance No. 2014-05 (SUB-1), 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
- C. *PLACEHOLDER.* Ordinance No. 2014-07, An Ordinance of the Dillingham City Council Authorizing the Sale of Tax Foreclosed Property to the Former Record (*Clerk Note: This ordinance was introduced March 13, and is up for a public hearing and adoption May 1, 2014, to allow for a 30-day posting period.*)
- D. 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
- E. Introduce Ordinance No. 2014-08, An Ordinance of the Dillingham City Council Amending Title 17 of the Dillingham Municipal Code to Allow for Private Access to Certain Subdivisions and Establish Minimum Standards for Private Access to Subdivisions and to Amend Definitions and Make Other Amendments to Platting Requirements
- F. Introduce Ordinance No. 2014-09, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property
- G. Adopt Resolution No. 2014-18, A Resolution of the Dillingham City Council Approving Task Order No. 1 with CH2M Hill to Inspect Pennram Model PHCA-1700 Incinerator and to Continue Work on Assurances that this System Will Bring the Dillingham Landfill into Compliance with State of Alaska Department of Environmental Conservation (AkDEC)
- H. Adopt Resolution No. 2014-19, A Resolution of the Dillingham City Council Approving the 2014 BBEDC Community Block Grant (CBG) for Matching State and Federal Grant Funds
- I. Adopt Resolution No. 2014-20, A Resolution of the Dillingham City Council Approving the Transition of the Dillingham Municipal Landfill from Open Burning Municipal Waste to Compacting and Incineration
- J. Adopt Resolution No. 2014-21, A Resolution of the Dillingham City Council Requesting FY15 Payment in Lieu Taxes Funding from the Department of Commerce, Community and Economic Development
- K. Adopt Resolution No. 2014-22, A Resolution of the Dillingham City Council Accepting the Year End Audit for the Fiscal Year Ending June 30, 2013

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

X. NEW BUSINESS

- A. Adopt Action Memorandum No. 2014-03, Authorizing the Purchase of a New Loader
- B. Adopt Action Memorandum No. 2014-04, Authorizing the City to Collaborate with Nushagak Electric for a Community Clean-Up May 9, 10, and 11
- C. Order on Appeal – Annexation

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

XII. COUNCIL COMMENTS

XIII. MAYOR'S COMMENTS

XIV. EXECUTIVE SESSION

- A. Legal Matter
 1. Order on Appeal – Annexation

XV. ADJOURNMENT

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Thursday, March 13, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:04 p.m.

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
Keggie Tubbs, Seat D
Tracy Hightower, Seat E
Paul Liedberg, Seat F

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 – February 6, 2014

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of February 6, 2014.

VOTE: The motion to approve the minutes of February 6, 2014 passed unanimously.

IV. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

Manager Loera asked to amend the agenda to include item K. under Ordinances and Resolutions, Res. No. 2014-17 Approving an Application for a Volunteer Fire Assistance (VFA) Grant for a Fire Hose for the New Fire Apparatus.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve the amended agenda.

VOTE: The motion to approve the amended agenda passed unanimously.

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

City Manager Rose Loera reported on the following:

- Vacancies – filled the executive assistant position; hired administrative assistant/DMV at the public safety dept. which opened up a dispatch position; several seasonal harbor positions open;
- Fire Marshall Report – order to correct fire extinguishers and emergency lighting in three of the City's buildings; buildings and grounds to monitor monthly;
- Sewer lagoon – received notice of violation; some reporting missing; need to initiate a Quality Assurance Program Plan (written procedures for conducting sampling); several of the blowers aren't working; need to make some adjustments to the baffles installed last year; will be asking Council to approve a task order with CH2M Hill to address non-compliance issues;
- Landfill violation – received notice of violation; 30-day response period; working with AkDEC on some of the items identified that the City was not in agreement;
- New loader ordered – used State's procurement process as well as identified several other vendors; State was the cheapest at around \$300K, a difference of about \$100K less than what was forecasted in the mid-year FY14 budget;
- Legislative reappropriation - waiting for legislative approval to reappropriate municipal water grant funding to wastewater projects and will then put projects out for bid;
- Snag Point erosion – Corp of Engineers recommended sturding up 4-5 sheets of metal piling; City has \$50K that could be used for some riprap, but will need to budget for contract services;
- Mitigation – during airport expansion of the safety zone, State required Knik and the City to select several areas it wanted to mitigate for wetlands; State will provide the gravel and the City must complete the install by October which will be done by contract labor;
- Squaw Creek Road – State has notified the City they are looking to turn over responsibility for maintenance to the City;
- Public Safety Planning meeting – meeting was facilitated by Agnew::Beck; all stakeholders, including Div. of Military and Veteran Affairs, corrections and fire department, were present; site has yet to be finalized; will be looking to the Council for direction to move forward with funding;
- Oil boom equipment and container van – preparing a RFP for around \$20K to come from fish tax fund;
- BOE Training – scheduled for April 9;
- FY15 budget process – review underway with each department; scheduled for completion by the end of the week;
- Ground-breaking ceremony for Aleknagik bridge project – all invited March 28 at 2 PM.

Discussion:

- noted expectation would be to ask the State to bring the Squaw Creek Road up to City road standards before turning it over to the City;
- noted the old loader would go in the Mayor's sale, and the new tires recently purchased would fit on the new loader;

- commented the purpose of the special joint meeting with the Planning Commission and Council was to look at the proposed code as it related to the Sub-committee and Planning Commission recommendations for subdivision road access; and
- commented guests could attend the special joint meeting and would be allowed to participate.

B. Standing Committee Reports

Mayor Ruby for the Finance and Budget Committee:

- noted had established a schedule for reviewing the proposed FY 15 budget that was included in the council packet; and
- commented meetings were open to all Council members.

Paul Liedberg, Chair for the Code Review Committee:

- noted committee had been totally consumed with the material site ordinance; suggested a workshop with Council to review it.

VI. PUBLIC HEARINGS

Mayor Ruby opened the public hearing on ordinances 2014-01, 2014-02 (SUB-1), and 2014-03, and read each into the record.

- 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

There being no discussion, the public hearing closed.

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

There was no citizen's discussion.

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

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to adopt Ordinance No. 2014-01.

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

- 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

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to adopt Ordinance No. 2014-02 (SUB-1).

VOTE: The motion to adopt Ordinance No. 2014-02 passed unanimously.

- 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

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Ordinance No. 2014-03.

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

- 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

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to introduce Ordinance No. 2014-04.

VOTE: The motion to introduce Ordinance No. 2014-04 passed unanimously.

- 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

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to introduce Ordinance No. 2014-05.

Mayor Ruby reported that a year ago the City had changed its code to no longer allow for late filed appeals, but was reconsidering allowing for extenuating circumstances based on recent conversations about appeals.

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to remove the second sentence on page 3 item 2 starting with "absent extraordinary circumstances..."

VOTE: The motion to amend Ordinance No. 2014-05 passed unanimously.

VOTE: The motion to introduce the amended Ordinance No. 2014-05 passed unanimously.

- 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

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-06.

(Clerk Note: This ordinance was a lay down.)

Mayor Ruby read the actual title into the record:

An Ordinance of the Dillingham City Council Amending Title 18 of the Dillingham Municipal Code to Repeal and Reenact Chapter 18.16 Land Use Permits to Provide a System of Permits and Reviews to Respond to a Variety of Land Use Activities; to Provide Additional Definitions Related to Land Uses in Section 18.12.020; to Provide Additional Guidance for Nonconforming Uses in Chapter 18.44; to Provide Additional Grounds for the City to Enforce its Regulations in Chapter 18.60; and to Create Chapter 18.42, Material Sites and Regulation

Paul Liedberg explained that Agnew::Beck had been working on this ordinance right up to the Council meeting, but any changes were considered not substantive. The ordinance would deal with managing material sites and structuring permits by type of activities in the future.

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to postpone introducing Ordinance No. 2014-06 to the April Council meeting.

VOTE: The motion to postpone introducing Ordinance No. 2014-06 to the April Council meeting passed with Keggie Tubbs, Bob Himschoot, Tracy Hightower, Paul Liedberg, and Holly Johnson in favor, and Chris Maines opposed.

- 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

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to introduce Ordinance No. 2014-07.

Manager Loera reported the Council had earlier approved allowing the City to move forward to negotiate the resale of a foreclosed property back to the owner. She had worked out a contract with the owner, their attorney and the City's attorney.

VOTE: The motion to introduce Ordinance No. 2014-07 passed unanimously.

- 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

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve Resolution No. 2014-14.

Manager Loera reported the some of the accounts had already been paid since the spreadsheet was created and would be updated prior to filing with the City's Attorney.

VOTE: The motion to approve Resolution No. 2014-14 passed unanimously.

- I. Adopt Resolution No. 2014-15, A Resolution of the Dillingham City Council Approving Vacation of a Portion of Second Avenue West

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to approve Resolution No. 2014-15.

VOTE: The motion to approve Resolution No. 2014-15 passed unanimously.

- 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

MOTION: Bob Himschoot moved and Tracy Hightower seconded the motion to approve Resolution No. 2014-16.

Manager Loera reported on the City's recent notice of violation and was looking to increase the scope of CH2M Hill's existing contract for the waste water treatment plant with four additional tasks to help with the non-compliances issues. She noted the City had not received any fines, as long as was showing it was making steps for improvement. She noted her frustration with the inspectors who did not consult with management while they were onsite, and was looking to appeal several of the violations in the landfill inspection.

VOTE: The motion to approve Resolution No. 2014-16 passed unanimously.

- K. Adopt Resolution No. 2014-17, A Resolution of the Dillingham City Council Approving an Application for a Volunteer Fire Assistance (VFA) Grant for a Fire Hose for the New Fire Apparatus

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve Resolution No. 2014-17.

Discussion: None

VOTE: The motion to approve Resolution No. 2014-17 passed unanimously.

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

Mayor Ruby recommended appointing Alice Stephens to the Senior Advisory Commission. There were no other appointments.

MOTION: Tracy Hightower moved and Bob Himschoot seconded the motion to concur with the Mayor's recommendation to appoint Alice Stephens to the Senior Advisory Commission.

VOTE: The motion to concur passed unanimously.

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

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve BOE Training Workshop, April 9, 2014.

VOTE: The motion passed unanimously.

X. NEW BUSINESS

- A. Action Memorandum 2014-02, Award a Contract to Penram Diversified Manufacturing Corporation for RFP 14-01, Municipal Solid Waste Thermal Conversion System

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to approve Action Memorandum No. 2014-02.

(City Clerk Note: This action memorandum was a lay down.)

Mayor Ruby read the actual title into the record:
Authorize the City Manager to Execute a Contract for the purchase of a customized diesel fired, Pennram Model TRU-1100 thermal reduction unit rated 1100 lbs/hr. and equipment for load it

Manager Loera reported this was the City's second attempt to go out to bid for a thermal conversion system. In the first RFP, the City had received one bid, but the fuel consumption of 280 gal/burn was unacceptable. A requirement in the second RFP was for a system using 75 gallons or less per burn. In the scoring done by a committee of five, the firm of Incinerat8 came out the highest, but when the firm provided a performance guarantee, the fuel consumption was about 200 gallons per burn.

Manager Loera provided a spreadsheet comparing the vendors' projected capital and diesel cost over a ten year period. The second highest bidder was Penram Diversified. Their original bid was based on 110 gal/burn using 2 ea 5.5 ton systems with burners. They were able to bring down the fuel usage to 71 gal/burn with smaller systems, 2 ea 2.5 ton systems, and City would most likely have to stagger the burns in the summer when there was a need for daily burning. She noted if the Council approved awarding a contract, a visit would be made to the factory the last week in March, and if pleased with the operation and maintenance of the system would move to confirm production by April 5. The life span for the system was around fifteen years.

Manager Loera noted if this technology was not going to work, the City would have to look at other options like burying and compacting waste, or purchasing a bailer that could cost up to \$1.5 million.

VOTE: The motion to approve Action Memorandum No. 2014-02 passed unanimously.

B. Schedule an Organizational Meeting of the BOE – April 24, 2014 at 5:30 PM

MOTION: Chris Maines moved and Bob Himschoot seconded the motion to schedule an organizational meeting of the BOE, April 24, 2014, at 5:30 PM.

Mayor Ruby commented she would make appointments at the April 3 Council meeting.

VOTE: The motion to approve scheduling an organizational meeting of the BOE passed unanimously.

C. Schedule a Special Joint City Council and Planning Commission Meeting for Wed., March 19, 2014, 7 PM, on Subdivision Access

MOTION: Chris Maines moved and Keggie Tubbs seconded the motion to schedule a Special Joint Meeting of the City Council and Planning Commission for March 19, at 7 PM.

VOTE: The motion to approve scheduling a Special Joint Meeting of the City Council and Planning Commission passed unanimously.

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

There was no citizen's discussion.

XII. COUNCIL COMMENTS

Chris Maines:

- volunteered to sit on the Board of Equalization; and
- reported BBNA on March 14 at noon would be hosting a HB77 sit down to help people write public testimony who wanted to participate.

Keggie Tubbs:

- reported he would be out of town on April 24 and unavailable for the BOE meeting.

Tracy Hightower: no comment

Paul Liedberg:

- commented he would out of town on April 24 and unavailable for the BOE meeting;
- thanked the City for the opportunity to represent the Council at the legislative visit in Juneau, noting Manger Loera and the lobbyists had done a good job putting the event together; and
- commented it was good to have Dan Pasquariello attend as well to represent his department before the applicable state agencies.

Bob Himschoot:

- congratulated Manager Loera for working on the system for the landfill, noting it was long time coming.

Holly Johnson:

- noted appreciation for getting the background knowledge on several of the issues.

XIII. MAYOR'S COMMENTS

Mayor Ruby:

- congratulated SAFE for hiring a long-time resident as executive director;
- noted the City had been invited to the ground-breaking ceremony for the Aleknagik bridge;
- reported Representative Edgmon had arranged with Bristol Bay Campus to stream live a panel discussion on Rural Drug Trafficking issues and was helping to get the word out;
- noted she would attempt to provide a written report on the SWAMC conference and copies of all the resolutions, and she had been elected President of the Board; and
- asked for a moment of silence to recognize those lost since the last meeting.

XIV. EXECUTIVE SESSION

There was no executive session.

XV. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:49 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Janice Williams, City Clerk

Approval Date: _____

I. CALL TO ORDER

The Regular Meeting of the Dillingham City Council was held on Wednesday, March 19, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:03 p.m.

II. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson, Seat A
Bob Himschoot, Seat C
Keggie Tubbs, Seat D
Paul Liedberg, Seat F (also serves on the Planning Commission)

Chris Maines, Seat B, absent
Tracy Hightower, Seat E, absent

Planning Commission members present:

Julie Baltar, Seat F
Andy Anderson, Seat E

Ben McDowell, Seat A, absent
William Corbett, Seat D, absent
Seats C and G are vacant

Staff in attendance:

Jody Seitz, Planning Director
Janice Williams, City Clerk

Guests: Lynn VanVactor Misty Savo
 Deb McLean Jo Livermont
 Russell Nelson Thomas Tilden
 Gregg Marxmiller Robin Samuelsen
 Kristina Ramirez Dagen Nelson

III. APPROVAL OF AGENDA

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

IV. NEW BUSINESS

A. Committee of the Whole

1. Discuss Subdivision Access (*Draft Ordinance No. 2014-XX attached*)

MOTION: Bob Himschoot moved and Holly Johnson seconded the motion to move into the Committee of the Whole to discuss subdivision access.

GENERAL CONSENT: There was no objection noted and the Council and Commission entered into the Committee of the Whole at 7:05 p.m.

Mayor Ruby noted the meeting was set up as a workshop for the purpose of: 1) getting familiar with what was being proposed to the Council that would change the City code as it related to subdivision access, 2) explaining why the Planning Commission made the recommendations they did, and 3) presenting what were the alternatives that were recommended by the Subdivision Access Committee, and why not all recommendations were included in the draft ordinance. She noted the workshop was technically off the record, but the recorder would be left on in case notes were needed later.

Planning Director Jody Seitz presented a power point presentation which was followed by discussion which included the guests in attendance.

MOTION: Paul Liedberg moved and Keggie Tubbs seconded the motion to come out of the Committee of the Whole at 10:12 p.m.

GENERAL CONSENT: The motion passed without objection.

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

There was no citizen's discussion.

VI. MAYOR, COUNCIL, AND COMMISSION COMMENTS

Keggie Tubbs:

- announced the Dillingham High School girls had won the State Championship, and the Dillingham High School boys placed second.

Paul Liedberg: no comment

Holly Johnson:

- thanked everyone for coming out, that it helped to clarify some of the issues.

Andy Anderson:

- thanked everyone for taking the time and making the effort to be at the meeting.

Bob Himschoot:

- commented the discussion during the meeting was not meant to disrespect the work done by the Planning Commission or staff's efforts, but to do what was thought best for Dillingham.

Julie Baltar:

- noted she appreciated all of the comments, and hoped this issue could be resolved as soon as possible.

Mayor Ruby:

- commented there was nothing wrong with a little healthy discussion and thanked everyone who served on the Subdivision Access Committee and Planning Commission, that the ordinance would be introduced in April, and was not expecting to drag this out any longer;
- asked people with subdivision issues to follow up with the variance process to help solve unique problems.

V. ADJOURNMENT

Mayor Ruby adjourned the meeting at 10:15 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 1, 2014
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: March Monthly Report

Vacancies – we are currently advertising for a Sr. Patrol Officer, Library Aide, Corrections Supervisor, Dispatcher, Harbor and Dock Assistants. Staff has applied for BBEDC seasonal positions and the Library, Harbor, Buildings & Ground, Finance were awarded positions. In addition to the seasonal positions we were awarded three youth intern positions and two positions for the landfill scrap metal removal project.

Landfill – Paul Lieberg, Steve Jenkins (CH2M Hill) and I traveled to Philadelphia and met with Pennram officials on the incinerator that we are considering purchasing. At the last council meeting you approved a contract with Pennram for a smaller system that was approximately \$600,000 with equipment needed to load it and the fuel consumption around 71 gallons a burn. We realized prior to traveling there that the amount of garbage that the City produces was actually more than what we originally charged. We had not accounted for Dlg. Refuse who dumped right into the burn pits. Pennram worked out two other scenarios with one being a larger system that would have had the fuel consumption around 200 gallons a burn. The other system was what they referred to as the Conventional system that is typically what is purchased by others. This system has a loading hopper, ram to push garbage through and an ash removal system. We will need to operate this system 24 hours a day during the summer which will require staff to work in shifts. They estimate the fuel consumption in a 24 hour period to be about 61 gallons or less. If the system is used continuously it will not use any fuel other than the start-up.

On the Council agenda is a resolution approving the purchase of this system. Also attached is an estimated budget to get us through the construction, installation and crushing of our garbage while we are waiting for full implementation. Our project manager is recommending that we purchase another piece of equipment to crush the garbage since the City's equipment will be needed this summer dealing with the erosion we are having to address at Snag Point and the scrap metal removal. We will sell this piece of equipment when we no longer need it.

We need to inform Pennram this week to proceed. I'm working with our attorney on the purchase agreement.

Squaw Creek Road – Attached is the letter from the State regarding Squaw Creek road. We will need to be addressing the transfer of the road from the State to the City soon as the residents are wanting some action.

Dept. of Environmental Conservation Notice of Violations (NOV) – we have responded to both of the NOV's with DEC for the landfill and lagoon. I need to do additional clarification on the landfill.

Loader – on the Council agenda is the approval for the purchase of the Loader for the Dock. We forgot to have that as an action for the last council meeting when it was reported. It was approved on the mid-year budget process.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Transportation
and Public Facilities

CENTRAL REGION
Regional Director's Office

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Anchorage, Alaska 99502
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February 7, 2014

Ms. Jody Seitz
City Planner
P. O. Box 880
Dillingham, AK 99567

Re: Squaw Creek Road

Dear Jody:

Attached is a copy of the letter sent to Ms. Whitcomb in response to her letter dated January 8, 2014 regarding the maintenance of Squaw Creek Road.

Although the State of Alaska has maintained Squaw Creek Road for many years, through research recently performed, it is clear now that the State has no property rights regarding the road. Portions of the road right of way were dedicated by plat over the years to "public use" and accepted by the City of Dillingham. Apparently, the dedicated road right of way is 40' wide and, in addition, there is a 10' utility right of way that runs along the road. The road through Lot 13, USS 4980 is not dedicated. In the Department's opinion, rights should be sought and dedicated to the City for the remainder of the road.

The State does not own the road, and there is no maintenance agreement in place, therefore, the Department does not have the authority or responsibility for maintenance. It is unclear why the State began maintaining this facility decades ago, but we will continue to maintain the road, as conditions allow, for the remainder of this winter season.

With the Department's visit to Dillingham in a few weeks, this would be a good subject for discussion in order to establish a way forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "RAC", written over a blue horizontal line.

Robert A. Campbell, PE.
Regional Director

"Keep Alaska Moving through service and infrastructure."

cc: Senator Gary Stevens
Representative Bryce Edgmon
Patrick Kemp, P.E., Commissioner, DOT&PF
Randy Vanderwood, P.E., M&O Chief, DOT&PF
Norman Heyano, Dillingham Airport Manager, DOT&PF
Rebecca Rauf, Southwest Area Planner, DOT&PF

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 25, 2014
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Report

Bill to allow Vote By-Mail is currently being draft for proposal to the legislature.

This is just for your information at this time. The AAMC Legislative Committee and "By-Mail" Election Committee are seeking input on a proposed change to Title 15 (State elections – a part that mentions municipalities) and Title 29 (the part regarding elections).

Some municipalities are interested in and are investigating the possibility of conducting elections "by mail" - in which the clerk would mail ballots to all registered voters in the municipality, rather than setting up the precinct polling places. The procedures for voting would be adopted by the community, within the confines of Title 15 and Title 29.

This proposed change would not have any detrimental effect on anything we are doing now, and would only provide flexibility for those considering a "by-mail" election.

Liquor License Renewal- Willow Tree Inn

The State of Alaska Alcoholic Beverage Control Board has filed a renewal application notice for the Willow Tree Inn. Their taxes are paid in full and no adverse reporting from the Police Dept. The practice in the past has been if taxes are paid, and there is no adverse report from the Dillingham Public Safety Dept., licenses for renewal need not come before the Council.

IT Committee

The IT Committee met last week in preparation for Tekmate changing out 28 PCs all with Windows XP, no longer supported by Microsoft after April. Everyone was reminded again to get all their files stored on the server and off their desktops to facilitate the installs. All PCS had arrived by early last week, and are in the process of being installed as I write this report. There's a bit of a learning curve from Windows XP to Windows 7 and from MS Office 2007 to 2013. Also the terminal server for the remote sites, including harbor, public works, and senior center, is in place at City Hall. The IT

Committee is scheduled to meet April 3 to address any outstanding issues with this install. We are still waiting for a quote for a Public Safety backup. We talked earlier about backing up to City Hall, but Nushagak is limited on the bandwidth they can offer. At the current transfer rate it would take 28 days to back up PS's servers.

Siren Tests/Emergency Preparedness

A PSA prepared by the Small Community Emergency Response Planning team (SCERP) will be broadcasted over the next several weeks on KDLG.

The City of Dillingham will conduct a test of its Emergency Alert System **on the first Wednesday of each month at 2 PM**. The sirens will sound for a short time. The purpose of these monthly siren tests is to confirm that the Emergency Alert System (EAS) is in good working order.

In a real emergency situation, such as a natural or man-made disaster, the sirens will sound for a much longer period of time. If you get a siren notification it means for you to monitor the media (radio, internet) for further bulletins and updates.

Our website has been updated to include a page on testing the City's sirens, and family emergency preparedness. This site is a work in progress. The planning team is working on a plan that identifies shelters, critical partners, and will eventually share its community contact information at a meeting with the school, clinic, hospital, state troopers, utility officials and others.

Blackboard Connect. The planning team also saw a demonstration on software product Blackboard Connect. The company services over 50M users, including small cities, and large cities like Chicago, and several Alaskan communities including the City of Palmer and Mat-Su Borough. In the event of a major disaster, a text to a cellphone, voice (robo-calls), and email message would go out to all users on the system. The cost to the City is fairly inexpensive, around \$2,500 a year, and free to the end user, and includes 24X7 service and support. The firm and others like it came into existence after 9-1-1, when it was realized that a reliable, speedy service was needed to communicate a disaster.

Standing Item(s):

Records Retention - Update

Records Retention Schedule. I am encouraged this project will see some much-needed progress this year. With the help of our new executive assistant, former deputy clerk in Palmer, I have found their recently updated schedule to be a really good format to go by, and will save a lot of research time.

Laserfiche Program – We now have an electronically scanned copy of all of the minutes imported into the Laserfiche software; working on resolutions next, and then ordinances.

Commission/Board Seats Vacant

The City advertised in the Bay Times January 16 & 23, February 20 & 27 editions, March 20 edition. 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. Filing date for submitting letters of interest was extended to March 27.

- 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.

- 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. There is one letter of interest on file. One of the seats expired in December and the other was vacated last fall.

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Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: March 27, 2014
To: Rose Loera
City Manager
From: Carol Shade
Finance Director
Subject: February 28, 2014 Financial Report

As of the end of February 2014, we should have received 67% of the budgeted revenues and not have spent more than 67% of the budgeted expenditures. The total revenues at February 28, 2014 were 69% and total expenditures were 63%. In comparison, total revenues for FY13 at February 28, 2013 were 76% and expenditures were 72%. 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	\$6,279,180	76%	\$8,204,314	\$6,022,809	73%
Special Revenues	2,674,552	1,896,887	71%	2,967,446	1,648,223	56%
Capital Projects	4,127,134	2,254,498	94%	1,326,640	1,843,730	139%
Total Revenues	\$15,049,102	\$10,430,564	69%	\$12,498,400	\$9,514,762	76%
Expenditures						
General Fund	\$8,191,004	\$4,998,160	61%	\$8,304,017	\$4,956,005	60%
Special Revenues	2,596,658	1,618,243	62%	2,663,347	1,312,016	49%
Capital Projects	3,927,336	2,716,925	69%	1,325,840	2,524,519	190%
Total Expenses	\$14,714,998	\$9,333,327	63%	\$12,293,198	\$8,792,541	72%

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 February 28, 2014.

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>Total Decrease</u>	<u>% Collected</u>
\$ 174,235.94	\$101,723.55	\$275,959.49	\$462,460.21	62.63%

2013 property taxes received through February 28, 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	\$115,797.49	\$30,818.83	\$2,034,731.28	93%

The Collections specialist continues to write letters to delinquent tax payers, and sent out 143 Denied Service Letters and 36 promissory note reminders in early March.

In March our Cashier left us to join the Public Works department as their administrative assistant. We were lucky to find another person to replace her fairly rapidly. Ramon Andrews-Pullon joined our department on the 3rd of March.

The Receivables technician sent out 244 utility bills for the February billing, 378 Personal Property Assessment forms and 800 real property assessment forms by the March 15, 2014 deadline. In addition she spent some time training the new Cashier.

Our Payables technician has given her notice and her last day is April 3rd. We have hired Rebecca Kayoukluk to take that position.

The Payroll/IT technician processed two payrolls, helped the Finance Director work on the Internal Controls document, attended an Emergency Preparedness Planning Committee meeting. She also attended the AML/JIA risk management conference.

With that being said attached statements reflect the City's financial status as of February 28, 2014.

City of Dillingham
Revenues and Expenditures as of February 28, 2014
Preliminary Figures

REVENUES:	February 28, 2014				February 28, 2013	
	Budget - FY13	MTD	YTD	Percent	YTD	INC/(DEC)
General Fund Revenues						
General Sales Tax	\$ 2,700,000	131,037	1,510,304	55.9%	\$ 1,548,241	\$ (37,937)
Alcohol Sales Tax	300,000	14,302	168,158	56.1%	224,261	(56,103)
Transient Lodging Sales Tax	80,000	1,043	52,510	65.6%	58,217	(5,706)
Gaming Sales Tax	65,000	2,405	37,729	58.0%	40,900	(3,171)
Total Sales Tax	3,145,000	148,788	1,768,702	56.2%	1,871,619	(102,917)
Real Property Tax	1,500,000	-	1,578,248	105.2%	1,548,241	30,007
Personal Property Tax	500,000	-	524,511	104.9%	521,464	3,048
Total Property Taxes	2,000,000	-	2,102,759	105.1%	2,069,705	33,054
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	-	-
Raw Fish Tax	276,513	-	276,513	100.0%	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	210,704	259	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	-	480,975	75.0%	360,313	120,662
Admin Overhead	348,137	-	213,861	61.4%	164,862	48,999
PERS on Behalf	232,178	26,988	245,928	105.9%	53,766	192,162
Other Revenues	461,677	15,304	246,493	53.4%	269,489	(22,996)
Total	3,102,416	42,552	2,407,719	77.6%	2,081,485	326,234
Total General Fund Revenues	8,247,416	191,339	6,279,180	76.1%	6,022,809	256,371
Special Revenue Funds Revenues						
Nushagak Fish Tax	460,139	21	386,964	84.1%	380,949	6,015
Water	219,642	12,934	140,542	64.0%	133,955	6,587
Sewer	265,381	22,829	167,876	63.3%	179,431	(11,555)
Landfill	364,042	827	220,393	60.5%	165,837	54,556
Dock	645,594	-	273,178	42.3%	392,262	(119,084)
Dock Insurance Payment	-	293,423	293,423	-	-	293,423
Boat Harbor	250,552	-	103,229	41.2%	55,239	47,989
E-911 Service	70,000	6,266	51,235	73.2%	45,824	5,411
Senior Center (Grant)	138,100	33,526	118,773	86.0%	90,360	28,413
Senior Center (Non-Grant)	261,102	3,713	141,274	54.1%	204,367	(63,093)
Total Special Revenue Funds Revenues	2,674,552	373,539	1,896,887	70.9%	1,648,223	248,664
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	-	2,505	93,692	-	1,228,805	(1,135,113)
Library Grants	52,493	-	13,880	26.4%	14,965	(1,085)
Library Roof	243,000	2,868	145,522	-	70	145,452
E911 Critical System Upgrades	-	-	-	-	-	-
FEMA Fire Truck	-	-	662	-	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	407	407	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	755	-	-	755
BBEDC (Various Projects)	-	34,828	86,938	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	-	-
Equipment Replacement Capital Project Fund	586,757	-	100,000	-	-	100,000
School Bond Project	-	-	650	-	(1,520)	2,170
Mary Carlson Estate Permanent Fund Revenue	1,500	-	1,289	-	(341)	1,629
Debt Service Fund Revenue	1,176,090	-	296,265	-	217,674	78,591
Landfill Oxidation	-	-	-	-	-	-
Landfill Phase 3	-	54,762	55,607	-	-	55,607
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	4,127,134	95,370	2,254,498	94%	1,843,730	282,760
Total Revenues	\$ 15,049,102	\$ 660,247	\$ 10,430,564	69.3%	\$ 9,514,762	\$ 787,795

City of Dillingham
Revenues and Expenditures as of February 28, 2014
Preliminary Figures

EXPENDITURES:	Budget - FY13	February 28, 2014			February 28, 2013	
		MTD	YTD	Percent	Actual	INC/(DEC)
General Fund Expenditures						
City Council	\$ 72,576	\$ 10,818	\$ 40,460	55.7%	\$ 43,333	\$ (2,873)
City Clerk	144,760	9,236	82,541	57.0%	82,030	511
Administration	300,646	25,197	185,665	61.8%	199,117	(13,452)
Finance	621,998	50,551	388,662	62.5%	381,763	6,900
Legal	90,000	5,795	43,677	48.5%	107,029	(63,353)
Insurance	106,016	64	100,837	95.1%	92,501	8,336
Non-Departmental	200,901	4,921	144,923	72.1%	211,443	(66,520)
Planning	180,696	16,258	99,067	54.8%	77,671	21,396
Public Safety Administration	180,993	11,571	118,695	65.6%	86,184	32,511
Dispatch	459,683	34,846	270,611	58.9%	288,572	(17,961)
Patrol	848,754	53,341	474,592	55.9%	318,302	156,289
Investigations/WAANT	-	-	-	-	59,198	(59,198)
Corrections	675,535	55,801	419,199	62.1%	355,318	63,881
DMV	107,523	10,716	66,801	62.1%	51,454	15,347
Animal Control Officer	132,416	6,339	69,118	52.2%	91,646	(22,528)
K-9	-	-	-	-	66,766	(66,766)
PS IT	32,000	1,355	15,216	47.5%	13,892	1,324
Fire	267,701	10,468	124,200	46.4%	127,206	(3,006)
Public Works Administration	178,909	10,084	92,639	51.8%	136,595	(43,956)
Building and Grounds	322,415	23,171	194,022	60.2%	250,242	(56,221)
Shop	171,990	12,629	118,306	68.8%	119,727	(1,421)
Street	669,517	22,572	388,909	58.1%	396,350	(7,441)
Foreclosures	20,226	1,340	12,903	63.8%	10,171	2,733
Library	133,242	12,091	77,677	58.3%	97,666	(19,990)
Meeting Hall above Fire Station	3,680	313	2,446	66.5%	2,175	270
City School	1,300,000	-	975,000	75.0%	975,000	-
Transfers to Other Funds	968,827	-	491,994	50.8%	314,653	177,341
Total General Fund Expenditures	8,191,004	389,475	4,998,160	61.0%	4,956,005	42,155
Special Revenue Funds Expenditures						
Nushagak Fish Tax	460,139	2,515	356,140	77.4%	217,616	138,525
Water	219,642	12,335	138,812	63.2%	118,287	20,525
Sewer	262,976	19,536	153,367	58.3%	188,106	(34,739)
Landfill	364,042	15,407	262,874	72.2%	227,330	35,544
Dock	640,105	6,013	413,412	64.6%	295,286	118,125
Dock (ATD Damages)	-	-	271,339	-	-	271,339
Boat Harbor	250,552	6,393	111,268	44.4%	120,293	(9,024)
E-911 Service	-	-	-	-	54,909	(54,909)
Senior Center (Grant)	138,100	10,238	97,801	70.8%	158,431	(60,630)
Senior Center (Non-Grant)	261,102	18,643	169,371	64.9%	149,375	19,996
Total Special Revenue Fund Expenditures	2,596,658	88,566	1,618,243	62.3%	1,312,016	306,227
Asset Forfeiture Fund	7,700	-	515	-	-	515
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	123,616	-	53,917	69,699
Water System Improvement	-	2,663	10,726	-	3,754	6,972
WasteWater Treatment Plant	2,000,000	201,785	1,613,668	80.7%	36,763	1,576,904
Force Main	-	-	17,714	-	1,238,402	(1,220,687)
Library Grants	52,493	298	19,166	36.5%	10,670	8,496
Library Roof	243,000	7,988	149,265	61.4%	1,195	148,070
E911 Critical System Upgrades	-	121	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	-	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	20,000	-	2,558	12.8%	-	-
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	-	-	120	-
BBEDC (Various Projects)	-	32,414	175,054	-	-	-
Ambulance Reserve Capital Project Fund	242,000	-	360	0.1%	-	360
Equipment Replacement Capital Project Fund	186,757	-	155,757	83.4%	-	155,757
School Bond Project	-	-	36,117	-	-	36,117
Mary Carlson Estate Permanent Fund	6,996	132	3,105	44.4%	5,109	(2,004)
Debt Service Fund	1,176,090	-	288,045	24.5%	1,174,590	(886,545)
Landfill Oxidation	-	19,126	38,897	-	-	-
Landfill Phase 3	-	-	80,612	-	-	-
Total Capital Project Funds Expenditures	3,927,336	264,527	2,716,925	69.2%	2,524,519	(106,106)
Total All Expenditures	\$ 14,714,998	\$ 742,568	\$ 9,333,327	63.4%	\$ 8,792,541	\$ 242,275
Revenues Over (Under) Expenditures	\$ 334,104	\$ (82,321)	\$ 1,097,237		\$ 722,221	\$ 545,520

City of Dillingham
Revenues and Expenditures as of February 28, 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>2/28/2013</u> <u>Unaudited</u>
General Fund	\$ 3,372,485	\$ 6,279,180	\$ 4,998,160	\$ 1,281,020	\$ 4,653,505
Nushagak Fish Tax	79,524	386,964	356,140	30,823	110,347
Fisheries Infrastructure Fund	46,422	17,739	-	17,739	64,161
Borough Study	24,853	10,644	-	10,644	35,497
Water	20,044	140,542	138,812	1,731	21,775
Waste/Water	-	167,876	153,367	14,509	14,509
Landfill	-	220,393	262,874	(42,481)	(42,481)
Dock	1,179,047	273,178	413,412	(140,234)	1,038,813
Boat Harbor	-	103,229	271,339	(168,110)	(168,110)
E-911 Service	25,145	51,235	111,268	(60,033)	(34,888)
Senior Center	-	260,047	0	260,047	260,047
Asset Forfeitures Fund	9,035	-	515	(515)	8,520
City Shoreline Erosion Control	(18,386)	34,750	123,616	(88,866)	(107,252)
Water System Improvement	(218,388)	-	10,726	(10,726)	(229,114)
WasteWater Treatment Plant	-	1,355,699	1,613,668	(257,968)	(257,968)
Force Main	-	93,692	17,714	75,977	75,977
Library Grants (Books, Erate, etc.)	-	13,880	19,166	(5,286)	(5,286)
Library Roof	-	145,522	149,265	(3,743)	(3,743)
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	-	-
Public Safety Planning	-	20,000	2,558	17,443	17,443
BVP Grant	-	755	755	-	-
BBEDC (Various Projects)	-	86,938	175,054	(88,116)	(88,116)
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	650	36,117	(35,468)	358,052
Mary Carlson Estate Permanent Fund	397,385	1,289	3,105	(1,816)	395,569
Debt Service	-	296,265	288,045	8,220	8,220
Landfill Oxidation	-	-	38,897	(38,897)	(38,897)
Landfill Capital Project Fund	172,044	54,762	80,612	(25,851)	146,193
Total	\$ 6,038,624	\$ 10,136,296	\$ 9,422,811	\$ 713,485	\$ 6,762,109

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Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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Tracy Hightower
Paul Liedberg

MEMORANDUM

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

Emergency Preparedness: The SCERP (Small community Emergency Response Plan) group has begun meeting again, stimulated by the recent bout of siren testing. We are reviewing the draft plan and developing next steps for a viable community response plan.

Encroachments of Birch Lane and Pleier Road. Plan to work on in April.

CIP book: Posted and advertised nominations for the Capital Improvement Project Plan update for FY16. Staff nominations are slowly trickling in. Deadline is April 2, 2014 to receive projects.

Floodplain Management Plan: working on a plan with State Floodplain coordinator to bring the City's floodplain into compliance.

GIS: the parcel database has been updated with new subdivisions, including BIA subdivisions which did not go through the Planning Commission.

Grants and Projects:

- Community Development Block Grant Program (CDBG) – Unsuccessful. The CDBG had only 2 million to distribute and it mostly went to very small rural communities.
- Landfill: City still has not received their response to our review of their Financial Capacity Review for the loan applied for under ADEC. Reviewed submittals twice for the landfill gasifier/incinerator RFP with other staff. Like the direction the Ci
- Water System Improvements: Submitted loan questionnaire to match the 28305 grant. Also requested reappropriation from the legislature this year. Worked with lobbyist to get this request in at the deadline. It would be used on water improvements and downtown streets pipes needing repair or changeout prior to the State DOT's Downtown Street's project.
- ADEC MMG 28306 (\$3.0 million): Requested reappropriation from the legislature to be used on wastewater projects.

Floodplain permits: Current - Delta Western containment facility. Icicle plant also.

Land Use Permits: Delta Western containment facility; Torrissi driveway off of Wood River Road (Ridgeway Drive).

Ordinances under revision by the Planning Commission

- Title 12 Encroachments: Waiting for help from City Attorney on a code rewrite for a simple permit to allow other entities to work in the city streets.
- Title 15 Floodplain Management: City Attorney is preparing a draft revision to bring our code more in line with FEMA requirements. Will bring to the Planning Commission to recommend to Code Committee.
- Title 17 Subdivisions:
 - Minimum Acreage: Planning Commission still working on minimum acreage code.
 - Replats: Planning Commission working on language for this to be put in City code.
- Title 18 Land Use Permits: the commission is waiting to see how the minimum acreage issue and the material sites ordinance will affect Land Use Permits.

Subdivision Access

- Prepared an overview of last year's efforts to change subdivision access regulations for a joint workshop of the Planning Commission and City Council held March 19 immediately after the Planning Commission's regular meeting.
- The joint meeting was well attended by landowners who had participated in the Subdivision Access Committee who preferred that the road rules be based on the number of homes being built along a road in a subdivision, instead of by the number of lots in a subdivision. The discussion lasted until about 10:30 p.m.
- If the Planning Commission's proposed ordinance passes there would be more options available to landowners and one very significant change to the code:
 - 1) Private Access easements would become a legal form of access to subdivision lots;
 - 2) A 50 foot easement would be required of all subdivision roads, private or public;
 - 3) Two options would be available for landowners to subdivide with changes to road standards:
 - a. A 4 lot subdivision with a public road which doesn't have to be built until lots are sold or further subdivided; lots are given through gift deed;
 - b. A private subdivision of up to 7 lots with a private road, built to 16 feet improved width, and a cul-de-sac of approved diameter, no restrictions on whether lots are sold or gift deeded.

Both options would currently require additional subdivisions to have 20 foot improved surface and be dedicated public roads.

- Cul-de-sac. At the end of this report there's information about how Dillingham's code compares to other municipalities and what the typical cul-de-sac in Dillingham has been.
- Suggest the Planning Commission continue to work on making innovative improvements to the Subdivision access code and access to adjacent parcels, considering the impact of topography, road length, adjacent landownership; public need for the access; time allowed for subdividing; and

- Work with stakeholders to identify and facilitate more options for subdividers to finance safe subdivisions that will contribute to the high quality of life in Dillingham.
- 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. This could be confusing to citizens. The Central Business District and General District in Title 18 are zones within the City that have setbacks. Recommend changing the title of Chapter 11 “Business District” to reflect the purpose of Chapter 11 to:
 - “ATV use in the Downtown Area,” instead of the “Business District” as represented on the map in Chapter 11. OR
 - Title 18 could add the “Business District” as defined in Title 11, to the two zoning districts already in place. There would then be a Business District and a Central Business District as well as the General District.

Port Land Exchange: I’m to come up with estimated values of comparable areas to be traded so that the city attorney can draw up an exchange agreement basically bringing all parties to the table and signing a document of intention to carry out the exchange.

Road Projects:

ADOT – Hosts an open house in Dillingham at the City council Chambers March 27 and then the groundbreaking for the construction of the Aleknagik Bridge on March 28.

Public Complaints:

- Received complaints about the Wood River Road multi-use path not getting plowed. The State ADOT has had an agreement with the city for years to plow the Wood River Road. However, the bike path hasn’t been getting plowed because the state has asked the city not to. There seems to be an issue in how the jobs are coordinated, because of the way the equipment works, and that each entity has different priorities required of them. It would be great to figure out a resolution to this because the path hasn’t been regularly cleared most of the winter, according to someone who lives on the Wood River Road.

Citizen Research Request:

- Request to investigate the status of the old road to Kanakanak Hospital which comes off of Chuthmuk Road. A citizen is requesting that it be maintained by the City.

Planning Commission Seats: Just as Gregg Marxmiller takes a seat, Ben McDowell resigns! He has too much work that takes him away from Dillingham.

Cul-de-sac Code Comparison

(March 23, 2014)

Community	Radius of cul de sac	Diameter
Bethel	Minimum 70 ft.	140
Bristol Bay Borough	Minimum 60 ft.	120
Cordova	Minimum 50 ft.	100
Dillingham current code		60, min turnaround diameter
Dillingham proposed	Minimum 60 ft.	120 ft.
Fairbanks	Minimum 50 ft.	100, min. 85 ft turning diameter
Valdez	Minimum 50 ft. rural 80 ft.	

Bethel municipal code

17.24.040 Access and dedication.

C. All dedicated street rights-of-way shall be at least sixty (60) feet wide unless the planning commission requires a wider way be dedicated. In addition, a notation that all streets, alleys and pedestrian ways are dedicated to the public shall be placed on the plat.

D. Cul-de-sacs shall be dedicated to a minimum radius of seventy (70) feet with a return radius of seventy (70) feet.

E. A temporary turnaround shall be dedicated at the dead-end of all streets likely to be extended in the future. The turnaround shall have a minimum radius of sixty (60) feet with a return radius of sixty (60) feet. When the street is extended, the excess right-of-way shall be vacated. A notation to this effect shall be placed on the final plat.

Bristol Bay Borough

18.20.100 Streets, Lots and blocks.

7. Cul-de-Sacs. Streets designed to have one end permanently closed. Cul-de-sacs may not be more than four hundred feet long and shall be provided at the closed end with a suitable turnaround with a minimum radius of sixty feet to the property line.

Cordova Municipal Code

17.16.040 Blocks

Where a tract of land is of such size or location as to prevent a lot arrangement directly related to a normal street design, there may be established one or more courts, dead-end streets, or other arrangements; provided, however, that proper access shall be given to all lots from a dedicated street or court. A dead-end street shall terminate in an open space (preferably circular) having a minimum radius of fifty feet. A dead-end street shall not exceed one thousand feet in length.

Fairbanks North Star Borough Code

17.60.130 Trafficway width.

E. Cul-de-Sac and Turnaround Requirements.

1. Roads ending with cul-de-sacs may be used in subdivision design as follows:
 - a. Where internal road circulation is restricted by topography or adjacent land use;
 - b. As a desirable traffic design characteristic.
2. Roads ending with cul-de-sacs shall not exceed 900 feet in length as surveyed from road intersection to centerpoint of cul-de-sac except as follows:
 - a. If conditions warrant a cul-de-sac road longer than 900 feet, the minimum trafficway shall be 20 feet wide the entire length;
 - b. In no case shall the cul-de-sac length exceed 1,320 feet.
3. Permanent or temporary turnarounds shall be constructed to provide a minimum turning diameter of 85 feet contained within a 100-foot diameter right-of-way or, when necessary, contained within a right-of-way sufficient to encompass all road construction.
4. All permanent turnarounds shall have 25-foot minimum radius curve returns between the turnaround bubble and the parallel right-of-way lines to which it attaches. (Ord. 2005-33 § 11, 2006; Ord. 2005-10 § 2, 2005)

Valdez Municipal Code

16.16.140 Design—*Culs-de-sac*. Where topography and traffic circulation permit, the length of a cul-de-sac shall not exceed nine hundred feet. The length shall be measured from centerline of intersecting through streets to the radius point of cul-de-sac bulb or a line running from the radius point perpendicular to the street centerline. A cul-de-sac shall terminate with a turnaround having a minimum radius of the right-of-way of fifty feet, and forty-one and one-half feet back of curb for constructed streets. In rural residential subdivisions, the minimum radius shall be eighty feet. (Ord. 96-27 § 1 (part); Ord. 93-03 § 1 (part); prior code § 24-33)

Dillingham Municipal Code

17.19.060 Streets—General standards.

F. Cul-de-Sacs. Cul-de-sacs in areas served by community or city sewer and water systems shall have a maximum length of six hundred feet with a minimum turn-around diameter of sixty feet. Cul-de-sacs in areas served by on-site sewer and water systems or only by city or community sewer systems shall have a maximum length of one thousand three hundred feet.

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Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

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

"Libraries are beautiful inside and out— and they are often the heart of their communities, campuses, and schools". We will be celebrating National Library Week April 13-19 with special displays and the opportunity to enter a photo contest with some pictures of our wonderful library inside and out. Easter and Earth Day will also be highlighted at the library in April with fun activities, displays, and special Story Times.

The Friends of the Library had their meeting Saturday, March 22nd. They will be helping with the Children's Fair on April 12th at the Elementary School. The Dr. Seuss Birthday Celebration on Saturday, March 1st was a huge success with over 115 attending. They will also be gearing up for their annual used book drive and sale for the summer. We are encouraging former FOL members to renew their memberships and we are always looking for new members. There are various levels for membership fees; check it out.

The next Library Advisory Board meeting is scheduled for Wednesday, April 9th at 5:30 pm here at the library. Two board seats still need to be filled.

We will be interviewing and hiring for the Library Aide/Clerk position this month. Also, the library is looking for help with the 2014 Summer Reading Program. This year's theme is "Fizz Boom Read" for the young children and "Spark a Reaction" for the teens. Proves to be an exciting summer!

Library Stat report for February 24th – March 22nd, 2014:

Patron Visits: 2,719 Computer Use: 735 Story Hour: 95
Other Visits: 359 Museum Use: 26 Videoconferencing: 32
Approximately 18.5 volunteer hours logged

Library closed
Monday, March 31st for Seward's Day

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MEMORANDUM

Date: March 25, 2014
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **April 2014 Council Report** *(reporting period 2/26/14 to 3/25/14)*

Police:

- ❖ 417 Calls for service
- ❖ 30 Incident reports
- ❖ 21 Persons arrested
- ❖ 4 Title 47/Protective custody
- ❖ 22 Citations issued

One of our officers attended Reid interview and interrogation training in Anchorage.

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

The Chief participated in the Alaska House Bush Caucus hearing on Rural Drug Trafficking.

We are still trying to fill our vacant officer position.

Corrections:

- ❖ 47 Total Inmates
- ❖ 4 Title 47/Protective custody

We are currently advertising an open corrections officer position.

We are replacing all of the windows in the jail with thick Lexan safety glass. Over the years most of our windows have been broken by violent inmates and were replaced with simple plexiglass, which poses a safety hazard. Most of the funding for the new windows came from a State DOC capital projects award. The windows are now in Dillingham and should be installed within the next couple of weeks.

Dispatch:

- ❖ 479 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

We had one of our long-time Dispatchers transfer to the Admin/DMV position. We are currently advertising for the vacant position.

One of our dispatchers will be attending APSIN/NCIC training this month. This training will improve her skills on the State and Federal law enforcement computer systems.

Animal Control:

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

The Animal Shelter held a Rabies Vaccination Clinic during Beaver Round-Up on Friday and Saturday. It was a big success and 60 rabies shots were given.

A spay and neuter clinic will be held April 10-13 in the Animal Shelter. The clinic is being put on by Rural Veterinarian Outreach. A total of 86 animals are scheduled for surgery.

DMV:

- ❖ 37 Registrations/Titles
- ❖ 90 Driver's License/IDs
- ❖ 2 Commercial Driver's License
- ❖ 6 Road tests

Our temporary DMV Clerk has put in his resignation, effective March 28th.

We have filled the Admin/DMV position. One of our dispatchers filled the slot. She will be training by Anchorage DMV April 14-18. The DMV will be closed in the interim.

WAANT:

The Alaska State Troopers have filled the vacant WAANT position and the new investigator will start in June.

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MEMORANDUM

Date: March 25, 2014
To: Rose Loera, City Manager
From: Department Head, Title
Subject: March 2014 Department Head Report

Summarization of EMS Responses in February – 37.8 Total Man Hours

- Total of Ambulance Transports
 - 1 Traumatic Injury
 - 2 Diabetic Emergency
 - 2 Medical Transports
 - 1 Motor Vehicle Accident
 - 2 Unresponsive/Unconscious

PROJECTS COMPLETED

- Combo Meeting was held for water rescue.
- The Department reviewed entry tactics into burning buildings at the Fire Meeting.
- Stephen Krouse from MES came and upgraded all 16 of our airpacks. This upgrade brings the packs up to NFPA 2007 standards and keeps us in compliance for the next 6 years. These upgrades were able to happen through a State-wide grant.
- The Executive Committee allowed the decommissioning of Rescue 1 and the Fire Department snow machine. They will be put up for sale in the next Mayor's Sale.
- We applied for the Volunteer Fire Assistance (VFA) grant through the State of Alaska Department of Forestry for fire hose for the new fire truck. WE should find out the results in June.
- Ambulance billing is up to date.

ON-GOING PROJECTS

- We are working on reorganizing Lake Road and Downtown Station to better suit the needs of the Fire Department.
- SCBA bottles are continuing to be serviced in Anchorage.
- We are continuing to gather information to improve our community's emergency responses through SCERP planning and siren testing.
- We are beginning prepare the new enclosed trailer for possible storage of our wildland firefighting equipment.

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MEMORANDUM

Date: March 27, 2014
To: Rose Loera
From: Pancho Garcia
Subject: Staff report

Streets Dept.

- Grading roads to keep them pot hole free;
- Hauled snow from piles around town;
- Thawing out culverts in an out of town.

Water & Sewer Dept.

- Have been doing their monthly lagoon and water sampling;
- Cleaning the treatment plant, sewer lagoon building and lift stations;
- Been washing down lift stations and working the floats and checking for operation.

Shop Dept.

- Have been keeping up on maintenance on the city's fleet;
- Organizing and cleaning the shop.

B&G Dept.

- Repaired the door at the lake road fire hall;
- Transferring used oil to the primary tank;
- Repaired the damaged cell at DPD.

Landfill

- Been keeping up with burning trash and keeping track of monies and securing the cash box in the shop building;
- Baler has been fired up for operation and testing to start baling.

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MEMORANDUM

Date: March 19, 2014
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of February, the Senior Center served 598 congregate meals to 70 individuals, 154 home delivered meals to 9 individuals, gave 401 assisted rides to 32 individuals and 230 unassisted rides to 29 individuals. Aleknagik transportation services provided 608 rides during the month of January.

We had no new renters for the month of February, but the Pinochle player's group continues to rent the dining room every Friday, and every third Saturday the Quilters rent the Senior Center.

Anna Mae Bartholomew (Aging and Disabilities Resource Center was busy this past month. She had created an Activity Calendar and posted it to help let elders know what is going on at the Center in the next month. Events included, a Yahtzee tournament, an Elder personal services day, Bingo, and a Pickled Fish and Agutaq Competition for Beaver Round up.

We are also hosting a beading group every Thursday for anyone who would like to learn how to bead. Tish Luckhurst hosts the group.

Sam Eveslage started Yoga classes for the Elders. We have seven or more Elders that participate in the class. It is held Tuesday, Wednesday and Friday each week. The class is free for the Elders.

Harold Andrew continues kayak building in the shop. He comes to the Senior Center shop on Monday, Wednesday and Friday. He has invited elders and anyone who is interested to attend and participate. This will be a great opportunity to learn from our elders and a trained boat builder.

Our next Advisory Board meeting is April 9 at 1pm in the dining room at the Senior Center.

Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: March 1, 2014
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: March Monthly Report

Vacancies – we are currently advertising for a Sr. Patrol Officer, Library Aide, Corrections Supervisor, Dispatcher, Harbor and Dock Assistants. Staff has applied for BBEDC seasonal positions and the Library, Harbor, Buildings & Ground, Finance were awarded positions. In addition to the seasonal positions we were awarded three youth intern positions and two positions for the landfill scrap metal removal project.

Landfill – Paul Lieberg, Steve Jenkins (CH2M Hill) and I traveled to Philadelphia and met with Pennram officials on the incinerator that we are considering purchasing. At the last council meeting you approved a contract with Pennram for a smaller system that was approximately \$600,000 with equipment needed to load it and the fuel consumption around 71 gallons a burn. We realized prior to traveling there that the amount of garbage that the City produces was actually more than what we originally charged. We had not accounted for Dlg. Refuse who dumped right into the burn pits. Pennram worked out two other scenarios with one being a larger system that would have had the fuel consumption around 200 gallons a burn. The other system was what they referred to as the Conventional system that is typically what is purchased by others. This system has a loading hopper, ram to push garbage through and an ash removal system. We will need to operate this system 24 hours a day during the summer which will require staff to work in shifts. They estimate the fuel consumption in a 24 hour period to be about 61 gallons or less. If the system is used continuously it will not use any fuel other than the start-up.

On the Council agenda is a resolution approving the purchase of this system. Also attached is an estimated budget to get us through the construction, installation and crushing of our garbage while we are waiting for full implementation. Our project manager is recommending that we purchase another piece of equipment to crush the garbage since the City's equipment will be needed this summer dealing with the erosion we are having to address at Snag Point and the scrap metal removal. We will sell this piece of equipment when we no longer need it.

We need to inform Penram this week to proceed. I'm working with our attorney on the purchase agreement.

Squaw Creek Road – Attached is the letter from the State regarding Squaw Creek road. We will need to be addressing the transfer of the road from the State to the City soon as the residents are wanting some action.

Dept. of Environmental Conservation Notice of Violations (NOV) – we have responded to both of the NOV's with DEC for the landfill and lagoon. I need to do additional clarification on the landfill.

Loader – on the Council agenda is the approval for the purchase of the Loader for the Dock. We forgot to have that as an action for the last council meeting when it was reported. It was approved on the mid-year budget process.



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Transportation
and Public Facilities

CENTRAL REGION
Regional Director's Office

4111 Aviation Avenue
Anchorage, Alaska 99502
Main: 907.269.0770
Fax: 907.248.1573
TDD: 907.269.0473

February 7, 2014

Ms. Jody Seitz
City Planner
P. O. Box 880
Dillingham, AK 99567

Re: Squaw Creek Road

Dear Jody:

Attached is a copy of the letter sent to Ms. Whitcomb in response to her letter dated January 8, 2014 regarding the maintenance of Squaw Creek Road.

Although the State of Alaska has maintained Squaw Creek Road for many years, through research recently performed, it is clear now that the State has no property rights regarding the road. Portions of the road right of way were dedicated by plat over the years to "public use" and accepted by the City of Dillingham. Apparently, the dedicated road right of way is 40' wide and, in addition, there is a 10' utility right of way that runs along the road. The road through Lot 13, USS 4980 is not dedicated. In the Department's opinion, rights should be sought and dedicated to the City for the remainder of the road.

The State does not own the road, and there is no maintenance agreement in place, therefore, the Department does not have the authority or responsibility for maintenance. It is unclear why the State began maintaining this facility decades ago, but we will continue to maintain the road, as conditions allow, for the remainder of this winter season.

With the Department's visit to Dillingham in a few weeks, this would be a good subject for discussion in order to establish a way forward.

Sincerely,

A handwritten signature in blue ink, appearing to read "RAC", written over a blue circular stamp.

Robert A. Campbell, PE.
Regional Director

"Keep Alaska Moving through service and infrastructure."

cc: Senator Gary Stevens
Representative Bryce Edgmon
Patrick Kemp, P.E., Commissioner, DOT&PF
Randy Vanderwood, P.E., M&O Chief, DOT&PF
Norman Heyano, Dillingham Airport Manager, DOT&PF
Rebecca Rauf, Southwest Area Planner, DOT&PF

Mayor
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Manager
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MEMORANDUM

Date: March 25, 2014
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Report

Bill to allow Vote By-Mail is currently being draft for proposal to the legislature.

This is just for your information at this time. The AAMC Legislative Committee and "By-Mail" Election Committee are seeking input on a proposed change to Title 15 (State elections – a part that mentions municipalities) and Title 29 (the part regarding elections).

Some municipalities are interested in and are investigating the possibility of conducting elections "by mail" - in which the clerk would mail ballots to all registered voters in the municipality, rather than setting up the precinct polling places. The procedures for voting would be adopted by the community, within the confines of Title 15 and Title 29.

This proposed change would not have any detrimental effect on anything we are doing now, and would only provide flexibility for those considering a "by-mail" election.

Liquor License Renewal- Willow Tree Inn

The State of Alaska Alcoholic Beverage Control Board has filed a renewal application notice for the Willow Tree Inn. Their taxes are paid in full and no adverse reporting from the Police Dept. The practice in the past has been if taxes are paid, and there is no adverse report from the Dillingham Public Safety Dept., licenses for renewal need not come before the Council.

IT Committee

The IT Committee met last week in preparation for Tekmate changing out 28 PCs all with Windows XP, no longer supported by Microsoft after April. Everyone was reminded again to get all their files stored on the server and off their desktops to facilitate the installs. All PCS had arrived by early last week, and are in the process of being installed as I write this report. There's a bit of a learning curve from Windows XP to Windows 7 and from MS Office 2007 to 2013. Also the terminal server for the remote sites, including harbor, public works, and senior center, is in place at City Hall. The IT

Committee is scheduled to meet April 3 to address any outstanding issues with this install. We are still waiting for a quote for a Public Safety backup. We talked earlier about backing up to City Hall, but Nushagak is limited on the bandwidth they can offer. At the current transfer rate it would take 28 days to back up PS's servers.

Siren Tests/Emergency Preparedness

A PSA prepared by the Small Community Emergency Response Planning team (SCERP) will be broadcasted over the next several weeks on KDLG.

The City of Dillingham will conduct a test of its Emergency Alert System **on the first Wednesday of each month at 2 PM**. The sirens will sound for a short time. The purpose of these monthly siren tests is to confirm that the Emergency Alert System (EAS) is in good working order.

In a real emergency situation, such as a natural or man-made disaster, the sirens will sound for a much longer period of time. If you get a siren notification it means for you to monitor the media (radio, internet) for further bulletins and updates.

Our website has been updated to include a page on testing the City's sirens, and family emergency preparedness. This site is a work in progress. The planning team is working on a plan that identifies shelters, critical partners, and will eventually share its community contact information at a meeting with the school, clinic, hospital, state troopers, utility officials and others.

Blackboard Connect. The planning team also saw a demonstration on software product Blackboard Connect. The company services over 50M users, including small cities, and large cities like Chicago, and several Alaskan communities including the City of Palmer and Mat-Su Borough. In the event of a major disaster, a text to a cellphone, voice (robo-calls), and email message would go out to all users on the system. The cost to the City is fairly inexpensive, around \$2,500 a year, and free to the end user, and includes 24X7 service and support. The firm and others like it came into existence after 9-1-1, when it was realized that a reliable, speedy service was needed to communicate a disaster.

Standing Item(s):

Records Retention - Update

Records Retention Schedule. I am encouraged this project will see some much-needed progress this year. With the help of our new executive assistant, former deputy clerk in Palmer, I have found their recently updated schedule to be a really good format to go by, and will save a lot of research time.

Laserfiche Program – We now have an electronically scanned copy of all of the minutes imported into the Laserfiche software; working on resolutions next, and then ordinances.

Commission/Board Seats Vacant

The City advertised in the Bay Times January 16 & 23, February 20 & 27 editions, March 20 edition. 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. Filing date for submitting letters of interest was extended to March 27.

- 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.

- 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. There is one letter of interest on file. One of the seats expired in December and the other was vacated last fall.

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Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: March 27, 2014
To: Rose Loera
City Manager
From: Carol Shade
Finance Director
Subject: February 28, 2014 Financial Report

As of the end of February 2014, we should have received 67% of the budgeted revenues and not have spent more than 67% of the budgeted expenditures. The total revenues at February 28, 2014 were 69% and total expenditures were 63%. In comparison, total revenues for FY13 at February 28, 2013 were 76% and expenditures were 72%. 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	\$6,279,180	76%	\$8,204,314	\$6,022,809	73%
Special Revenues	2,674,552	1,896,887	71%	2,967,446	1,648,223	56%
Capital Projects	4,127,134	2,254,498	94%	1,326,640	1,843,730	139%
Total Revenues	\$15,049,102	\$10,430,564	69%	\$12,498,400	\$9,514,762	76%
Expenditures						
General Fund	\$8,191,004	\$4,998,160	61%	\$8,304,017	\$4,956,005	60%
Special Revenues	2,596,658	1,618,243	62%	2,663,347	1,312,016	49%
Capital Projects	3,927,336	2,716,925	69%	1,325,840	2,524,519	190%
Total Expenses	\$14,714,998	\$9,333,327	63%	\$12,293,198	\$8,792,541	72%

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 February 28, 2014.

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>Total Decrease</u>	<u>% Collected</u>
\$ 174,235.94	\$101,723.55	\$275,959.49	\$462,460.21	62.63%

2013 property taxes received through February 28, 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	\$115,797.49	\$30,818.83	\$2,034,731.28	93%

The Collections specialist continues to write letters to delinquent tax payers, and sent out 143 Denied Service Letters and 36 promissory note reminders in early March.

In March our Cashier left us to join the Public Works department as their administrative assistant. We were lucky to find another person to replace her fairly rapidly. Ramon Andrews-Pullon joined our department on the 3rd of March.

The Receivables technician sent out 244 utility bills for the February billing, 378 Personal Property Assessment forms and 800 real property assessment forms by the March 15, 2014 deadline. In addition she spent some time training the new Cashier.

Our Payables technician has given her notice and her last day is April 3rd. We have hired Rebecca Kayoukluk to take that position.

The Payroll/IT technician processed two payrolls, helped the Finance Director work on the Internal Controls document, attended an Emergency Preparedness Planning Committee meeting. She also attended the AML/JIA risk management conference.

With that being said attached statements reflect the City's financial status as of February 28, 2014.

City of Dillingham
Revenues and Expenditures as of February 28, 2014
Preliminary Figures

REVENUES:	<u>February 28, 2014</u>				<u>February 28, 2013</u>	
	<u>Budget - FY13</u>	<u>MTD</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,700,000	131,037	1,510,304	55.9%	\$ 1,548,241	\$ (37,937)
Alcohol Sales Tax	300,000	14,302	168,158	56.1%	224,261	(56,103)
Transient Lodging Sales Tax	80,000	1,043	52,510	65.6%	58,217	(5,706)
Gaming Sales Tax	65,000	2,405	37,729	58.0%	40,900	(3,171)
Total Sales Tax	3,145,000	148,788	1,768,702	56.2%	1,871,619	(102,917)
Real Property Tax	1,500,000	-	1,578,248	105.2%	1,548,241	30,007
Personal Property Tax	500,000	-	524,511	104.9%	521,464	3,048
Total Property Taxes	2,000,000	-	2,102,759	105.1%	2,069,705	33,054
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	-	-
Raw Fish Tax	276,513	-	276,513	100.0%	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	210,704	259	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	-	480,975	75.0%	360,313	120,662
Admin Overhead	348,137	-	213,861	61.4%	164,862	48,999
PERS on Behalf	232,178	26,988	245,928	105.9%	53,766	192,162
Other Revenues	461,677	15,304	246,493	53.4%	269,489	(22,996)
Total	3,102,416	42,552	2,407,719	77.6%	2,081,485	326,234
Total General Fund Revenues	8,247,416	191,339	6,279,180	76.1%	6,022,809	256,371
<u>Special Revenue Funds Revenues</u>						
Nushagak Fish Tax	460,139	21	386,964	84.1%	380,949	6,015
Water	219,642	12,934	140,542	64.0%	133,955	6,587
Sewer	265,381	22,829	167,876	63.3%	179,431	(11,555)
Landfill	364,042	827	220,393	60.5%	165,837	54,556
Dock	645,594	-	273,178	42.3%	392,262	(119,084)
Dock Insurance Payment	-	293,423	293,423	-	-	293,423
Boat Harbor	250,552	-	103,229	41.2%	55,239	47,989
E-911 Service	70,000	6,266	51,235	73.2%	45,824	5,411
Senior Center (Grant)	138,100	33,526	118,773	86.0%	90,360	28,413
Senior Center (Non-Grant)	261,102	3,713	141,274	54.1%	204,367	(63,093)
Total Special Revenue Funds Revenues	2,674,552	373,539	1,896,887	70.9%	1,648,223	248,664
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	-	2,505	93,692	-	1,228,805	(1,135,113)
Library Grants	52,493	-	13,880	26.4%	14,965	(1,085)
Library Roof	243,000	2,868	145,522	-	70	145,452
E911 Critical System Upgrades	-	-	-	-	-	-
FEMA Fire Truck	-	-	662	-	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	407	407	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	755	-	-	755
BBEDC (Various Projects)	-	34,828	86,938	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	-	-
Equipment Replacement Capital Project Fund	586,757	-	100,000	-	-	100,000
School Bond Project	-	-	650	-	(1,520)	2,170
Mary Carlson Estate Permanent Fund Revenue	1,500	-	1,289	-	(341)	1,629
Debt Service Fund Revenue	1,176,090	-	296,265	-	217,674	78,591
Landfill Oxidation	-	-	-	-	-	-
Landfill Phase 3	-	54,762	55,607	-	-	55,607
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	4,127,134	95,370	2,254,498	94%	1,843,730	282,760
Total Revenues	\$ 15,049,102	\$ 660,247	\$ 10,430,564	69.3%	\$ 9,514,762	\$ 787,795

City of Dillingham
Revenues and Expenditures as of February 28, 2014
Preliminary Figures

EXPENDITURES:	Budget - FY13	February 28, 2014			February 28, 2013	
		MTD	YTD	Percent	Actual	INC/(DEC)
General Fund Expenditures						
City Council	\$ 72,576	\$ 10,818	\$ 40,460	55.7%	\$ 43,333	\$ (2,873)
City Clerk	144,760	9,236	82,541	57.0%	82,030	511
Administration	300,646	25,197	185,665	61.8%	199,117	(13,452)
Finance	621,998	50,551	388,662	62.5%	381,763	6,900
Legal	90,000	5,795	43,677	48.5%	107,029	(63,353)
Insurance	106,016	64	100,837	95.1%	92,501	8,336
Non-Departmental	200,901	4,921	144,923	72.1%	211,443	(66,520)
Planning	180,696	16,258	99,067	54.8%	77,671	21,396
Public Safety Administration	180,993	11,571	118,695	65.6%	86,184	32,511
Dispatch	459,683	34,846	270,611	58.9%	288,572	(17,961)
Patrol	848,754	53,341	474,592	55.9%	318,302	156,289
Investigations/WAANT	-	-	-	-	59,198	(59,198)
Corrections	675,535	55,801	419,199	62.1%	355,318	63,881
DMV	107,523	10,716	66,801	62.1%	51,454	15,347
Animal Control Officer	132,416	6,339	69,118	52.2%	91,646	(22,528)
K-9	-	-	-	-	66,766	(66,766)
PS IT	32,000	1,355	15,216	47.5%	13,892	1,324
Fire	267,701	10,468	124,200	46.4%	127,206	(3,006)
Public Works Administration	178,909	10,084	92,639	51.8%	136,595	(43,956)
Building and Grounds	322,415	23,171	194,022	60.2%	250,242	(56,221)
Shop	171,990	12,629	118,306	68.8%	119,727	(1,421)
Street	669,517	22,572	388,909	58.1%	396,350	(7,441)
Foreclosures	20,226	1,340	12,903	63.8%	10,171	2,733
Library	133,242	12,091	77,677	58.3%	97,666	(19,990)
Meeting Hall above Fire Station	3,680	313	2,446	66.5%	2,175	270
City School	1,300,000	-	975,000	75.0%	975,000	-
Transfers to Other Funds	968,827	-	491,994	50.8%	314,653	177,341
Total General Fund Expenditures	8,191,004	389,475	4,998,160	61.0%	4,956,005	42,155
Special Revenue Funds Expenditures						
Nushagak Fish Tax	460,139	2,515	356,140	77.4%	217,616	138,525
Water	219,642	12,335	138,812	63.2%	118,287	20,525
Sewer	262,976	19,536	153,367	58.3%	188,106	(34,739)
Landfill	364,042	15,407	262,874	72.2%	227,330	35,544
Dock	640,105	6,013	413,412	64.6%	295,286	118,125
Dock (ATD Damages)	-	-	271,339	-	-	271,339
Boat Harbor	250,552	6,393	111,268	44.4%	120,293	(9,024)
E-911 Service	-	-	-	-	54,909	(54,909)
Senior Center (Grant)	138,100	10,238	97,801	70.8%	158,431	(60,630)
Senior Center (Non-Grant)	261,102	18,643	169,371	64.9%	149,375	19,996
Total Special Revenue Fund Expenditures	2,596,658	88,566	1,618,243	62.3%	1,312,016	306,227
Asset Forfeiture Fund	7,700	-	515	-	-	515
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	123,616	-	53,917	69,699
Water System Improvement	-	2,663	10,726	-	3,754	6,972
WasteWater Treatment Plant	2,000,000	201,785	1,613,668	80.7%	36,763	1,576,904
Force Main	-	-	17,714	-	1,238,402	(1,220,687)
Library Grants	52,493	298	19,166	36.5%	10,670	8,496
Library Roof	243,000	7,988	149,265	61.4%	1,195	148,070
E911 Critical System Upgrades	-	121	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	-	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	20,000	-	2,558	12.8%	-	-
BVP Grant	-	-	755	-	-	755
Pollock Grant	-	-	-	-	120	-
BBEDC (Various Projects)	-	32,414	175,054	-	-	-
Ambulance Reserve Capital Project Fund	242,000	-	360	0.1%	-	360
Equipment Replacement Capital Project Fund	186,757	-	155,757	83.4%	-	155,757
School Bond Project	-	-	36,117	-	-	36,117
Mary Carlson Estate Permanent Fund	6,996	132	3,105	44.4%	5,109	(2,004)
Debt Service Fund	1,176,090	-	288,045	24.5%	1,174,590	(886,545)
Landfill Oxidation	-	19,126	38,897	-	-	-
Landfill Phase 3	-	-	80,612	-	-	-
Total Capital Project Funds Expenditures	3,927,336	264,527	2,716,925	69.2%	2,524,519	(106,106)
Total All Expenditures	\$ 14,714,998	\$ 742,568	\$ 9,333,327	63.4%	\$ 8,792,541	\$ 242,275
Revenues Over (Under) Expenditures	\$ 334,104	\$ (82,321)	\$ 1,097,237		\$ 722,221	\$ 545,520

City of Dillingham
Revenues and Expenditures as of February 28, 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>2/28/2013</u> <u>Unaudited</u>
General Fund	\$ 3,372,485	\$ 6,279,180	\$ 4,998,160	\$ 1,281,020	\$ 4,653,505
Nushagak Fish Tax	79,524	386,964	356,140	30,823	110,347
Fisheries Infrastructure Fund	46,422	17,739	-	17,739	64,161
Borough Study	24,853	10,644	-	10,644	35,497
Water	20,044	140,542	138,812	1,731	21,775
Waste/Water	-	167,876	153,367	14,509	14,509
Landfill	-	220,393	262,874	(42,481)	(42,481)
Dock	1,179,047	273,178	413,412	(140,234)	1,038,813
Boat Harbor	-	103,229	271,339	(168,110)	(168,110)
E-911 Service	25,145	51,235	111,268	(60,033)	(34,888)
Senior Center	-	260,047	0	260,047	260,047
Asset Forfeitures Fund	9,035	-	515	(515)	8,520
City Shoreline Erosion Control	(18,386)	34,750	123,616	(88,866)	(107,252)
Water System Improvement	(218,388)	-	10,726	(10,726)	(229,114)
WasteWater Treatment Plant	-	1,355,699	1,613,668	(257,968)	(257,968)
Force Main	-	93,692	17,714	75,977	75,977
Library Grants (Books, Erate, etc)	-	13,880	19,166	(5,286)	(5,286)
Library Roof	-	145,522	149,265	(3,743)	(3,743)
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	-	-
Public Safety Planning	-	20,000	2,558	17,443	17,443
BVP Grant	-	755	755	-	-
BBEDC (Various Projects)	-	86,938	175,054	(88,116)	(88,116)
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	650	36,117	(35,468)	358,052
Mary Carlson Estate Permanent Fund	397,385	1,289	3,105	(1,816)	395,669
Debt Service	-	296,265	288,045	8,220	8,220
Landfill Oxidation	-	-	38,897	(38,897)	(38,897)
Landfill Capital Project Fund	172,044	54,762	80,612	(25,851)	146,193
Total	\$ 6,038,624	\$ 10,136,296	\$ 9,422,811	\$ 713,485	\$ 6,752,109

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Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

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

Emergency Preparedness: The SCERP (Small community Emergency Response Plan) group has begun meeting again, stimulated by the recent bout of siren testing. We are reviewing the draft plan and developing next steps for a viable community response plan.

Encroachments of Birch Lane and Pleier Road. Plan to work on in April.

CIP book: Posted and advertised nominations for the Capital Improvement Project Plan update for FY16. Staff nominations are slowly trickling in. Deadline is April 2, 2014 to receive projects.

Floodplain Management Plan: working on a plan with State Floodplain coordinator to bring the City's floodplain into compliance.

GIS: the parcel database has been updated with new subdivisions, including BIA subdivisions which did not go through the Planning Commission.

Grants and Projects:

- Community Development Block Grant Program (CDBG) – Unsuccessful. The CDBG had only 2 million to distribute and it mostly went to very small rural communities.
- Landfill: City still has not received their response to our review of their Financial Capacity Review for the loan applied for under ADEC. Reviewed submittals twice for the landfill gasifier/incinerator RFP with other staff. Like the direction the Ci
- Water System Improvements: Submitted loan questionnaire to match the 28305 grant. Also requested reappropriation from the legislature this year. Worked with lobbyist to get this request in at the deadline. It would be used on water improvements and downtown streets pipes needing repair or changeout prior to the State DOT's Downtown Street's project.
- ADEC MMG 28306 (\$3.0 million): Requested reappropriation from the legislature to be used on wastewater projects.

Floodplain permits: Current - Delta Western containment facility. Ice plant also.

Land Use Permits: Delta Western containment facility; Torrisi driveway off of Wood River Road (Ridgeway Drive).

Ordinances under revision by the Planning Commission

- Title 12 Encroachments: Waiting for help from City Attorney on a code rewrite for a simple permit to allow other entities to work in the city streets.
- Title 15 Floodplain Management: City Attorney is preparing a draft revision to bring our code more in line with FEMA requirements. Will bring to the Planning Commission to recommend to Code Committee.
- Title 17 Subdivisions:
 - Minimum Acreage: Planning Commission still working on minimum acreage code.
 - Replats: Planning Commission working on language for this to be put in City code.
- Title 18 Land Use Permits: the commission is waiting to see how the minimum acreage issue and the material sites ordinance will affect Land Use Permits.

Subdivision Access

- Prepared an overview of last year's efforts to change subdivision access regulations for a joint workshop of the Planning Commission and City Council held March 19 immediately after the Planning Commission's regular meeting.
- The joint meeting was well attended by landowners who had participated in the Subdivision Access Committee who preferred that the road rules be based on the number of homes being built along a road in a subdivision, instead of by the number of lots in a subdivision. The discussion lasted until about 10:30 p.m.
- If the Planning Commission's proposed ordinance passes there would be more options available to landowners and one very significant change to the code:
 - 1) Private Access easements would become a legal form of access to subdivision lots;
 - 2) A 50 foot easement would be required of all subdivision roads, private or public;
 - 3) Two options would be available for landowners to subdivide with changes to road standards:
 - a. A 4 lot subdivision with a public road which doesn't have to be built until lots are sold or further subdivided; lots are given through gift deed;
 - b. A private subdivision of up to 7 lots with a private road, built to 16 feet improved width, and a cul-de-sac of approved diameter, no restrictions on whether lots are sold or gift deeded.

Both options would currently require additional subdivisions to have 20 foot improved surface and be dedicated public roads.
- Cul-de-sac. At the end of this report there's information about how Dillingham's code compares to other municipalities and what the typical cul-de-sac in Dillingham has been.
- Suggest the Planning Commission continue to work on making innovative improvements to the Subdivision access code and access to adjacent parcels, considering the impact of topography, road length, adjacent landownership; public need for the access; time allowed for subdividing; and

- Work with stakeholders to identify and facilitate more options for subdividers to finance safe subdivisions that will contribute to the high quality of life in Dillingham.
- 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. This could be confusing to citizens. The Central Business District and General District in Title 18 are zones within the City that have setbacks. Recommend changing the title of Chapter 11 “Business District” to reflect the purpose of Chapter 11 to:
 - “ATV use in the Downtown Area,” instead of the “Business District” as represented on the map in Chapter 11. OR
 - Title 18 could add the “Business District” as defined in Title 11, to the two zoning districts already in place. There would then be a Business District and a Central Business District as well as the General District.

Port Land Exchange: I’m to come up with estimated values of comparable areas to be traded so that the city attorney can draw up an exchange agreement basically bringing all parties to the table and signing a document of intention to carry out the exchange.

Road Projects:

ADOT – Hosts an open house in Dillingham at the City council Chambers March 27 and then the groundbreaking for the construction of the Aleknagik Bridge on March28.

Public Complaints:

- Received complaints about the Wood River Road multi-use path not getting plowed. The State ADOT has had an agreement with the city for years to plow the Wood River Road. However, the bike path hasn’t been getting plowed because the state has asked the city not to. There seems to be an issue in how the jobs are coordinated, because of the way the equipment works, and that each entity has different priorities required of them. It would be great to figure out a resolution to this because the path hasn’t been regularly cleared most of the winter, according to someone who lives on the Wood River Road.

Citizen Research Request:

- Request to investigate the status of the old road to Kananak Hospital which comes off of Chuthmuk Road. A citizen is requesting that it be maintained by the City.

Planning Commission Seats: Just as Gregg Marxmiller takes a seat, Ben McDowell resigns! He has too much work that takes him away from Dillingham.

Cul-de-sac Code Comparison

(March 23, 2014)

Community	Radius of cul de sac	Diameter
Bethel	Minimum 70 ft.	140
Bristol Bay Borough	Minimum 60 ft.	120
Cordova	Minimum 50 ft.	100
Dillingham current code		60, min turnaround diameter
Dillingham proposed	Minimum 60 ft.	120 ft.
Fairbanks	Minimum 50 ft.	100, min. 85 ft turning diameter
Valdez	Minimum 50 ft. rural 80 ft.	

Bethel municipal code

17.24.040 Access and dedication.

C. All dedicated street rights-of-way shall be at least sixty (60) feet wide unless the planning commission requires a wider way be dedicated. In addition, a notation that all streets, alleys and pedestrian ways are dedicated to the public shall be placed on the plat.

D. Cul-de-sacs shall be dedicated to a minimum radius of seventy (70) feet with a return radius of seventy (70) feet.

E. A temporary turnaround shall be dedicated at the dead-end of all streets likely to be extended in the future. The turnaround shall have a minimum radius of sixty (60) feet with a return radius of sixty (60) feet. When the street is extended, the excess right-of-way shall be vacated. A notation to this effect shall be placed on the final plat.

Bristol Bay Borough

18.20.100 Streets, Lots and blocks.

7. Cul-de-Sacs. Streets designed to have one end permanently closed. Cul-de-sacs may not be more than four hundred feet long and shall be provided at the closed end with a suitable turnaround with a minimum radius of sixty feet to the property line.

Cordova Municipal Code

17.16.040 Blocks

Where a tract of land is of such size or location as to prevent a lot arrangement directly related to a normal street design, there may be established one or more courts, dead-end streets, or other arrangements; provided, however, that proper access shall be given to all lots from a dedicated street or court. A dead-end street shall terminate in an open space (preferably circular) having a minimum radius of fifty feet. A dead-end street shall not exceed one thousand feet in length.

Fairbanks North Star Borough Code

17.60.130 Trafficway width.

E. Cul-de-Sac and Turnaround Requirements.

1. Roads ending with cul-de-sacs may be used in subdivision design as follows:
 - a. Where internal road circulation is restricted by topography or adjacent land use;
 - b. As a desirable traffic design characteristic.

2. Roads ending with cul-de-sacs shall not exceed 900 feet in length as surveyed from road intersection to centerpoint of cul-de-sac except as follows:
 - a. If conditions warrant a cul-de-sac road longer than 900 feet, the minimum trafficway shall be 20 feet wide the entire length;
 - b. In no case shall the cul-de-sac length exceed 1,320 feet.

3. Permanent or temporary turnarounds shall be constructed to provide a minimum turning diameter of 85 feet contained within a 100-foot diameter right-of-way or, when necessary, contained within a right-of-way sufficient to encompass all road construction.

4. All permanent turnarounds shall have 25-foot minimum radius curve returns between the turnaround bubble and the parallel right-of-way lines to which it attaches. (Ord. 2005-33 § 11, 2006; Ord. 2005-10 § 2, 2005)

Valdez Municipal Code

16.16.140 Design—*Culs-de-sac*. Where topography and traffic circulation permit, the length of a *cul-de-sac* shall not exceed nine hundred feet. The length shall be measured from centerline of intersecting through streets to the radius point of *cul-de-sac* bulb or a line running from the radius point perpendicular to the street centerline. A *cul-de-sac* shall terminate with a turnaround having a minimum radius of the right-of-way of fifty feet, and forty-one and one-half feet back of curb for constructed streets. In rural residential subdivisions, the minimum radius shall be eighty feet. (Ord. 96-27 § 1 (part): Ord. 93-03 § 1 (part): prior code § 24-33)

Dillingham Municipal Code

17.19.060 Streets—General standards.

F. Cul-de-Sacs. Cul-de-sacs in areas served by community or city sewer and water systems shall have a maximum length of six hundred feet with a minimum turn-around diameter of sixty feet. Cul-de-sacs in areas served by on-site sewer and water systems or only by city or community sewer systems shall have a maximum length of one thousand three hundred feet.

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Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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Paul Liedberg

MEMORANDUM

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

"Libraries are beautiful inside and out—and they are often the heart of their communities, campuses, and schools". We will be celebrating National Library Week April 13-19 with special displays and the opportunity to enter a photo contest with some pictures of our wonderful library inside and out. Easter and Earth Day will also be highlighted at the library in April with fun activities, displays, and special Story Times.

The Friends of the Library had their meeting Saturday, March 22nd. They will be helping with the Children's Fair on April 12th at the Elementary School. The Dr. Seuss Birthday Celebration on Saturday, March 1st was a huge success with over 115 attending. They will also be gearing up for their annual used book drive and sale for the summer. We are encouraging former FOL members to renew their memberships and we are always looking for new members. There are various levels for membership fees; check it out.

The next Library Advisory Board meeting is scheduled for Wednesday, April 9th at 5:30 pm here at the library. Two board seats still need to be filled.

We will be interviewing and hiring for the Library Aide/Clerk position this month. Also, the library is looking for help with the 2014 Summer Reading Program. This year's theme is "Fizz Boom Read" for the young children and "Spark a Reaction" for the teens. Proves to be an exciting summer!

Library Stat report for February 24th – March 22nd, 2014:

Patron Visits: 2,719 Computer Use: 735 Story Hour: 95
Other Visits: 359 Museum Use: 26 Videoconferencing: 32
Approximately 18.5 volunteer hours logged

Library closed
Monday, March 31st for Seward's Day

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Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 25, 2014
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **April 2014 Council Report** *(reporting period 2/26/14 to 3/25/14)*

Police:

- ❖ 417 Calls for service
- ❖ 30 Incident reports
- ❖ 21 Persons arrested
- ❖ 4 Title 47/Protective custody
- ❖ 22 Citations issued

One of our officers attended Reid interview and interrogation training in Anchorage.

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

The Chief participated in the Alaska House Bush Caucus hearing on Rural Drug Trafficking.

We are still trying to fill our vacant officer position.

Corrections:

- ❖ 47 Total Inmates
- ❖ 4 Title 47/Protective custody

We are currently advertising an open corrections officer position.

We are replacing all of the windows in the jail with thick Lexan safety glass. Over the years most of our windows have been broken by violent inmates and were replaced with simple plexiglass, which poses a safety hazard. Most of the funding for the new windows came from a State DOC capital projects award. The windows are now in Dillingham and should be installed within the next couple of weeks.

Dispatch:

- ❖ 479 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

We had one of our long-time Dispatchers transfer to the Admin/DMV position. We are currently advertising for the vacant position.

One of our dispatchers will be attending APSIN/NCIC training this month. This training will improve her skills on the State and Federal law enforcement computer systems.

Animal Control:

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

The Animal Shelter held a Rabies Vaccination Clinic during Beaver Round-Up on Friday and Saturday. It was a big success and 60 rabies shots were given.

A spay and neuter clinic will be held April 10-13 in the Animal Shelter. The clinic is being put on by Rural Veterinarian Outreach. A total of 86 animals are scheduled for surgery.

DMV:

- ❖ 37 Registrations/Titles
- ❖ 90 Driver's License/IDs
- ❖ 2 Commercial Driver's License
- ❖ 6 Road tests

Our temporary DMV Clerk has put in his resignation, effective March 28th.

We have filled the Admin/DMV position. One of our dispatchers filled the slot. She will be training by Anchorage DMV April 14-18. The DMV will be closed in the interim.

WAANT:

The Alaska State Troopers have filled the vacant WAANT position and the new investigator will start in June.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 25, 2014
To: Rose Loera, City Manager
From: Department Head, Title
Subject: March 2014 Department Head Report

Summarization of EMS Responses in February – 37.8 Total Man Hours

- Total of Ambulance Transports
 - 1 Traumatic Injury
 - 2 Diabetic Emergency
 - 2 Medical Transports
 - 1 Motor Vehicle Accident
 - 2 Unresponsive/Unconscious

PROJECTS COMPLETED

- Combo Meeting was held for water rescue.
- The Department reviewed entry tactics into burning buildings at the Fire Meeting.
- Stephen Krouse from MES came and upgraded all 16 of our airpicks. This upgrade brings the packs up to NFPA 2007 standards and keeps us in compliance for the next 6 years. These upgrades were able to happen through a State-wide grant.
- The Executive Committee allowed the decommissioning of Rescue 1 and the Fire Department snow machine. They will be put up for sale in the next Mayor's Sale.
- We applied for the Volunteer Fire Assistance (VFA) grant through the State of Alaska Department of Forestry for fire hose for the new fire truck. WE should find out the results in June.
- Ambulance billing is up to date.

ON-GOING PROJECTS

- We are working on reorganizing Lake Road and Downtown Station to better suit the needs of the Fire Department.
- SCBA bottles are continuing to be serviced in Anchorage.
- We are continuing to gather information to improve our community's emergency responses through SCERP planning and siren testing.
- We are beginning prepare the new enclosed trailer for possible storage of our wildland firefighting equipment.

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Mayor
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MEMORANDUM

Date: March 27, 2014

To: Rose Loera

From: Pancho Garcia

Subject: Staff report

Streets Dept.

- Grading roads to keep them pot hole free;
- Hauled snow from piles around town;
- Thawing out culverts in an out of town.

Water & Sewer Dept.

- Have been doing their monthly lagoon and water sampling;
- Cleaning the treatment plant, sewer lagoon building and lift stations;
- Been washing down lift stations and working the floats and checking for operation.

Shop Dept.

- Have been keeping up on maintenance on the city's fleet;
- Organizing and cleaning the shop.

B&G Dept.

- Repaired the door at the lake road fire hall;
- Transferring used oil to the primary tank;
- Repaired the damaged cell at DPD.

Landfill

- Been keeping up with burning trash and keeping track of monies and securing the cash box in the shop building;
- Baler has been fired up for operation and testing to start baling.

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MEMORANDUM

Date: March 19, 2014
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of February, the Senior Center served 598 congregate meals to 70 individuals, 154 home delivered meals to 9 individuals, gave 401 assisted rides to 32 individuals and 230 unassisted rides to 29 individuals. Aleknagik transportation services provided 608 rides during the month of January.

We had no new renters for the month of February, but the Pinochle player's group continues to rent the dining room every Friday, and every third Saturday the Quilters rent the Senior Center.

Anna Mae Bartholomew (Aging and Disabilities Resource Center was busy this past month. She had created an Activity Calendar and posted it to help let elders know what is going on at the Center in the next month. Events included, a Yahtzee tournament, an Elder personal services day, Bingo, and a Pickled Fish and Agutaq Competition for Beaver Round up.

We are also hosting a beading group every Thursday for anyone who would like to learn how to bead. Tish Luckhurst hosts the group.

Sam Eveslage started Yoga classes for the Elders. We have seven or more Elders that participate in the class. It is held Tuesday, Wednesday and Friday each week. The class is free for the Elders.

Harold Andrew continues kayak building in the shop. He comes to the Senior Center shop on Monday, Wednesday and Friday. He has invited elders and anyone who is interested to attend and participate. This will be a great opportunity to learn from our elders and a trained boat builder.

Our next Advisory Board meeting is April 9 at 1pm in the dining room at the Senior Center.

I. CALL TO ORDER

The Code Review Committee met on Thursday, March 13, 2014, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 6:02 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:

Drew Alexander, Agnew::Beck – attended via teleconference
Jody Seitz, Planning Director
Andy Anderson, Planning Commissioner

III. APPROVAL OF MINUTES

- A. Minutes of February 10, 2014
- B. Minutes of February 25, 2014

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minute of February 10 and February 25, 2014.

GENERAL CONSENT: The motion passed without objection.

IV. APPROVAL OF AGENDA

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

VOTE: The motion passed unanimously.

V. UNFINISHED BUSINESS

- A. Consider Regulating Material Sites (*Clerk Note: Ordinance No. 2014-06, Regulate Material Sites, to be introduced March 13*)

Consultant Drew Alexander reported the draft ordinance reviewed by Attorney Chandler included an extensive amount of minor changes, but it served to improve the clarity and make the code more efficient.

Discussion:

- Section 18.44.025 Nonconforming Uses - Material Sites. - operations in place prior to the adoption of the ordinance in progress to regulate material sites that had a general land use permit in place would be grandfathered in. The City would have an opportunity to apply the new code to expanded activities;
 - Section 18.42.120, Inspections, noted the City would have to be sensitive to OSHA standards when conducting inspections so as not to cause unsafe conditions ourselves, for example, driving in marked vehicles;
 - Pages 17 & 18 - will follow up with City's Attorney regarding section on insurance coverage required for comparable alternate sources of drinking water to all impacted parties served by any private or public water system adversely affected as a result of the activity;
 - Page 21, 18.42.130 Penalties and Fines, would eventually direct this section to Chapter 1.20 Violations and Penalties, but set aside for the time being while work was underway on other sections of the code being worked on by the Planning Commission;
 - Page 10, newly numbered 4, asked why the City selected ten years for grandfathering, commented the determination was ten years were considered reasonable, but if the operator expanded their operation or excavated below the water table during the ten years, the operator would have to come into compliance;
 - suggested researching whether or not the City had authority to regulate native allotments; noted would still need to review at some point, but not hold up this ordinance;
 - commented it would be recommended to suggest a workshop to review the entire ordinance with the whole Council.

B. Subdivision Access *(Place Holder)*

There was no discussion.

C. Minimum Acreage *(Place Holder)*

There was no discussion.

D. 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.)*

There was no discussion.

E. Late Filed Appeals *(Clerk Note: Ordinance No. 2014-07 will be introduced March 13, and up for a public hearing and adoption April 3.)*

There was no discussion.

VI. NEW BUSINESS

A.

There was no new business.

VII. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public comment and committee comments.

VIII. ADJOURNMENT

The meeting adjourned at 6:55 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

