



Alice Ruby, **Mayor**

Council Members

- Tracy Hightower (Seat A) • Chris Maines (Seat B) • Misty Savo (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Paul Liedberg (Seat F)

DILLINGHAM CITY COUNCIL

David B. Carlson Council Chambers

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

WORKSHOP – FIRE STATION FACILITIES AND WATER AND SEWER PROJECTS	5:30 P.M.	JANUARY 12, 2017
REGULAR MEETING	7:00 P.M.	JANUARY 12, 2017

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, December 8, 2016 page 5

4. APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reports.....page 13
- b. Standing Committee Reportspage 45

6. PUBLIC HEARINGS

7. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)

8. ORDINANCES AND RESOLUTIONS

- a. Introduce Ordinance No. 2017-01, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.15.030 Property Exemptions, Senior Citizen and Disabled Veterans, to Add PFD Residency Requirement page 49
- b. Introduce Ordinance No. 2017-02, An Ordinance of the Dillingham City Council Amending Title 8 – Health and Safety by the Addition of a New Chapter Providing a Process for Reviewing Liquor License Applications page 55

- c. Adopt Resolution No. 2017-01, A Resolution of the Dillingham City Council Adopting an Alternative Allocation Method for the FY17 Shared Fisheries Business Tax Program and Certifying that this Allocation Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 5:Bristol Baypage 61
- d. Adopt Resolution No. 2017-02, A Resolution of the Dillingham City Council Approving a Long Term Encroachment Permit for Armstrong Garage to Encroach onto the Alaska Street Right-of-Way page 65
- e. Adopt Resolution No. 2017-03, A Resolution of the Dillingham City Council Approving a Long Term Encroachment Permit for Nushagak Cooperatives to Install Electric Service to High Bush Subdivision Lot 8 page 71
- f. Adopt Resolution No. 2017-04, A Resolution of the Dillingham City Council Authorizing the City Manager to Purchase Floating Fenders for Use at the All-Tide Dock page 77

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open
 - 2) Senior Advisory Commission, 1 Seat Open
 - 3) Library Advisory Board, 1 Seat Open.....page 85
 - 4) Territorial School Committee, 1 Seat Open
- b. Annexation Updatepage 87
- c. Interim Task Force Borough Feasibility Study Updatepage 111

10. NEW BUSINESS

- a. Review of Liquor Licenses
 - 1) Renewal Application - Sea Inn Bar for 2017/2018page 149
 - 2) Renewal Application - The Rack for 2017/2018page 153
 - 3) Renewal Application - Windmill Grille for 2017/2018.....page 157
 - 4) Review Willow Tree Inn for 2016page 161
- b. Approve Action Memorandum No. 2016-22, Award a Contract for Design of Lake Road Fire Station Extensionpage 165
- c. Approve Action Memorandum No. 2017-01, Authorize Task Order No. 3 to CRW Engineering Group to Prepare the Design Work for Additional Repairs Needed on the Dock Lift Station and to Prepare the Bid Documentspage 169
- d. Approve Action Memorandum No. 2017-02, Award a Contract to Cruz Construction for the Repair of the Damage to the All-Tide Dock, and Repair the Anode Channel and Bullrailpage 175

11. CITIZEN’S DISCUSSION (Open to the Public)

12. COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter – Dillingham & Manokotak Annexation Petitions

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, December 8, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m. This meeting was preceded at 5:30 p.m. by a tour of the Lake Road fire station, downtown fire station, airport station, and a review of the September financial statements.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Tracy Hightower	Chris Maines	Misty Savo	Curt Armstrong
Andy Anderson	Paul Liedberg		

Staff in attendance:

Rose Loera	Navin Bissram	Janice Williams	Ken Morton
Rodney Etheridge (Sergeant-at-arms)			

Guest(s): Attorney Brooks Chandler – attended via teleconference

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, November 3, 2016
- b. Special Council Meeting, November 11, 2016
- c. Board of Equalization Hearing, November 11, 2016

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve the three sets of minutes.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

There was no consent agenda.

APPROVAL OF AGENDA

Mayor Ruby reported the Council would be asked to suspend the rules and go into executive session at 7:30 p.m. to meet with the City's Attorney via teleconference.

MOTION: Paul Liedberg moved and Chris Maines seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

a. City Manager and Staff Reports

City Manager reported on the following items in addition to her report:

- Wastewater operator position was filled, advertising for an accounting technician;
- Dock repairs: working to reduce the bid cost of the dolphins which far exceeded expectations;
- City website makeover: the proposed cost slightly exceeded the budgeted cost;
- Water tests: have not received the results to date;
- Lift station electric panels: should be installed by next month;
- Harbor clean-up: will be prioritized next spring and still need to budget; and
- Corp's engineering report: will be in the next packet.

Mayor Ruby commented on the cooperation between the Senior Center and Grandma's House.

b. Standing Committee Reports

Paul Liedberg, Finance & Budget Committee: reported from the minutes of the Finance and Budget Committee including the City was looking to go out for bids for liability insurance; identifying entities eligible for sales tax exemptions on local purchases based on reading the city's code; review of the FY17 budget to further cut expenses.

6. PUBLIC HEARINGS

Mayor Ruby opened the hearing on Ordinance No. 2016-12 (SUB-1). There being no comments the hearing closed.

- a. Adopt Ordinance No. 2016-12 (SUB-1), An Ordinance of the Dillingham City Council Authorizing City-Owned Properties Fairview Lots 23B and 23C to be Sold to Manuel and Karen Brito

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

There was no citizen's discussion.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2016-12 (SUB-1), An Ordinance of the Dillingham City Council Authorizing City-Owned Properties Fairview Lots 23B and 23C to be Sold to Manuel and Karen Brito

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to adopt Ordinance No. 2016-12 (SUB-1).

VOTE: The motion to adopt Ordinance No. 2016-12 (SUB-1) passed unanimously by voice vote.

- b. Adopt Resolution No. 2016-73, A Resolution of the Dillingham City Council Approving Establishing a Time Period for Retaining an Account that has been Written Off Due to Bad

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to adopt Resolution No. 2016-73.

VOTE: The motion to adopt Resolution No. 2016-73 passed unanimously by voice vote.

- c. Adopt Resolution No. 2016-74, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes for the Years 2010-2015

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-74 with the substituted foreclosure list.

VOTE: The motion to adopt Resolution No. 2016-74 passed unanimously by voice vote.

- d. Adopt Resolution No. 2016-75, A Resolution of the Dillingham City Council Accepting the Supplementary Tax Assessment Roll for Late Filed Appeal

MOTION: Misty Savo moved and Chris Maines seconded the motion to adopt Resolution No. 2016-75.

VOTE: The motion to adopt Resolution No. 2016-75 passed unanimously by voice vote.

- e. Adopt Resolution No. 2016-76, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Advertising Requirements and Accept Competitive Quotations to Provide a Blower System for the Sewage Lagoon Aeration System

MOTION: Tracy Hightower moved and Misty Savo seconded the motion to postpone action on Resolution No. 2016-76 until the next meeting.

VOTE: The motion to postpone action on Resolution No. 2016-76 passed unanimously by voice vote.

- f. Adopt Resolution No. 2016-77, A Resolution of the Dillingham City Council Authorizing Applying for a Grant for Fire Dept. Equipment

MOTION: Misty Savo moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-77 (AM).

VOTE: The motion to adopt Resolution No. 2016-77 (AM) passed unanimously by voice vote.

9. UNFINISHED BUSINESS

a. Council Committee Appointments

Mayor Ruby recommended appointing Tracy Hightower to the Code Review Committee and Andy Anderson to the Port of Dillingham Advisory Committee.

MOTION: Paul Liedberg moved and Misty Savo seconded the motion to concur with the Mayor's recommendations.

VOTE: The motion passed unanimously by voice vote.

b. Citizen Committee Appointments

- 1) Planning Commission, 2 Seats Open
- 2) Senior Advisory Commission, 1 Seat Open
- 3) Library Advisory Board, 1 Seat Open

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to concur with the Mayor's recommendation to appoint Brittany Hibbard to be the representative from Dillingham Middle High School on the Library Board.

VOTE: The motion passed unanimously by voice vote.

- 4) Territorial School Committee, 2 Seats Open

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to concur with the Mayor's recommendation to seat David Nicholson.

VOTE: The motion passed unanimously by voice vote.

c. Annexation Update

This will be taken up under the executive session.

d. Interim Task Force Borough Feasibility Study Update

Mayor Ruby noted a new draft would be distributed to the Council. The next meeting was scheduled for January.

The Council proceeded to enter into executive session [7:30 p.m].

10. NEW BUSINESS

- a. Action Memorandum No. 2016-22, Award a Contract for Design of Lake Road Fire Station Extension

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve Action Memorandum No. 2016-22.

Discussion:

- Spoke in favor of meeting with the Fire Chief to field any additional questions.

MOTION: Misty Savo moved and Tracy Hightower seconded the motion to postpone action on AM No. 2016-22 until the next meeting.

VOTE: The motion to postpone action on AM No. 2016-22 passed unanimously by voice vote.

- b. Action Memorandum No. 2016-23, Award a Contract for Design Repairs to the Senior Center to LCG Lantech

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to approve Action Memorandum No. 2016-23.

VOTE: The motion to approve AM NO. 2016-23 passed unanimously by voice vote.

- c. Action Memorandum No. 2016-24, Award a Contract for ADEC Air Quality Permit

MOTION: Paul Liedberg moved and Misty Savo seconded the motion to approve Action Memorandum No. 2016-24.

VOTE: The motion to approve AM No. 2016-24 passed unanimously by voice vote.

- d. Action Memorandum No. 2016-25, Authorize Administrative Leave for the Christmas and New Year's Holiday

MOTION: Misty Savo moved and Tracy Hightower seconded the motion to approve Action Memorandum No. 2016-25.

VOTE: The motion to approve AM No. 2016-25 passed unanimously by voice vote.

- e. Reschedule December 15 Code Review Committee Meeting to December 13 or 14

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to approve rescheduling the meeting to December 14 at 6:30 p.m.

VOTE: The motion passed unanimously by voice vote.

- f. Reschedule the January 5 Council Meeting to January 12 at 7 PM preceded by a Workshop at 6:30 PM on Water and Sewer Projects

MOTION: Misty Savo moved and Tracy Hightower seconded the motion to approve rescheduling the meeting to January 12, preceded by a workshop on the fire station at 5:30 p.m. and a workshop on water and sewer projects at 6:30 p.m.

VOTE: The motion passed unanimously by voice vote.

- g. Reschedule January 12 Code Review Committee Meeting to January 10

Mayor Ruby asked staff to poll the Code Committee members.

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

Susan Isaacs:

- Commented that the cost associated with administrative leave should be presented as well; and
- Expressed interest in being more involved as a member of the Finance & Budget Committee, and offered her business expertise.

12. COUNCIL COMMENTS

Paul Liedberg:

- Thanked all of the community volunteers, and offered a special thanks to Nicole Ito for her work on coordinating the Christmas Tree lighting activity.

Tracy Hightower:

- Commented he had no issue with a citizen being on a committee if they wanted to be involved; and
- Wished everyone a Happy Holiday.

Mayor Ruby commented the standing committees were a forum for the council to discuss an issue before it was brought to the full council, and any changes in the makeup of those committees would have to be amended in the municipal code.

13. MAYOR'S COMMENTS

Mayor Ruby:

- Noted a second draft in the works of the regional borough study would be distributed;
- Commented she would be scheduling an onsite meeting with Tim Pearson to meet with Council and staff;
- Thanked the city staff and manager who provided testimony or assisted during the annexation hearing and for reaching out and connecting with others in the community;
- Wished everyone a Happy Holiday; and
- Asked for a moment of silence to recognize all those lost.

14. EXECUTIVE SESSION

- a. Legal Matter – Dillingham & Manokotak Annexation Petitions

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to enter into executive session to discuss Legal Matter, Dillingham & Manokotak Annexation Petitions [7:30 p.m.].

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

Mayor Ruby invited Manager Loera, Janice Williams, Navin Bissram and City Attorney Brooks Chandler via teleconference.

MOTION: Misty Savo moved and Chris Maines seconded the motion to exit the executive session [8:25 p.m.].

VOTE: The motion passed unanimously by voice vote.

15. ADJOURNMENT

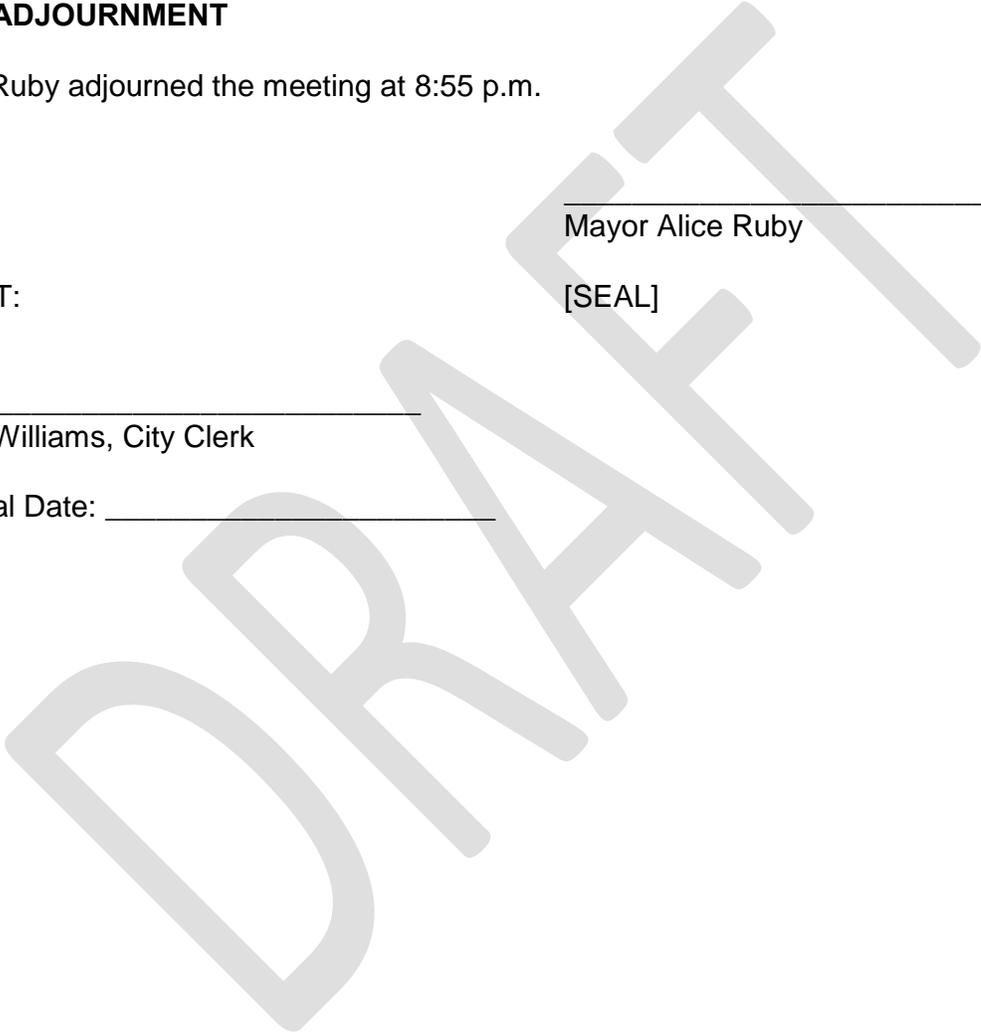
Mayor Ruby adjourned the meeting at 8:55 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____



Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Tracy Hightower
Chris Maines
Misty Savo
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: January 6, 2017
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: December Monthly Report

Vacancies – Police Officer, Fire Department Office Assistant and Landfill Operator.

We are recommending reinstating a Landfill Supervisor to replace the Landfill Operator vacancy. We feel a lead position at the landfill would help with supervision of the daily activities where the Public Works Director logistically is not always able to direct as needed. There was a lead position in the past, but it had been eliminated, because the Director felt he cover the landfill. The annual cost for this position upgrade is around \$10,000, which could be offset when we review our rate structure.

Contracts/Agreements Signed – Contracts signed with LGC Lantech for the design work at the Sr. Center.

Grants – BBEDC Infrastructure Grant submitted and a letter received that the application was complete. We are requesting approximately \$861,000 that will be used for paving Seward and D Street along with addressing the water lines under the streets when uncovered.

Staff applied for an Alaska Leader Fisheries grant for about \$4,500 to repair the cameras at the dock and the harbor.

Request for Proposals (RFPs) – We will be advertising additional improvements to the Dock Lift Station to include repairing the wet well floor, new wet well piping and new pump discharge elbows. Problems in these areas were discovered when the Lift Station was replaced. This will be funded with the DEC grant and match from the City.

Letter from Togiak Fish & Wildlife – Behind my report is a letter for F & W regarding the Carlson Property. They are still pursuing a new office complex on the property. I would recommend that we allow them the time to continue to pursue funding.

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Dock Staffing – as noted in Jean’s report Eric Suttles has informed us he will be resigning as the Dock Supervisor. Jean and I discussed several options and will decide which one would be the best for the City. We decided to send the two remaining employees for training on operating the new Linkbelt Crane. They will use BBEDC funding for sending them to training and we will pay them their hourly wage while in training.

Army Corp of Engineers letter on Erosion – in the information section is the document from the Army Corp of Engineers regarding erosion on the sheet metal piling. Included is a summary provided by Ken Morton.

City of Dillingham
House District 37 / Senate District S

~ 1/3/17 ~

29th Alaska State Legislature ~ 2nd Interim

DECEMBER 2016 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ 30th Alaska State Legislature convenes on January 17, 2017 ~



As preordained, the fiscal year 2018 budget for the State of Alaska was released on December 15, 2016.

This new budget further reduces state spending by eliminating almost 800 jobs, implementing wage freezes, mandatory furlough days, and state employees would contribute more toward health care coverage. Automatic cost-of-living increases have been eliminated in all contracts negotiated to date.

A discussion on new revenues is extremely important too as vital services have already been impacted and will continue to deteriorate unless something is done. This also embraces the restructuring of the Permanent Fund Earnings Reserve to backfill lost oil revenue and to ensure the dividend program continues. The ultimate goal is for all parties to work together to find common ground to produce a sustainable fiscal plan for now and into the future.

The FY 2018 Capital Budget for our state is almost non-existent. There are no capital projects listed for House District 37. Of note however is the Code Blue Project, which is being funded at the \$500,000 level for equipment that benefits volunteer fire departments and EMT's. Not much to go around, but it may be worth pursuing a small piece of that item.

In looking through the operating budget, the community jails line item under the Dept. of Corrections is the same as FY17 at \$7 million total for the state. You'll remember that this contract was cut \$3.2 million statewide from previous budgets.

After a review of the Dept. of Law, their proposed budget does not affect Dillingham. Last year they had planned to transfer the district attorney position to Anchorage. After closer scrutiny, the finance sub committee process determined that any perceived cost savings simply wasn't there. Besides a slower "due process" for the citizens of Dillingham, there would be increased travel and per diem costs associated with this move. To us it was simply taking money from one hand and placing it in the other.

I'll continue to sift through the budget to ensure there are no surprises. I will also confer with Rep. Edgmon and Sen. Hoffman's offices respectively to compare notes. (We share information back and forth throughout the session)

OMB website for the FY 2018 budget –
<https://www.omb.alaska.gov/html/budget-report/fy2018-budget/proposed.html>

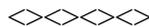


PERMANENT FUND PROTECTION PLAN BILL

A bill was transmitted to the Legislature establishing a new financial model to enable sustainable funding of state services and the protection of the Alaska Permanent Fund. The goal is for the PF Earnings Reserve Account (ERA) to generate a predictable return on revenues for state government. The Permanent Fund Dividend (PFD) would also continue, but on a more sustained and predictable basis.

As drafted now, the PFD would be set at \$1,000 for the next two years. Thereafter, a new formula would kick in and the resulting dividend would be approximately the same amount into the future. Other tweaks are proposed for the inflation-proofing mechanism and a new section that would reduce the annual draw from the ERA if the state receives more than \$1.2 billion in mineral royalties and oil and gas production taxes in a fiscal year. The governor's transmittal letter and draft bill can be seen at:

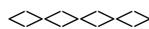
https://www.omb.alaska.gov/ombfiles/18_budget/PDFs/12-15-16_Alaska_Permanent_Fund_Protection_Act_House_Senate.pdf



MOTOR FUEL TAX BILL

The governor also transmitted a bill relating to the taxation of motor fuels. The bill would raise the tax rates on the categories of motor fuel currently taxed by increasing the outdated tax rates on motor fuels, including all motor fuel sold or transferred within the state, aviation gasoline, aviation fuel other than gasoline and motor fuel used in and on watercraft. The tax increases would be phased in over two years. As written now, gas at the pump would go from a tax of 8-cents a gallon to eventually 24-cents a gallon.

In addition, this legislation proposes to establish a transportation maintenance fund within the general fund. Included in this maintenance fund would be the existing special highway fuel tax account, the special nonpublic highway use account, and the special watercraft fuel tax account for revenue generated by the tax. This approach clarifies how motor fuels taxes are accounted for, thus allowing the Legislature to appropriate funds for the purposes set out in each account, including the direct capital, operating, or maintenance costs of water and harbor, and highway infrastructure.



REVENUE SHARING

Distributions from the Community Revenue Sharing program, which changed to the Community Assistance Program on January 1, 2017, are down from \$60 million in FY15, \$57 million in FY16, to \$38 million in FY17. In reviewing SB210 from this past legislature, I'm reminded of the action they took in regards to this program. The fiscal note for that bill capitalizes the new "Community Assistance" fund with Power Cost Equalization (PCE) money to allow for a distribution of \$30 million in FY18 under a new formula for the entire state. It fixes the base of the distributions at \$300,000, effectively removing population from the funding equation.



IMPACTS OF RECENT REDUCTIONS TO BUDGET

What follows is just a snapshot of what low oil prices have led to without sufficient revenues to replace it.

The Dept. of Commerce, Community and Economic Development (DCCED) manages 'named entity' legislative grants, which are the primary mechanism for funding projects like roofs for municipal facilities, technology parity for rural and urban schools, erosion management, and domestic violence shelter construction. These grants are down 60 % from three years ago.

Dept. of Environmental Conservation (DEC) state grants program for municipal water and sewer projects in communities with more than 1,000 residents has been scaled back from \$33 million four years ago to \$4.7 million in the current fiscal year – a reduction of over 85%.

Funding increases of \$52 million (HB278, FY15) to the Foundation Program under the Dept. of Education and Early Development (DEED) for additional state aid to school districts were repealed for FY16 and FY17. This leaves the Base Student Allocation (BSA) at \$5,930. In addition, the School Debt Reimbursement program was partially vetoed in FY17 (\$30.5 million) and approximately \$6.35 million was cut from the Pupil Transportation line item.

Due to reductions, the Dept. of Transportation and Public Facilities (DOT/PF) hub airports like Deadhorse, Bethel, **Dillingham**, Unalaska, Petersburg, and Wrangell have already experienced and will have fewer hours of cleared runway surface and status reports into the future.

The Dept. of Public Safety (DPS) discontinued the Drug Abuse Resistance Education (DARE) program for students. The Village Public Safety Officer (VPSO) program has seen a reduction of \$2.1 million since FY 16.



PEBBLE MINE – NEW LANDSCAPE

Amid hundreds of comments and at least one addressing pollution concerns at the proposed Pebble Mine, the Dept. of Natural Resources (DNR) have temporarily delayed a decision over whether to approve a new land-use permit for the project or instead, extended Pebble's old permits. The Miscellaneous Land Use Permit was set to expire on Dec. 31st.

Also in play is the fact that a new administration will take the helm on January 20th. You'll remember that the Environmental Protection Agency (EPA) had issued a preemptive veto of Pebble's federal permit because they determined that a large-scale mining project of this kind could not go forward without damaging the Bristol Bay watershed and the associated salmon industry. Proponents of the project now believe that the "new" EPA will reverse course and allow Pebble to apply for the necessary Army Corps of Engineers permits. The permit would allow dredged or fill material, such as gravel, to be placed into wetlands, lakes and streams.

Of course the permitting process will take years and even if they can gain all of the state and federal approvals, they still have to get the project approved by the Alaska State Legislature. In 2014, Alaska voters approved a ballot measure that would give the Legislature a say on whether to ban mining.



2017 – POLITICAL ISSUES

Besides the overarching negotiations and time the budget is going to take this year, there are a myriad of other discussions that will be going on independent of the state's financial crises and at the same time will intermingle with all of the power struggles when you throw 60 legislators into the den of politics.

The voters have spoken! Statewide, the citizens decided through the ballot box that enough was enough. The last 2-4 years saw a lack of courage by the leadership in both houses to do the right thing and help guide Alaska towards fiscal certainty. After the primary results were known, a Democratic led coalition in the House became a real possibility and bore fruit in November. Along with a Republican led Senate, I'm optimistic that a reasoned and balanced resolution concerning our fiscal future will be forthcoming.

The future of the Permanent Fund Dividend (PFD) will continue to be discussed at several different levels. The Alaska Supreme Court will decide in the spring if the governor's action to cut this past year's PFD was legal. Meanwhile, any meaningful dialogue this first session regarding Alaska's budget has to include the restructuring of the Permanent Fund itself and how much of a PFD will be guaranteed. While one Senator has stated that he intends to introduce legislation to enshrine the PFD formula into the state's constitution, another one has stated he intends to pre-file a bill to restore the half of the PFD that was vetoed. I suspect that we will see other ideas regarding the Permanent Fund to come forward this year.

Taxes – Besides the motor fuel tax bill that will be introduced on the first day, numerous pieces of legislation on a variety of taxes will be forthcoming and have real substantive hearings to determine how best they might be part of a comprehensive package to help solve our budget dilemma.

These revenue enhancements will probably include a statewide sales tax, individual income tax, mining and fisheries taxes, and a host of other taxes and fees for consideration. I would note that the past legislature did approve of a small fish licensing increase in fees, but it was compared to filling in the ocean with a teaspoon.

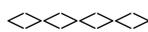
Some legislators are ready to roll back oil and gas tax credits to fill our budget gap. As one senator has stated; "If you simply restructure the oil taxes to get our historic 30 percent, it brings in \$4.2 billion." These credits too will be part of the backdrop to solve our fiscal crises. Related to this discussion is the fact that the state's partners in the Trans-Alaska Natural Gas Pipeline (AKLNG) have backed out of the efforts to bring natural gas to market. With slumping natural gas prices and the state's budget crunch, how much more can the state direct towards a project that now seems further away from reality?

Marijuana growers and retailers began operations this past year. The state expects to earn \$5 million in taxes by the summer of 2017. Since the industry is so new, many more pieces of the legislative and regulatory puzzle will have to be figured out by the legislature, the Alcohol and Marijuana Control Board, and local governments around the state. Complicating this issue could be the Board's executive director Cynthia Franklin's resignation effective on January 6th.

With the selection of Betsy DeVos, a school voucher advocate as a nominee for the U.S. Education Secretary, the new administration has signaled that a voucher program will be pushed in the next Congress. Matter of fact, the president-elect said he intends to pour billions of federal dollars into efforts to expand vouchers and charter schools nationwide. The notion of sending taxpayer funds to private and parochial schools is one of the most polarizing ideas in education. This subject too will be on state lawmaker's plates this session.

More than four years in the making, the omnibus crime legislation (SB 91) that was signed into law this past year will purportedly save tens of millions of dollars that would be redirected to treatment, prevention, and supervision programs. This bipartisan act is aimed at reducing the state's prison population by reforming several elements of the criminal justice system. This bill has prompted criticism from some law enforcement groups and victims' rights organizations that worry the bill softens the code just a bit too much. Look for legislation this session to roll back some of these new initiatives.

This past legislature reformed Medicaid for the first time in the state's history, saving an estimated \$33 million in the first year of implementation, and up to \$113 million by FY 2022. The expansive bill includes provisions geared toward flushing out fraud and waste. Among other features, it calls for a primary care case management system to increase use of appropriate primary and preventative care and decrease unnecessary use of specialty care and emergency services. Debate will continue this year.



GOVERNOR'S CORNER

<http://gov.alaska.gov>

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

The bi-partisan Alaska State Review Board completed a thorough review of the 2016 General Election and certified those results on Dec. 1st. Results can be viewed on the Division of Elections website at: <http://elections.alaska.gov/>

The governor put out a brief statement regarding President Barack Obama's Bering Sea executive order that withdraws huge expanses of the Outer Continental Shelf from any leasing. He stated that he's concerned about Alaska's ability to support much needed resource development at a time when the state is grappling with declining oil prices and production.

The president invoked a 1953 law to permanently block oil and gas development in portions of the Chukchi and Beaufort seas in the Arctic. They are leaving a small, near-shore portion of the Beaufort available for oil production — about 2.8 million acres between Kaktovik and Utqiagvik (Barrow) near current state-held production waters and the onshore infrastructure of Prudhoe Bay.

Read the executive order at the link below.

<https://www.whitehouse.gov/the-press-office/2016/12/09/executive-order-northern-bering-sea-climate-resilience>



COMING NEXT MONTH

- Updated contact listings for the 30th Alaska State Legislature.
- A review of new legislation that affects Dillingham and the surrounding Bristol Bay region.



COMMITTEE HEARINGS

Committee work will start up again beginning the first day of session. Go to the Legislature's homepage – www.akleg.gov Click on Daily Schedule at the top of the page.

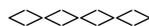
Live on the Web [www.360north.org]

Starting up once again in January, committee hearings can be seen and heard on Gavel Alaska/360 North.

Streaming Video

Meetings streamed outside of Juneau are archived to the Legislature's Vimeo site:

<https://vimeo.com/akltv> or <http://alaskalegislature.tv>



WEBSITES OF INTEREST

2017 information for the 30th Legislature will be updated online in mid January. Keep checking these links below as they will eventually carry the new contacts. Release dates for new legislation has already been listed on BASIS – www.akleg.gov The 1st pre-file is Jan. 9th and the 2nd pre-file is Jan. 13th.

2016 2nd Interim list of legislators and staff

http://akleg.gov/docs/pdf/session_phone_list.pdf

2016 House / Senate – Standing and Special Committees <http://akleg.gov/docs/pdf/commlist.pdf>

Legislative Finance website: <http://www.legfin.akleg.gov>

This link provides you with options to view specifics for the Capital and Operating Budgets.

Governor’s Office of Management & Budget (OMB) website - <https://www.omb.alaska.gov>

Pick the *Quick Link* on the right column for your inquiry.

The Fall 2016 Dept. of Revenue Sources Book. Access this document by going to:

<http://www.tax.alaska.gov/programs/sourcebook/index.aspx>

Congressional Delegation websites –

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

<><><><>

~ End Report ~

May you and your families have a blessed and prosperous New Year! ~ Cliff



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Togiak National Wildlife Refuge
P.O. Box 270
Dillingham, Alaska 99576
Phone 907-842-1063
Fax 907-842-5402

December 17, 2016



City Manager, Ms. Rose Loera
Mayor, Ms. Alice Ruby
City Clerk, Ms. Janice Williams
City of Dillingham
P.O. Box 889
141 Main Street
Dillingham, AK 99576

Ms. Loera, Ms. Ruby, and Ms. Williams:

On April 7, 2016, Togiak National Wildlife Refuge (Refuge) was pleased to learn that Resolution Number 2016-17 passed approving the U.S. Fish and Wildlife Service (Service) proposal to make the Carlson House Property the future site of the Refuge Headquarters. The Resolution gives a deadline of December 31, 2016 to produce a plan detailing the Refuge's progress towards taking possession of the property.

Attached are three maps showing the proposed headquarters location and parking, assuming that Jeannie and Jim Timmerman remain willing sellers of their adjacent property, or a portion of their property. Attached also is an artist's rendering of one potential design for a new headquarters.

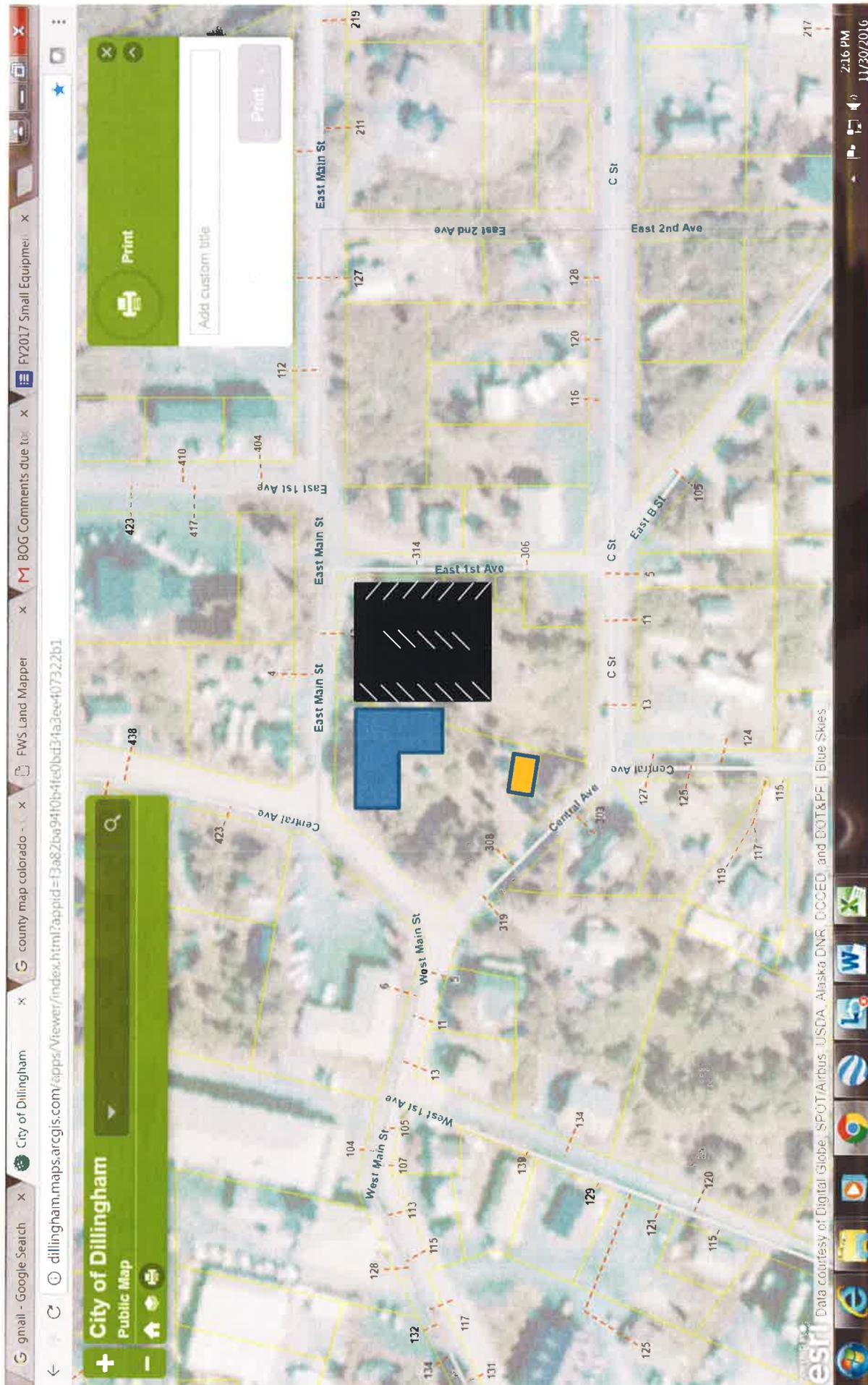
As you know, the Service budget has remained low since Federal Budget Sequestration in 2013, and the new Presidential Administration does not hold much hope for improvement. Nonetheless, we will continue to pursue funding for new construction and will ask for help through the National Wildlife Refuge Association and Friends of Alaska National Wildlife Refuges, among other groups.

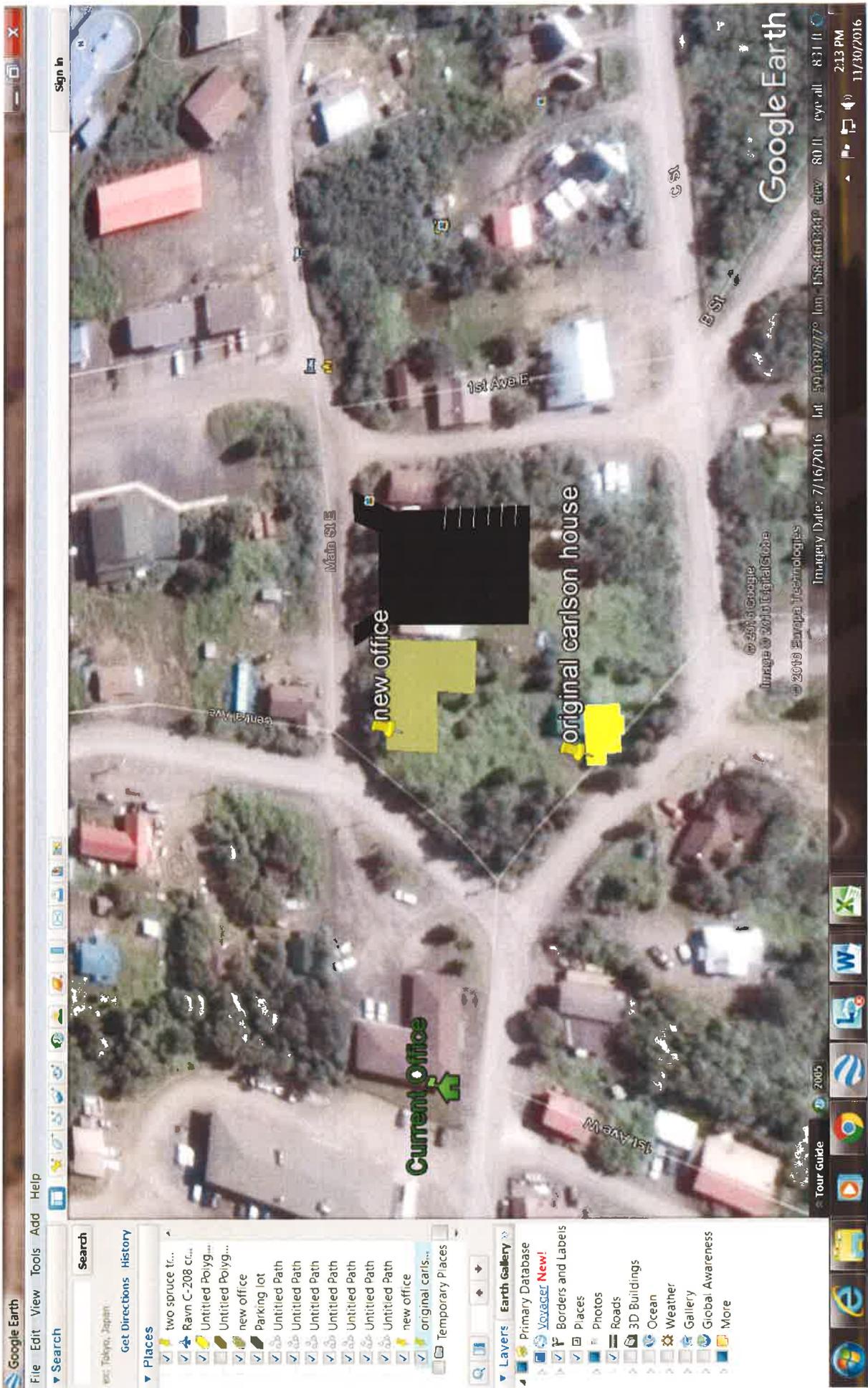
The Togiak Refuge Headquarters is one of four properties leased by the Service in Alaska for Refuge purposes. One of several Regional teams formed in November of this year is looking for cost savings, budget efficiencies, and alternatives to the expensive leases at these locations. The other leased locations are in Fairbanks, Anchorage, and Homer.

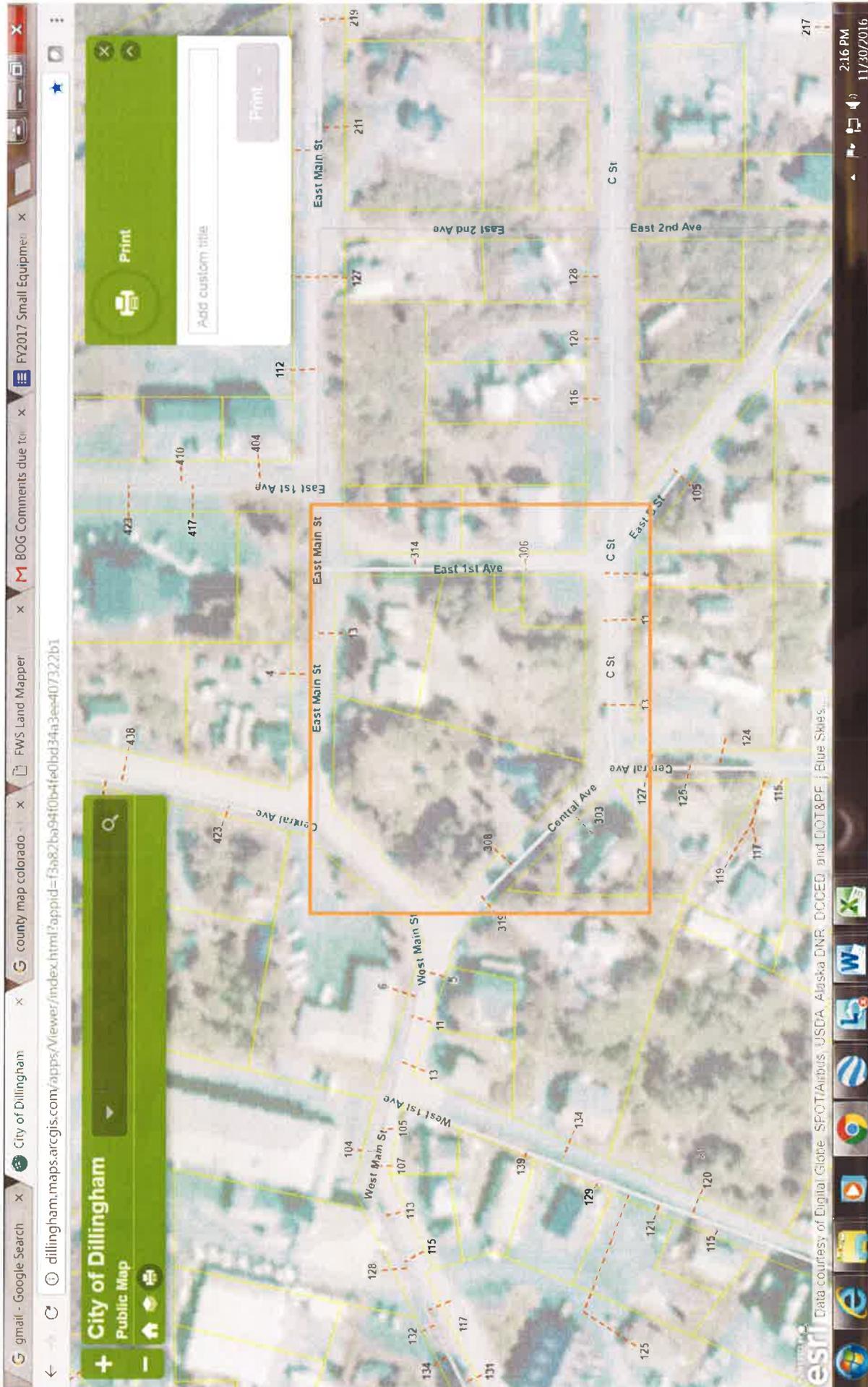
If you have any questions or would like to discuss this further, please feel free to contact me or Refuge Manager Susanna Henry at 907-842-1063.

Sincerely,

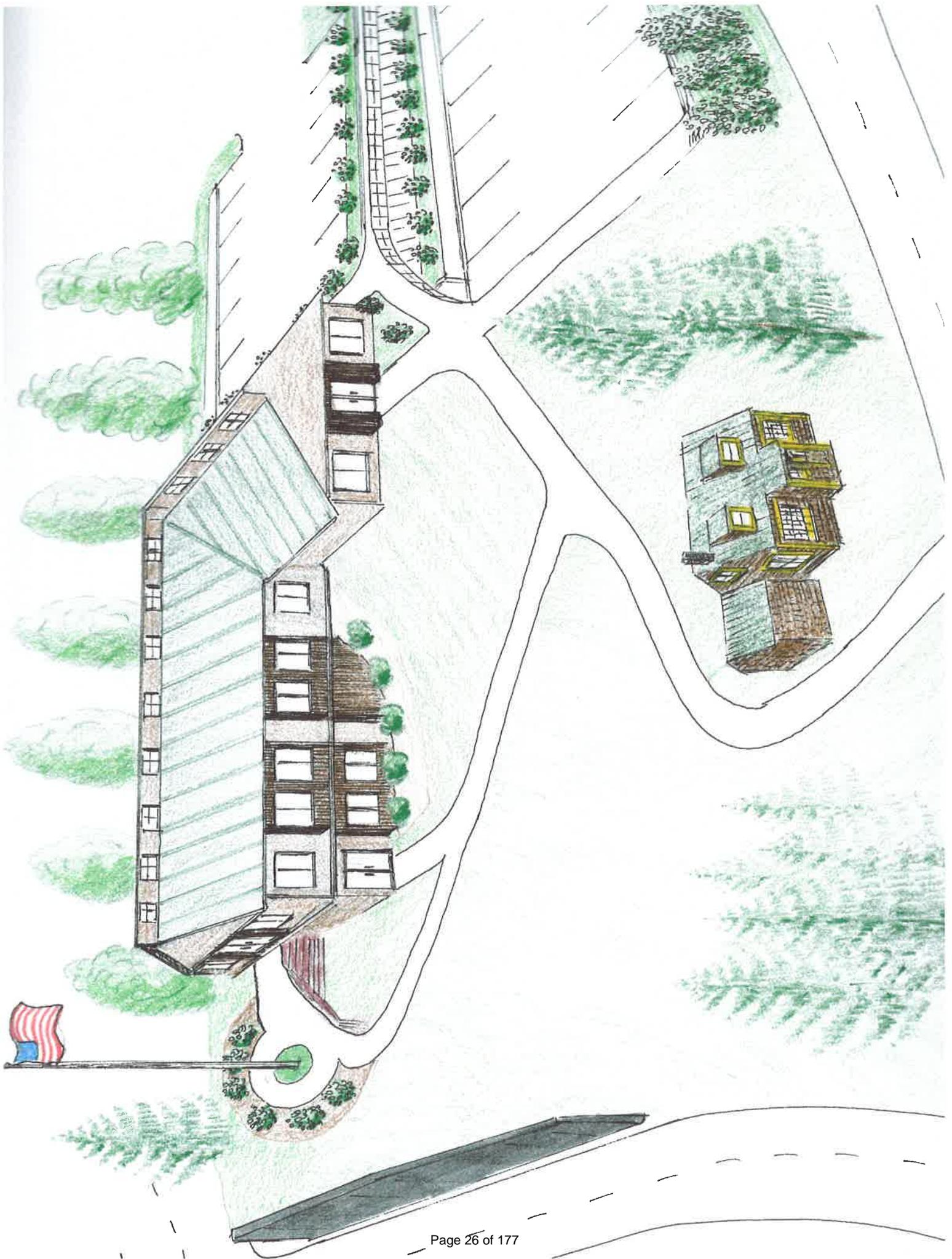
Allen Miller
Acting Refuge Manager







<http://dillingham.maps.arcgis.com/apps/Viewer/index.html?appid=f3a82ba94f0b4fe0bd34a3ee407322b1>



Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Tracy Hightower
Chris Maines
Misty Savo
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: January 4, 2017
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

Magazine Collection for Sale – Carlson House Property

In early December, Museum personnel finalized their review of the mountain of magazines removed from the Dave Carlson House. I am looking to advertise a sale at the end of this month. Not all magazines will go on sale. Some of them will be sold on E-Bay, such as LIFE, LOOK, Saturday Evening Post, and Popular Mechanic. All of the magazines are generally in good shape, some in great shape, with little discoloration, especially Popular Mechanic.

Board of Equalization - Law Suit Pending with Knik Construction - Update

Knik Construction appealed the decision of the BOE to the Superior Court. The record on appeal has been received by the court. Knik's brief on appeal is due by December 21. The City's brief is due 30 days later, and Knik then has another 20 days to file a reply brief. The judge then has up to six months to issue a decision on the appeal.

Foreclosures – taxes owed between 2013-2014

We are coming to the close of this period for which the judgment and decree was signed off by the court in February 2016. There are three remaining owners on the list with a total of eight properties, a total of \$7,174 owed in real property taxes. On December 9, I sent the owners a letter via certified mailing and regular mailing informing them we were coming to the close of the foreclosure process, and the City would be obtaining title reports in January 2017. The cost of the title searches as required by the Dillingham Municipal Code would be passed on to them, around \$250 per owner, with an additive cost if more than one property.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses.

Indicate any licenses due to expire.

Liquor licenses expire for four entities December 31, 2016. To date we have received all four renewal applications from the Alcohol and Marijuana Control Board. Licensees have until December 31 to apply, or risk a stiff penalty if filed after December 31, in which case they are also given a 60 day grace period. The renewals will be submitted to the Code Committee at

this week's meeting and a recommendation made to the Council at the January 12, 2017 Council meeting.

Commission/Board Seats Vacant. Advertised on the City's website and Facebook page.

- Planning Commission (seven members).
Seats open - 2. No letters of interest on file.
- Senior Advisory Commission (seven members and one council member)
Seats open - 1. No letters of interest on file.
- Library Advisory Board (seven members, of which one is a rep from the university and one a rep from the Dillingham/Middle School).
Seats open - 1. One letter of interest on file.
- Territorial School Committee
Seats open – 1. No letters of interest on file.

Helpful Tips

Voting

- Four affirmative votes are required for the passage of an ordinance, resolution, or motion.
- The mayor is not a council member and may vote only in the case of a tie.
- The mayor pro tempore shall exercise all the powers of the chair during temporary absences or disabilities of the mayor and may also vote.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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MEMORANDUM

Date: January 4, 2017
To: Rose Loera, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 16 Calls; 18.7 Total Man Hours

- 1 Assault
- 2 Sick Person
- 1 Chest Pain
- 1 Other
- 2 Fall Victim
- 1 Seizure
- 1 Unconscious
- 4 Traffic Accident
- 1 Medical Transport
- 1 Ingested Poisoning
- 1 Unknown

Summarization of Fire Responses –3 Call; .5 Total Man Hour

- 1 Fire Call

PROJECTS COMPLETED

- Hydrant testing(Hospital Compound)
- Bio Med calibrated all diagnostic equipment on the ambulances.
- State of Alaska Ambulance Certification received.

ON-GOING PROJECTS

- January EMT-1 Class
- Ambulance 1 replacement, (Bid Spec`s). Date (TBD)
- Ambulance 1 repairs
- Ambulance 2 repairs
- Engine 4 will be in service (1/4/16) pending pump test.
- Apparatus Check Offs
- Hiring of Fire Office Assistant, Interviews start (1/5/16)
- 2017 Fire Department Registration

Mayor
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MEMORANDUM

Date: January 3, 2017
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: December Monthly Report

The Library staff was very grateful for the extra time off during the holidays. With Christmas Day and New Year's Day falling on the weekends, the Library was closed Friday, Saturday, and Monday for both weeks; thank you Mayor and City Council. I'm sure patrons were happy when we reopened; telling by the amount of materials (books and movies) that came in after being closed for four days in a row. There was so much to be re-shelved! Students were even renewing books and checking out more, so we knew they were continuing to read over the holiday break. Good sign!

Since the School Librarian was gone for family medical reasons early in December and will be in January while school is in session, she has been coming in over the school break to make up the hours. It is so nice to have the extra help here since the Library tends to be much busier when school is out. She was also able to get more materials ordered and processed which were then put out on the shelves during this time.

The Library Advisory Board will meet in January. Seat F on the Library Advisory Board was appointed, but Seat D is still available. A letter of interest may be submitted to the Mayor to be on this Board. This is a 3-year term that expires 9/30/2019.

The Friends of the Library Board will also meet Saturday, January 7, 2017 at 10 am to noon here at the Library. All FOL members are welcome to come. The Board will be reviewing their goals for 2017 which includes plans for February's Love Your Library Month, increasing memberships, teacher scholarships, and a reshuffling of positions within the Board. They will have some exciting events planned for this New Year.

Library Stat report for November 26th - December 31st, 2016:

Patron Visits: 2,048 Computer Use: 564 Wireless Use: 313
Story Hour: 23 Other Visits (including students): 156 Museum Use: 15
Movies Shown: 3 AWE Station Use: 18 Volunteer hours logged: 13

Next LAB meeting is scheduled for January 17, 2017 at 5:30 pm at the Library
Library was closed Monday, January 2nd for New Year's Day

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Mayor
Alice Ruby

Manager
Rose Loera



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MONTHLY REPORT – PLANNING DEPARTMENT DECEMBER 2016

To: Rose Loera, City Manager
From: Courtenay Carty, Planning Director

Greetings – I have been in and out of the office for the months of October, November, and December, working intermittently as I was waiting to have my baby and taking maternity leave. Thank you for your patience in my absence and all of your well wishes.

Planning Commission

The Planning Commission held their regular meeting on October 12th. The Planning Commission did not meet in November or December. The January meeting date is yet to be set, dependent upon quorum. The Planning Director is applying for BBEDC funds to have Agnew::Beck conduct a Planning Commission training in either February or March. More updates will follow in the January report.

Plans

In October, Rose, Braden, Chrissie and I met about updating the City's Emergency Operations (Response) Plan. It was decided that we would wait until 2017 and begin working on this in the late winter or early spring. Coincidentally in November, I received correspondence from the Alaska Department of Homeland Security regarding the City's Emergency Operations Plan. Dillingham was selected, along with other communities, to receive technical assistance to update our plan. I informed the State that we were going to work on updating our plan in early 2017 and that we would welcome their assistance. Updates will be provided on this project as progress is made.

Permitting

Resolution 2017-02 - While I was out of the office, Nushagak received a request for power installation to a new residence being built at High Bush Subdivision, Lot 8. There was not a Planning Commission meeting prior to the need for installation and Nushagak proceeded with construction. However, there is a Long Term Encroachment permit to formalize permissions for this service in the Council packet for the meeting on January 12, 2017.

Resolution 2017-03 - The land exchange between the Armstrongs and the City regarding the garage on the northern property line and the parking lot along the southern property line of USS 2732, Block 19, Lot 17 is moving forward. The Planning Commission discussed this land exchange at depth in October and would like the City to formally exchange titles of each piece of property per the agreement that was made in the 1980s. Although that is the desired outcome to resolve the issue, we need to issue the Armstrongs a Long Term Encroachment permit for their garage which extends into the Alaska Street right of way.

Vision: To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Permitting continued

Resolution 2017-03 continued

The encroachment permit will satisfy the Alaska Department of Transportation's requirements to secure right of ways necessary to move forward with the Downtown Streets Rehabilitation Project and will be presented to the Council on January 12th. Once this is approved, the City will continue working with the Armstrongs to have the parcel surveyed and work towards exchanging title for the two pieces of land that were exchanged in the 1980s. The land exchange proceedings will continue to be presented to both the Planning Commission and the City Council as we progress throughout this process.

RFPs

2016-13 – Fender Repairs for All-Tide Dock – Bids closed on November 17 at 3:00 PM. Four bids were received and a Notice of Intent to Award was prepared for Cruz Construction. The Council will be presented an Action Memorandum to award this contract to Cruz Construction at their regularly scheduled meeting on January 12.

2016-18 – Lake Road Fire Hall Addition – The City accepted proposals for an engineer to design an approximately 1600 square feet addition to the Lake Road Fire Hall. Bidding closed on October 17 at 3:00 PM. A Notice of Intent to Award was prepared for LCG Lantech, however a contract has yet to be authorized. The City Council is waiting to meet with the Fire Chief before awarding this contract.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Chris Maines
Misty Savo
Curt Armstrong
Andy Anderson
Paul Liedberg
Tracy Hightower

MEMORANDUM

Date: 1-4-17
To: Rose Loera / City manager
From: Jean Barrett / Port Director
Subject: December Monthly report

Happy New year to all! Seems like we just did this!
December was a short month as I took a couple of weeks of personal leave, a couple of weeks of “staycation” if you will!

Dock

- In the first two weeks of December, prior to my leave not much was happening with the dock other than working on finalizing the repair on the dock that is to take place this coming summer. The bid that came in lowest was from Cruz Construction. It, unfortunately, was the highest for the add-on of two mono – pile dolphins that we had wanted on the up and down river corners of the dock for protection. In talking with PND engineers, we decided that we would purchase and install heavy duty rubber bumpers at each corner that hang from the upper rail. These would soften most blows by any vessel that may run into us. It is also quite a bit cheaper and we probably can get this done locally. We are working with PN&D and Cruz Construction on this to work out the details.
- When I returned to work on the 3rd of January I received notice from Eric Suttles that he plans to retire effective immediately. We had expected this but figured we had another season or two in order to bring other staff up to where they needed to be, especially where the crane was concerned. I am looking into crane training schools for the other dock employees and maybe myself.

Harbor

Things, as you would expect are quiet at the harbor. I have been looking into getting the word out for some welding I want to do on the bulkhead. I may look into some design this winter and see if I can get the work done on the next FY budget.

Other

- I felt the testimony that I presented to LBC board last month went over very well and was taken into account to help the board make a decision. I think I speak for the people involved for annexation when I say I hope this is over and we don't have to keep fighting for something that will help the city so very much.
- We had a small issue with the bath house during the middle of the month. One of the pumps that circulates the glycol to keep the floor warm decided to give up the ghost and quit on us. Fortunately the building and grounds crew caught the problem before everything froze up. I have ordered some much needed replacement parts in order to be prepared for any other issues.
- I am starting to plan for another Port Committee meeting for late February or early March, well before herring season and the early summer rush happens. I will have more info on this in January's report.

That is all from the Port

Happy 2017

Jean

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Andy Anderson
Curt Armstrong
Tracy Hightower
Paul Leidberg
Chris Maines
Misty Savo

MEMORANDUM

Date: January 3, 2017
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **Public Safety January 2017 report**

Reporting dates 11-29-16 to 1-03-17

Police:

- ❖ 476 Calls for service
- ❖ 22 Persons arrested
- ❖ 24 Title 47/Protective custody
- ❖ 24 Citations issued
- ❖ 54 Incident report

Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A partial breakdown of our incident reports is as follows:

Assault/Disorderly Conduct	15
Trespass	13
Vehicle accidents	5
Criminal mischief	4
Theft	4
Suicide attempts	3
Death investigations	2
Minor Consuming	2
Sexual assault	1
Burglary	1
Drug offense	1
Violation release conditions	1

In early December the Chief attended the Law Enforcement Executive Development conference in Anchorage. Valuable knowledge was obtained concerning the Dept. of Law's interpretations of SB91, as well as other Alaska police agencies handling of the law changes. This knowledge will be used in working with the Code Committee to try and adopt some State laws into City ordinance.

Early in December the officers will attend cold water survival training at the VPSO regional training at BBNA. We are working with DVFD and the Harbor to try and determine a response vessel meeting the needs of all three departments. We are preparing to apply for a FEMA Port Security Grant when the application period opens.

We are applying for a JAG grant (*due 1/13*) to help establish a tip line/rewards program so persons can provide information drug crimes, as well as any crime.

City of Dillingham Page 1 of 2
Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

Corrections:

- ❖ 34 Total Inmates
- ❖ 24 Title 47/Protective custody

We have been trying to adapt to the new Statewide Bail schedule, which essentially calls for OR release for most crimes, as it pertains to intoxicated prisoners. After polling numerous community jails, we have come up with a policy wherein persons will not be released until they have a .000 breath alcohol content. This will limit liability on the City, provide for the safety of the intoxicated persons, and protect the community from intoxicated prisoners.

Dispatch:

- ❖ 517 Calls for service
- ❖ 92% Dispatched to Dillingham Police
- ❖ 2% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 3% Dispatched to Animal Control
- ❖ 123 911 calls received

Animal Control:

- ❖ 6 Animals impounded (dogs)
- ❖ 6 Dogs/cats returned to owners (dogs)
- ❖ 1 Compassionate euthanasia (dog)
- ❖ 1 Shelter euthanasia (cat)
- ❖ 9 Rabies shots given

The ACO was invited to be a guest speaker at the Alaska Rural Veterinary Outreach (ARVO) annual fundraiser in Anchorage. ARVO will be paying the ACO's airfare and lodging to Anchorage. The ACVO was invited because of his efforts and assistance with the spay and neuter clinics held in Dillingham.

DMV:

- ❖ 60 Registrations/Titles
- ❖ 88 Driver's License/IDs
- ❖ 4 CDLs
- ❖ 0 Road tests
- ❖ 21 Written tests

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
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MEMORANDUM

Date: January 4, 2017
To: Rose Loera, City Manager
From: Ken Morton, Public Works Director
Subject: Monthly Staff Report

Streets:

- Snow removal, grading, sanding.
- Cleared Landfill office compound perimeter & open burn pad perimeter.
- Built up perimeter berm at active cell.
- Moved damaged (wasted) connex from metal pile to Landfill office to serve as electronic storage.

Shop:

- Various: Senior Center van service, B&G truck service & rear window installation, Police Vehicle #92 service, SNO-1 service, Shop Truck two glow plugs replaced, Harbor truck tail / dash lights fixed, 1995 Ranger throttle adjustment, Cat 345 Excavator belt replacement, springs for plow truck system procured / installed, Water/Sewer truck power steering pump replacement, oil system change on Public Safety back-up generation system, Shop waste oil system pump repairs.
- Second sander made operational,
- Case Loader grounding issue identified / corrected.
- Cat Loader recurring bucket attachment lock adjustment.
- 160H Grader heater / blower replacement, adjusted relief on wingblade
- Cat D5M rear window replacement.
- Adjusted gate hinges at WTP.
- Ambulance No. 163 – diagnosing alternator grounding problem.

Buildings & Grounds:

- Cold snap challenges:
 - Harbor: Bathhouse building boiler / circulation system repairs;
 - Harbor: Chiropractor's building boiler repairs;
 - Landfill Shop: heating system shut down. Corrected / adjusted.
 - Incinerator: Glycol circulation pump failed / replaced.

- Incinerator: UPS system failed & replacement ordered.
- Replaced weathered gasoline dispensary hose at fueling facility adjacent to Public Safety.
- Daily rounds / seasonal adjustments continuing at all facilities.
- Regular adjustments to shop waste oil filtering / heating system.
- Lake Road Firestation water refrigerator service line failure & correction. Coordinated with AMLJIA.

Sewer:

- Lagoon froze over 12/22 and the increased backpressure triggered the aeration air relief system. Streets broke lagoon ice surface with a backhoe to allow aeration venting. All three functional blowers operated through last cold snap to help keep ice from re-freezing over.
- Lagoon test samples exceeded authorized discharge levels:
 - Fecal coliform levels exceeding discharge authorization levels twice this month:
 - Max authorized by permit: monthly average: 200, maximum daily: 400
 - 12/1 Sample: 540
 - 12/19 Sample: 775
 - The % removal for Biochemical Oxygen Demand_{5day} was less than required by the permit. Staff suspects this is related to the recent aeration system / cold snap challenges.
 - Permit requires: 65%
 - 12/19 Sample: 25%
- Remaining NOV / COBC Items:
 - Blower #3 – Now Operational with oil containing anti-foaming agents.
 - Effluent flow measurement –
 - DEC Engineer concurred with weir approach.
 - Weir being constructed from old weir logs and a road sign
 - Water level measuring ultrasonic measuring device & data logger on order.
 - Anticipate winter construction
- Lil' Larry / HUD lift station starter control system failed three times requiring pumper truck assistance.
- Two staff members participated in an Introduction to Wastewater Course hosted by the Alaska Rural Water Association. Testing fees were paid by BBEDC grant.
- A number of calls came in the afternoon of December 29 noting the widespread and discontinuous odor of sewer. Staff checked the obvious locations and could not find a linkage with the City sewer system. Temperatures did increase from 15 to 36 degrees Fahrenheit over a half dozen hours . . .

Water:

- Lead / Copper test results from 10 residences “ . . . were determined to have a 90% concentration of 0.0023 mg/L for lead and 0.150 mg/L for copper. The federal action level is 0.015 mg/L for lead and 1.3 mg/L for copper. Thus these results are below the federal action level.” Results will be sent to homeowners that provided the water samples.
- Updated the Vulnerability Assessment & Emergency Response Plan for the community water system.
- Coordinated with ADOT on adjustments to mainline / service water valving.

Landfill:

- Continued process of removing refrigerant from scrapped refrigerator/freezer systems.
- Wood cutting operations in the cell expansion area continue to be slow. Anticipate providing notice that the area will be closed to harvesting March 1.
- The cold weather snap has been found to slow the incinerator’s hydraulic system.
- Finished clearing around Office / Incinerator compound.
- Cleared swath around open burn area.
- Chain link fence at office area cut, office door forced open, video surveillance system recorder stolen. Coordinated with AMLJIA.
- Installed new burner refractory at burner / blower #2.
- Received the annual ADEC landfill inspection report: 2016 score: 86% (2015 score 90%). Takeaways:
 - Bury fish waste in the active cell & do a better job of keeping the bears from digging up,
 - Include a copy of the landfill operation permit application at the landfill office (done);
 - Perform more frequent random waste inspections (working on);
 - Increase frequency of monitoring of landfill gases (doing);
 - Better screening of burned materials in the burn area (no plywood, painted wood, metals, etc.);
 - Preclude salvaging of metals or organize better to promote safe access;
 - Ensure all monitoring wells are capped (done);
 - Do not dispose of liquid collected from incinerator operations (ash trough overflow – or ash trough draining to clear a conveyor jam) in the active cell.
 - ADEC suggests it be transported to the wastewater lagoon;
 - Another option is to construct a lined evaporation/settling pond. Dry solids collected from there could be placed in the open cell.

Admin:

- A Landfill Operator provided notice his last day of work is January 13. Public Works advocates the position be filled as a Lead, as:
 - The landfill's distance from the Public Works office limits the amount of oversight that the Director can provide;
 - Greater oversight is needed as the operation varies from 13 hours / day (3 staff) in the winter to 24 hours / day (7 staff) in the summer.
 - The landfill is expensive to operate (largest Public Works budget component) and greater hands-on-oversight will improve operational efficiency;
 - The approximately \$10,000 annual fiscal impact associated with the change is proposed to be accommodated by modifications to the current rate structure.
- Filled vacant Water/Sewer Operator Position.
- Initiated work order system for Public Works.
- Contacted 12/30 by ADEC (an end of the year action item for them?) about cleanup status related to a March 2015 gasoline spill adjacent to Public Safety. Researching . . .

Projects:

New Water Source – Parkwell – see Council Worksession packet

- Test results came back for the new well drilled at the park / old airstrip – likely from the same aquifer the Courthouse well draws from.
 - All results are less than the Maximum Contaminant Levels (MCL's) for drinking water established by the EPA.
 - Manganese was measured at 0.130 mg/L which exceeds the Secondary MCL of 0.05 mg/l. Secondary MCL's are “. . . *non-enforceable guidelines regarding contaminants that may cause cosmetic effects (such as skin or tooth discoloration) or aesthetic effects (such as taste, odor, or color) in drinking water.*”
- Anticipate bidding package this spring to connect this well to line that routes to the Water Treatment Plant.

Sewer Lagoon – see Council Worksession packet

- Advancing weir concept for measuring lagoon discharge. System should be operational in February. See Council Work Session package.

From: Dagen H. Nelson / Special Projects Foreman

Small's Lift Station Building Repairs

- Tom Mueller General Contracting was awarded the contract to reconstruct the damaged building. At this time the building is framed, roof metal installed, 90% of the exterior metal wainscot installed, and the vinyl siding is currently being worked on.
- A temporary electrical service had to be installed, and a new meter base has been attached to the building. The electrician will complete the power change

over when he returns after the holidays. He will also finish the interior electrical work as soon as the interior carpentry work is completed.

- The interior work consists of insulation, vapor barrier, sheeting, and various coats of primer and paint which is to be done in the next two weeks.

LS6 City Dock Lift Station

- A substantial completion inspection was completed on September 29th and two reports were submitted by Bristol Engineers. There were some minor punch list items on the building finish work which have not been completed as of this report. The electrical items are of the largest portion of the punch list. Due to the time frame it took to address the control panel changes some of the electrical work had to be placed on hold.
- At this time the parts have all been shipped and the electrician plans to finish the work in early January. Then the contractor will be able to complete the odds and ends of the punch list items.

2016 Lift Station Upgrades / 6 – Stations

- It has taken some time from design to manufacturing of the control panels requested in all lift stations. The panels have been ordered and are being manufactured. The word is they should start arriving after the first of the year.
- All other materials for the wet well upgrades and electrical supplies are currently stored in Dillingham.
- Startup of the project is expected in early January.

Senior Center Remodel / Main Entry and Solarium

- Lantech, Inc has been awarded the contract to design the replacement and repairs to the main east entry and solarium. Some drainage issues will also be considered.

Library Siding Upgrade

- The installation of the new siding was awarded to Tom Mueller General Contracting in the late fall. The new siding was then ordered and received. The supplier did not receive or send the base flashing with the order. It had to be back ordered from the manufacturer and is expected in January 2017. The siding is currently wrapped and stored in a City warehouse till the project starts up.
- Also note that there are six new triple pane vinyl clad windows that will replace the older wood /metal framed windows. The jamb extensions and trim are all prefinished and stored in a heated warehouse. The plan is to install the windows right before the siding is installed. The windows were funded thru a state grant.

Downtown Fire Station Overhead Door Replacement

- A new coiled roll up overhead door was ordered to replace the center bay door on the fire station. The existing opening height was not tall enough for the larger ambulances. The new door will add 12” to the total height creating a 10’ head room clearance.
- Installation for the door was put out to bid last fall and the quotes received were over the budget. It was decided we hold off till April 2017 to put the work out for bid again.

Lake Road Fire Station Addition

- We received proposals for the design in October 2016.

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, December 12, 2016, in the City Council Chambers, Dillingham, AK. Paul Liedberg, Chair, called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Paul Liedberg	Mayor Alice Ruby	Curt Armstrong	Rose Loera
Andy Anderson	Navin Bissram		

Other Staff: Braden Tinker

3. APPROVAL OF MINUTES

- a. Minutes of November 14, 2016

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the minutes of November 14, 2016.

VOTE: The motion passed by unanimous consent.

4. APPROVAL OF AGENDA

MOTION: Rose Loera moved and Andy Anderson seconded the motion to approve the agenda with the addition of a. Public Comment under Item 5. Staff Reports.

VOTE: The motion passed by unanimous consent.

5. STAFF REPORTS

Staff reported the public works director was recommending bringing back a lead for the landfill through attrition. This would be one level above the landfill operator. The FY16 audit, first draft, could be available by January at the earliest.

- a. Public Comment

Susan Isaacs reported:

- Appeared to be a discrepancy in the Y-T-D lodging taxes, because she had filed \$15,540 through August compared to the overall total of \$19,400;
- It was unfair to exempt businesses from collecting sales tax if projected revenues were \$10,000 or less noting the example of others leasing apartments; and
- Longtime residents might be more conscientious of filing personal property returns, because they were more aware of the process.

Committee responded the application of sales tax was being taken up by the Code Review Committee, and her comments would be welcomed.

6. UNFINISHED BUSINESS

a. Sales Tax Exemption

1) Update

Navin Bissram reported staff was in the process of mailing out new wallet-sized certificates to those entities that qualified for a sales tax exemption, based on applying the Code's status as either religious, charitable or government (tribal) entity. Local vendors will receive a new list by year end 2016.

He further noted those non-profits that are identified as 501C organizations, but not listed as charitable organizations by the IRS, and other entities that don't fall in one of the three categories, will receive a letter stating such before year end 2016.

Follow-up:

- Present comments from the public and bring them to the next F&B meeting.

2) Adam Kane's Report

The report laid the base for exempting local businesses from collecting sales tax if projected revenues were \$10,000 or less.

b. Sales Tax Collected by Outside Vendors on Purchases Shipped into Dillingham

Follow-up:

- Find out how much Nome and Kotzebue receive in sales tax assessed and collected on their behalf from liquor merchants such as Brown Jug.

c. Recommend a Credit Card Processing Company

Navin reported a presentation from PACE, credit card payments, was included in the packet. Transactions would be assessed a flat fee for charges up to \$50, and over \$50 would be assessed a transaction fee of 2.6%. PACE was looking into merging the AccuFund software to their online payment feature. The city was looking to reduce it's cost for providing credit card service.

Follow-up:

- Contact other firms using PACE as a vendor; and
- Contact Bristol Bay Borough for their online credit card source.

d. Update – Evaluation of Declining Sales Tax Revenues (*Handout at the Meeting*)

- 1) Compare State Issued COD Business Licenses to City Issued Business Licenses (*Handout at the meeting*)

Follow-up:

- Will look to provide the comparison report at the next meeting.
- e. Report on Full and True Value for 2016 (*Assessor not ready to present*)
- f. Review Landfill Fees (*PW Director not ready to present*)
- g. Review Ambulance Fees

Follow-up:

- Staff to confer with the fire chief to see if there is support to propose a higher rate for items advanced life support when compared with other municipalities.
- h. Review Tobacco Tax

Follow-up:

- Staff to contact the State and see how much it derives from its excise tax on tobacco products sold in Dillingham.

7. NEW BUSINESS

- a. Provide a list of APEI's References

MOTION: Mayor Ruby moved and Andy Anderson seconded the motion to issue an RFP to compare the insurance provider's proposals.

VOTE: The motion passed unanimously by voice vote.

Follow-up:

- Will go out for bid in January, compare deductibles, costs, and review other services provided, such as legal service.
- b. Summarize Employee Contributions to Health Benefits (*Handout at the meeting*)

Navin Bissram reported medical premiums proposed for 2017 will increase by ½% over 2016, and the City will move to Premera from Guardian for dental coverage effective January 1, 2017, for an overall savings of \$6,000.

- c. Review Union Contracts RE: Health Benefits (*Handout at the meeting*)

Navin Bissram reported the union contracts would not affect the City's decision to transfer the dental plan to a different carrier.

Follow-up:

- Staff to notify employees of the dental changes as well as union reps.
- d. Provide Analysis of HRA Higher Available Deductibles

Navin Bissram reported on the savings the City experienced with its current HRA plan.

Follow-up:

- Research a cap higher than \$2,000, and look to retain the \$750 employee contribution.
- e. Committee of the Whole to Begin Review of the FY17 Budget by Department
(Please bring your FY17 Budget Notebooks)

The committee entered into the Committee of the Whole at 7:26 p.m. to discuss the FY17 Budget.

Follow-up:

- Bring back recommendations that could reduce the deficit to the next meeting.

8. PUBLIC/COMMITTEE COMMENT(S)

The committee spoke of their appreciation for Susan Isaac's input.

9. ADJOURNMENT

The meeting adjourned at 7:58 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2017-01

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE SECTION 4.15.030 PROPERTY EXEMPTIONS, SENIOR CITIZEN AND DISABLED VETERANS, TO ADD PFD RESIDENCY REQUIREMENT

WHEREAS, qualifying senior citizen and disabled veteran applicants who have not received a permanent disability are not required to reapply for a real property exemption annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, or other factors affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status; and

WHEREAS, the City Council wishes to add language that would require the City to have a procedure in place to regularly review the status of an applicant to be sure they still qualify for the exemption; and

WHEREAS, the City Council wishes to require that an individual also be eligible for a permanent fund dividend for that same year or, if the individual does not apply for the PFD that the individual would have been eligible for the permanent fund dividend had the individual applied;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Section 4.5.030. That Dillingham Municipal Code Section 4.15.030 is hereby amended as follows (New language is shown as underlined):

4.15.030 Real and personal property exemptions.

- A. The property listed in AS 29.45.030 is exempt from general taxation, subject to the requirements set out therein and in this section.
- B. Application Required. An application provided by the city for an exemption from taxation of property shall be filed with the city in accordance with AS 29.45.030.
- C. Senior Citizen or Disabled Veteran Eligibility.
 - 1. Residents of the city of Dillingham are eligible for a real property tax exemption on the first one hundred fifty thousand dollars of assessed value on the real property they own and occupy as a primary residence and permanent place of abode if the individual meets one of the following requirements:
 - a. Sixty-five years of age or older;
 - b. Disabled veteran; or
 - c. At least sixty years old who is the widow or widower of a person who qualified for an exemption under subsection (C)(1)(a) or (b) of this section.
 - d. To be eligible for an exemption under this subsection (C) for a year, the resident shall also meet all requirements for a permanent fund dividend under AS 43.23.005 for the same year or for the immediately preceding year.

2. Only one exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties shall decide between or among themselves who is to receive the benefit of the exemption.
3. Disabled veteran” means a disabled person:
 - a. Separated from the military service of the United States under a condition that is not dishonorable who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as fifty percent or more by the branch of service in which that person served or by the United States Department of Veterans Affairs; or
 - b. Who served in the Alaska Territorial Guard, who is a resident of the state, whose disability was incurred or aggravated while serving in the Alaska Territorial Guard, and whose disability has been rated as fifty percent or more.
4. Assessment Date. In order to qualify for an exemption described in this section, an applicant must fulfill the requirements for the exemption as of January 1st in the tax year for which the exemption is sought.
5. Filing Deadline. An application for exemption shall be filed no later than February 15th of the assessment year for which the exemption is requested.
6. Deadline Extension for Good Cause. The assessor may accept an exemption application after February 15th and up to May 25th of the assessment year for which the exemption is requested only upon a showing of good cause. A request to accept a late filed exemption application for a tax year shall be filed with the finance director. A denial of such a request may be appealed to the board of equalization pursuant to subsection (C)(12) of this section. Notwithstanding any other provision of law, a request to accept a late filed exemption application shall not be granted if it is not filed on or before May 25th of the tax year for which the exemption is sought.
 - a. Good cause,” for purposes of waiver of the filing deadline, is a written explanation by a medical doctor which unequivocally establishes that the person seeking the exemption was physically or mentally incapacitated and therefore unable to submit a timely application or to appoint an authorized representative to file an exemption application on his or her behalf.
7. Senior Citizen Applications.
 - a. Qualifying senior citizen applicants are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, or other factors affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status.
8. Disabled Veterans Applications.
 - a. The city shall accept disabled veteran applications for previous tax years only where the disabled veteran has made timely application for each year the exemption is sought and has received a qualifying retroactive disability evaluation from the Veterans Administration or applicable branch of service.
 - b. Qualifying disabled veterans who are permanently disabled are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, status of disability or other factor affecting

the exemption causes the property to either spatially qualify or no longer qualify for exempt status.

- c. Disabled veterans who have not received a permanent disability rating are required to file annually.

- 9. Review Applications. The city's finance director will review 1/3 of the applications annually on a rotating basis.

Section 3. Effective Date. This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

_____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: January 12, 2017

Attachment to:

2017-01

Ordinance No. _____ / **Resolution No.** _____

Subject:

Amending Dillingham Municipal Code Section 4.15.030 Property Exemptions, Senior Citizen and Disabled Veterans, to Add PFD Residency Requirement

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2017-01 will be scheduled to appear in the January 26 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing.

Summary Statement:

This ordinance will be scheduled for a public hearing February 2, 2017.

This ordinance was vetted through the Code Review Committee and is being recommended for adoption.

Concerned residents may not be updating their eligibility status for Senior Citizen/Disabled Veteran real property tax exemption.

o Want to avoid questioning whether or not someone is eligible, but our criteria for Dillingham residency is not enough. The State does allow a municipality to require an applicant to apply on an annual basis contrary to what we thought was the law. Committee was not in favor of an annual filing.

Suggested we add language to include eligibility for PFD and for the Finance Director to proof at least 1/3 of the applications annually. Place all applicants on a three year rotation.

The pros for using the PFD included:

- o Serves to remove any question of eligibility, because:
- o Applications identifies primary residence, which is useful if someone has more than one home in Alaska;
- o Identifies medical as reason for allowable absence;
- o No PFD filing can be the result of individual has passed away, moved out of state.



Attachment to: 2017-01 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2017-02

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 8 – HEALTH AND SAFETY BY THE ADDITION OF A NEW CHAPTER PROVIDING A PROCESS FOR REVIEWING LIQUOR LICENSE APPLICATIONS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Title 8. That Dillingham Municipal Code Title 8 – Health and Safety is hereby amended by the addition of a new Chapter 8.18 Liquor Licenses.

Chapter 8.18
REVIEW OF LIQUOR LICENSES

Sections:

- 8.18.010 Definitions.
- 8.18.020 Review of liquor license applications.
- 8.18.030 Waiver of protest.
- 8.18.040 Consideration by council.

8.18.010 Definitions.

When used in this chapter, the following words and phrases shall have the meanings set forth in this section:

“Board” means the Alaska Alcoholic Beverage Control Board.

“License location” means the lot or parcel, and structure, where a licensed premises would be located pursuant to a liquor license application that is subject to review under this chapter.

“Licensed premises.” Defined as provided in AS 04.21.080.

“Liquor license” means any of the licenses or permits described in AS 04.11.080.

8.18.020 Review of liquor license applications.

- A. Upon receiving notice from the Board of an application for the issuance, renewal, transfer of location or transfer to another person of a liquor license for a license location in the city, including without limitation an application to transfer a license to a license location in the city under AS 04.11.400(m), the city shall refer the application for review to the planning office, finance office and police department within three working days. Comments will be documented on the City’s Liquor License Application Review form.

1. Planning office to assure whether any structure, or use of land or a structure, including parking requirements, at the license location conforms to Title 18 of this code;
 2. Finance office to determine whether the business operated under the license is, or persons named on the application are, delinquent in the payment of any of the following:
 - a. Sales tax or penalty and interest on sales tax arising from the operation of the business conducted under the license;
 - b. Property taxes; penalties or interest on real or personal property applied to the business operated under the license;
 - c. Charges for a utility service provided for the benefit of the business conducted under the license;
 - d. Both state and city business license are current; and
 3. Police department to determine whether, in the opinion of the chief of police, there has been an excessive number of convictions or arrests for unlawful activity at the license location, police reports of unlawful activity at the license location, or police dispatches to the license location.
- B. New and transfer licenses will be scheduled for a public hearing before the City Council. The planning office will be responsible for overseeing that the public is notified as follows:
1. The applicant shall post a public notice sign on the subject property describing the owner, applicant, request, and date of the public hearing. The sign shall be at least twenty-four inches in width by thirty-six inches in height, with lettering at least one inch in height. The sign shall be visible from the highest traveled public right-of-way adjacent to the property.
 2. At least two weeks prior to the date of the scheduled public hearing, the city planner shall mail a public notice announcing the owner, applicant, request, location of the proposed use and date of the public hearing to all property owners within five hundred feet of the subject property boundary; and
 3. At least two weeks prior to the date of the scheduled public hearing, the city planner shall publish notice of the time and place of the hearing in the manner required by Section 2.08.020.
- C. The Liquor License Application Review form will be reviewed by the Code Review Committee meeting for a recommendation to the City Council.

8.18.040 Consideration by council.

If the Council decides to protest the issuance, renewal or transfer of a license it shall state the basis of the protest and must be sent to the Board with a copy of the Application Review form. The protest must be received by the Board within sixty days of the city having received notice of the application.

Section 3. Effective Date. This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: January 12, 2017

Attachment to:

2017-02

Ordinance No. _____ / Resolution No. _____

Subject:

AMENDING TITLE 8 – HEALTH AND SAFETY BY THE ADDITION OF A NEW CHAPTER PROVIDING A PROCESS FOR REVIEWING LIQUOR LICENSE APPLICATIONS



City Manager: Recommend Approval

Signature: _____

Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2017-02 will be scheduled to appear in the January 26 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing.

Summary Statement:

This ordinance will be scheduled for a public hearing February 2, 2017.

This ordinance was vetted through the Code Review Committee beginning in 2015, and over time as events presented themselves evolved into a formal review process that is being recommended for adoption by the Council. The proposed ordinance provides an outline for the review of all types of liquor license applications: renewals, new, and transfers, that are presented to the City.

Attachment to: 2017-02 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	