

- d. Could reasonably be expected to disclose the identity of a confidential source;
 - e. Would disclose confidential techniques and procedures for law enforcement investigations or prosecutions;
 - f. Would disclose guidelines for law enforcement investigations or prosecutions if the disclosure could reasonably be expected to risk circumvention of the law; or
 - g. Could reasonably be expected to endanger the life or physical safety of an individual.
6. City records containing information that would disclose or might lead to the disclosure of a component in the process used to execute or adopt an electronic signature, if the disclosure would or might cause the electronic signature to cease being under the sole control of the person using it.
 7. Records or information pertaining to a plan, program or procedures for establishing, maintaining, or restoring security in the city, or to a detailed description or evaluation of systems, facilities, or infrastructure in the city, but only to the extent that the production of the records or information:
 - a. Could reasonably be expected to interfere with the implementation or enforcement of the security plan, program or procedures;
 - b. Would disclose confidential guidelines for investigations or enforcement and the disclosure could reasonably be expected to risk circumvention of the law; or
 - c. Could reasonably be expected to endanger the life or physical safety of an individual or to present a real and substantial risk to the public health and welfare.
 8. Bids or proposals solicited for a city procurement, until after a final contract award has been made.
 9. Trade secrets and commercial or financial information whose disclosure would be likely to cause substantial harm to the competitive position of the person from whom the information was obtained. Sales tax returns and information the city has agreed in writing to keep confidential are specifically exempt from inspection and copying under this subsection.
 10. The name, address, or other personal identifying information of a person who has used materials made available to the public by the city library.
 11. Privileged communications between the city and an attorney and privileged attorney work product unless the city has decided to waive the privilege.

2.01.070 City records related to litigation.

A city record that is subject to disclosure and copying under this chapter remains a city record subject to disclosure and copying even if the record is used for, included in, or relevant to litigation, including law enforcement proceedings involving a city agency, except that, a person involved in litigation must seek the disclosure of such records in accordance with the rules of procedure applicable in a court or an administrative adjudication.

2.01.080 Request for city records - Response by city agency.

- A. A requester shall submit a written request to inspect or obtain a copy of a city record to the city agency that is the custodian of the city record. When required under Section 2.01.090, the request shall be accompanied by the applicable fee.

- B. A city agency that receives a request to inspect or provide a copy of a city record shall respond as follows:
 - 1. If the city record is subject to inspection under this chapter and is readily available, the city agency may permit the requester to inspect the city record, and provide the requester with a copy of the city record, at the time the inspection is made.

 - 2. If the requested city record is subject to inspection under this chapter but either the city record is not immediately available, or staff resources of the city agency are not sufficient to respond to the request when it is made, the city agency shall provide the city record for inspection or provide a copy of the record as requested within ten (10) business days after receiving the request.

 - 3. If the city agency must determine whether the city record is subject to inspection under this chapter, the city agency shall make that determination within ten (10) business days after receiving the request, and at that time either:
 - a. Provide the city record for inspection or provide a copy of the record as requested; or

 - b. State in writing that the city record is not subject to inspection, including a citation to the provision of city, state or federal law that authorizes or requires the withholding of the city record from inspection.

- C. The city agency may extend the initial ten (10) business day period established under subsection B of this section for a period not to exceed ten (10) additional business days by providing notice to the requester within the initial ten (10) business day period. The notice must state the reason for the extension and the date by which the city agency expects to be able to furnish the requested record or to issue a determination that the record is not subject to disclosure.

2.01.090 Fees for city record requests.

- A. The city council from time to time shall establish the standard unit cost of copying city records under this chapter. The fee for copying a city record may not exceed the standard unit cost.

- B. If the city personnel time required to produce city records for one requester in a calendar month exceeds five person-hours, the requester shall pay the city agency for the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester shall pay a deposit to the city agency before the search is performed and shall pay the fee in full before the records are provided to the requester.

2.01.100 Records retention and disposal schedule.

- A. The city clerk shall prepare a schedule of records specifying which records are to be:
 - 1. Retained permanently;

2. Destroyed; or
3. Disposed of routinely in the regular course of public business.

B. The record retention schedule shall be adopted by resolution of the council. The records retention schedule shall list, with sufficient detail for identification, records without legal or administrative value or historical interest to be destroyed and periodically disposed of by the city. Records to be destroyed shall be certified by the city clerk as having no legal or administrative value or historical interest.

C. The city council, by resolution, may authorize the disposal and method of disposal of the records listed in the record retention schedule found by the council to be without legal or administrative value or historical interest, including advance authorization to dispose of routine records. Upon disposal, the city clerk shall file a descriptive list of the records disposed and method of disposal with the department from which the records were drawn and with the permanent city records.

D. Each department head shall be held responsible for the preservation of all public records under his jurisdiction and shall provide for a system of filing. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files without the knowledge and approval of the city clerk in accordance with the schedule prepared by the city manager.

2.01.110 Code to be kept on file—Copies furnished.

This code with amendments is on file with the city clerk and shall be made available at no more than cost to the public for inspection on request. A copy of this code shall be furnished to the courts as needed or requested.

Section 2. Amendment of Chapter 2.60. Chapter 2.60 of the Dillingham Municipal Code is hereby amended by the addition of a new Section 2.60.020 to read as follows:

2.60.020 Personnel records and files.

Personnel records containing information about employees will be maintained as set forth herein. Access to personnel files is authorized only as delineated below.

A. **Personnel Records.** Personnel records are those documents which reflect an individual's status during the period of his or her employment and include, but are not limited to, employment applications, prior employment, performance appraisals, disciplinary actions, personnel action forms, and tax withholding and benefits information. The city shall maintain a file containing the personnel records of each employee. Medical records shall be maintained in a separate file but are considered part of the personnel records. A supervisor may also establish and maintain a file for individual employees for use during the performance evaluation process.

B. **Access to Personnel Records.**

1. Employees shall have access to their own personnel records during normal office hours within a reasonable period of time following the employee's request to review the employee's personnel records. A personnel file may be inspected by the employee's department head, the city manager, and any other city employee or agent authorized by the manager. Access to employee personnel files by other persons shall be governed by subsection (D) of this section.

2. Review of any personnel files shall be conducted in the presence of the personnel record keeper. No document shall be removed from a personnel file without prior written approval from the manager and notice to the employee.
3. Employees may comment in writing on any document placed in their personnel files.

C. Confidentiality Policy Regarding Personnel Records. State and federal law generally provide that most city documents are public records available for inspection by members of the public. However, city, state, and federal law recognize that personal information contained in a personnel file is confidential unless a member of the public's need to review it outweighs an employee's right to privacy in the information. Therefore, all records maintained by a city agency of any employee shall be confidential to the extent that the record includes an analysis, evaluation or critique of an employee's performance, or if the disclosure of the records is likely to reveal personal information about an employee or his dependents, such as telephone numbers and addresses, or otherwise constitute an unwarranted invasion of privacy. However, the City Manager may authorize municipal employees, agents, and contractors to review confidential records and may make such records of a compelling public interest available to others upon order of a court of competent jurisdiction.

D. Access to City Personnel Records. The following information or records are generally available for public inspection, in accordance with the procedures established by this chapter:

1. The names and position titles of all city employees;
2. The position held by any city employee;
3. Prior positions held by any city employee;
4. The dates of hire and separation of a city employee;
5. The compensation authorized for a city employee;
6. Time sheets; and
7. Other information that the City Manager determines does not contain any personal information the release of which would be an unwarranted invasion of privacy, or concern the personal, intimate or otherwise private life of the employee or the employee's family.

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
[SEAL]

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 3, 2016

Attachment to:

Ordinance No. 2016-02 / Resolution No. _____

Subject:

Amend Title 2 to clarify City law regarding management of public documents and records and to identify city records that are not open to public inspection due to privacy concerns

City Manager: Recommend Approval

Signature: Rose Roera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- copy of Personnel Regulations regarding Personnel Records 1.20

Summary Statement:

This ordinance was introduced at the February 4, 2016 Council Meeting. The purpose of this ordinance is to provide clear guidance for staff and management in managing public records by incorporating state law into the City's Municipal Code.

This code amendment has been vetted through the Code Review Committee and is being recommended for adoption by the Council.

An advertisement for a Public Hearing on Ordinance No. 2016-02 is scheduled to be placed in the February 25, 2016 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for March 3, 2016.

Attachment to: 2016-02 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

I. INTRODUCTIONS AND GENERAL PROVISIONS

1.00. **AUTHORITY** The City Manager shall regulate the personnel functions and shall have the authority to appoint personnel, and formulate and enforce regulations concerning personnel, pursuant to title 2, Chapter 2.21, of the Dillingham Municipal Code.

1.05. **PURPOSE** It is the general purpose of these regulations to establish uniform policies and procedures and a systematic approach to guide and improve the quality of personnel administration.

1.10. **SCOPE OF POLICIES** These regulations shall apply to all non-elected employees of the City except where these policies contradict specific provisions of a negotiated contract. Also, the Chief of Police and the Fire Chief for the City of Dillingham may recommend and enforce, with the approval of the City Manager, separate personnel policies and procedures for their respective employees. Such Police and Fire policies and procedures shall be in addition to the personnel policies.

1.15. **PERSONNEL FUNCTIONS** The personnel functions shall be managed by the City Manager or his/her designee. Central files pertaining to personnel matters including benefits, forms, and records shall be maintained. The City Manager may delegate these personnel functions to a Personnel Officer or to department heads, except those prescribed in Chapter Seven, Employee Discipline and Grievance Procedure.

1.20. **PERSONNEL RECORDS** For each employee, two files will be kept. One file shall be maintained in the central personnel files. This file shall include: employee applications, reports of results of employee investigations, reports of work performance, progress and disciplinary actions, personnel actions and so forth. The file shall also include a copy of the job descriptions for all positions the employee has held, and current and past salary data. A second file will be maintained in the Finance Department which will contain only such data as may be necessary to perform the functions of the payroll technician. Such data may include pension data and Personnel Action Forms showing pay and promotion/demotion information, etc. Personnel files are confidential as defined in Title 2 of the Dillingham Municipal Code and open only to the City Manager, the employee, the department or agency head, the personnel record keeper and the payroll technician who must handle the records for processing. Files are not to be open to the public or other employees. Files will be open to the City Council only in the case of an appeal by the employee concerning a dismissal or suspension, and the file will be open only to those persons entitled to be present at the appeal, as specified in Section 7.85, Appeal Procedures.

1.22. **REFERENCE REQUESTS** When the City receives requests for references on a terminated employee, such requests must be handled by the City Manager or his/her designee. Only the following information may be provided without the former employee's written permission: date of hire, position(s) held, rate of pay, and date of termination.

1.23. **CONTACTS WITH CITY ATTORNEY OR THE MEDIA** It is the policy of the City that all contacts with the City Attorney or media personnel must be handled through the City Manager or his designee.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-03

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 2.72 EDUCATION

WHEREAS, Chapter 2.72 has not been reviewed for some years and some changes are being recommended to bring the code in line with existing practices;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 2.72.070. Section 2.72.070 is amended. New language is shown as **emboldened** and underlined, and deleted language is shown as ~~strikethrough~~.

2.72.070 School district—Facilities.

Risk management, maintenance, and janitorial services for all facilities used by the school district shall be provided by the school district.

A. In order to ensure proper maintenance of school district facilities there is created a school facility committee.

B. The committee shall be composed of the mayor, the school board president, a city council member, a school board member designated by the school board, the city manager, the superintendent, the city public works director, the school district director ~~of buildings and grounds~~ **of facilities**, and a citizen who is a resident of the city. The members shall be appointed by the mayor and confirmed by the council. Appointments shall be made annually after the regularly scheduled municipal election. The mayor shall consult with the school board president regarding the individual to fill the citizen seat on the committee. The mayor shall chair the committee.

C. ~~The mayor shall design the title and duty of recorder to one member of the committee.~~ The **city clerk** ~~recorder~~ shall generate written minutes and shall assist in drafting reports from the committee to the school board and to the city council.

D. The committee shall:

1. Meet on a quarterly basis, ~~or more often as it deems necessary~~, and discuss: **1)** any need for increases or decreases in school facility-related services, and **2)** regarding the funding necessary for school facility maintenance and repair;
2. Arrange for an annual inspection **by October 31 of each year** of city school facilities to be performed cooperatively by school district and city employees, or by an independent

third party agreed upon by the city and the school district, financial responsibility to be determined at the time of inspection;

3. Before yearly budget activities begin for the city, ~~issue~~ present the Facilities Annual Inspection Report ~~annual report to the committee presented at a joint work session of the school board and of the city council based on the annual inspection conducted as set out in subsection (D)(2), of this section;~~
4. Consider and review emergency appropriations made by the city to the school district for unforeseen expenditures relative to school facility maintenance and to make recommendations to the city council regarding any need for and use of emergency appropriations;
5. ~~Oversee~~ Monitor implementation of the school district's maintenance master plan identified as the Major CIP Project Update, ~~such plan defined as a plan for major rehabilitation, construction, and/or major repair~~ projects;
6. Conduct an annual review of the maintenance master plan including the ~~six-year~~ capital improvement plan included therein;

Section 3. Effective Date. This ordinance if adopted upon passage.

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

Alice Ruby, Mayor
[SEAL]

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 25, 2016

Attachment to:

Ordinance No. 2016-03 / Resolution No. _____

Subject:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 2.72 EDUCATION

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

This ordinance was introduced at the February 4, 2016 Council meeting. The purpose of this ordinance is to bring the code in line with existing practices.

This code amendment has been vetted through the School Facility Committee and is being recommended for adoption by the Council.

An advertisement for a Public Hearing on Ordinance No. 2016-03 is scheduled to be placed in the February 25, 2016 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for March 3, 2016.

Attachment to: 2016-03 / Resolution No _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-04

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING THE BUDGET BY ADOPTING BUDGET AMENDMENT NO. 1 AND APPROPRIATING FUNDS FOR THE FY 2016 CITY OF DILLINGHAM BUDGET

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY 16 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

WHEREAS, duly advertised public workshops were held and the City Council reviewed the budget amendment recommendations presented; and

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2016 budget at 13 mills; and

WHEREAS, the budget presented, reviewed and changed is in accordance with sound and efficient municipal management principles. The City Council should have the power to transfer appropriated monies from one General Government Fund or Special Revenue Fund to another and from one Capital Project to another by resolution and the City Manager should have the power to transfer funds from one line item object to another object code within a fund and within a Capital Improvement Project; and

WHEREAS, additional FY 2016 funds are available for appropriation by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The FY 2016 Operating Budget and Capital Improvement Budget amendment as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget as amended by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2016.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Severability. If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Appropriation summary. The total appropriation from the Treasury in Section 4 was a total of \$12,194,620 and the amended appropriation is \$13,560,704.

Section 4. Appropriations.

A. General Fund Government Operations

City Council	\$ 74,350
City Clerk	138,638
Administration	354,443
Finance	700,285
Legal	109,000
Insurance	122,082
Non-Departmental	203,175
Planning	65,712
PS Administration	177,277
PS Dispatch	507,728
PS Patrol	889,426
PS Corrections	612,300
PS DMV	54,810
PS Animal Control Officer	107,681
PS Fire Department	297,591
PS IT Support	14,000
PW Administration	211,421
PW Buildings & Grounds	345,178
PW Shop	393,006
PW Streets	534,817
Library	121,165
Meeting Hall	3,000
Foreclosures	15,000
City School District	1,300,000
Transfer Subsidy for Operations	1,560,957
Transfer to Equipment/Capital	
Reserves Fund	125,000
Total General Fund Appropriations:	\$ 9,038,042

Special Revenue & Other Funds Appropriations

Nushagak Fish Tax	\$ -0-
Water	390,252
Waste Water	292,183
Landfill	971,844

Port-Dock	670,653
Port-Harbor	247,364
E-911	53,071
Senior Center	354,558
Debt Service	1,179,590
Library Grants	108,685
Equipment Replacement/Reserve	160,000
Ambulance Replacement Fund	-0-
Mary Carlson Estate	6,780
Capital Project (Planning) Fund	20,000
Dillingham School Capital Project	67,682
Total Special Revenue & Other Funds Appropriations	\$ 4,522,662
Total Appropriations	<u>\$ 13,560,704</u>

Section 5. Revenues

General Fund

Taxes

Sales Taxes	\$ 2,700,000
Alcohol Sales Taxes	300,000
Transient Lodging Sales Taxes	85,000
Real Property Taxes	1,600,000
Personal Property Taxes	550,000
Penalty and Interest on Property Taxes	60,000
Penalty and Interest on Sales Taxes	16,000
Gaming Sales Tax	75,000
Payment in Lieu Taxes (PILT)	443,838

Other Revenues

Jail Contract Revenue	527,000
Revenue Sharing	198,898
Shared Fisheries	20,000
Raw Fish Tax	433,564
Revenues from State of Alaska	651,183
Administrative Overhead	377,214
Charges for Current Services	55,000
Licenses Fees Fines and Permits	21,600
Lease and Rental Income	30,000

Investment Income	30,000
Other Revenues	92,600
Transfer from E-911	44,571
Transfer from Nushagak Fish Tax	-0-
Total General Fund Revenues	<u>\$ 8,311,468</u>

Special Revenue & Other Funds Revenues	
Nushagak Fish Tax	\$ -0-
Water	186,496
Waste Water	323,166
Landfill	164,418
Port – Dock	866,559
Port – Harbor	150,160
E-911	76,760
Senior Center	219,160
Library Grants	108,685
Debt Service	825,713
Mary Carlson Estate Permanent Fund	<u>3,000</u>
Total Special Revenue Funds & Other Funds Revenues	<u>\$ 2,924,117</u>

TOTAL REVENUES **\$ 11,235,585**

Section 6. Transfers

Transfers from General Fund to Other Funds	
Water	\$ 203,756
Waste Water	-0-
Landfill	807,426
Senior Center	135,398
Ambulance Reserve	60,500
Equipment Replacement	105,000
Capital Project (Planning)	20,000
Debt Service	<u>353,877</u>
Total General Fund Transfers	\$ 1,625,457

Transfer from Dock Fund to Harbor Fund	97,204
Transfer from Dock Fund to Equipment Replacement	55,000

Total Revenues & Fund Transfers	\$ 13,073,746
Total Appropriations	\$ 13,560,704
Net Increase (Decrease) to Fund Balances	\$ <u>(486,958)</u>

Section 7. 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
Page 4 of 4

Ordinance No. 2016-04

City of Dillingham Information Memorandum

Agenda of: March 3, 2015

Attachment to:

Ordinance No. 2016-04 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending the budget by adopting budget amendment No. 1 and appropriating funds for the FY16 City of Dillingham budget

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Budget summaries

Summary Statement:

This non-code amendment has been vetted through the Finance and Budget Committee and is being recommended for adoption by the Council.

Attachment to:
Ordinance No. 2016-04 / Resolution No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

GENERAL FUND REVENUE/APPROPRIATION CHANGES

REVENUES

Raw Fish Tax (State)

<i>Original Budget</i>	300,000	<i>Revised Budget</i>	433,564	<i>Change</i>	133,564
	Raw Fish Tax	<u>133,564</u>	Updated to reflect actual amount received from SOA		
		<u>133,564</u>			

PILT

<i>Original Budget</i>	420,000	<i>Revised Budget</i>	443,838	<i>Change</i>	23,838
	PILT	<u>23,838</u>	Updated to reflect actual amount received from U.S. Dept of Interior		
		<u>23,838</u>			

Jail Contract Revenue

<i>Original Budget</i>	508,000	<i>Revised Budget</i>	527,000	<i>Change</i>	19,000
	Contract Revenue	<u>19,000</u>	Updated to reflect actual amount that will be received from SOA		
		<u>19,000</u>			

Revenues from State of Alaska

<i>Original Budget</i>	631,183	<i>Revised Budget</i>	651,183	<i>Change</i>	20,000
	SOA Trooper Contract	<u>20,000</u>	Updated to reflect actual amount that will be received from SOA		
		<u>20,000</u>			

APPROPRIATIONS

Administration

<i>Original Budget</i>	321,478	<i>Revised Budget</i>	354,443	<i>Change</i>	32,965
	Salaries/Wages	10,000	City Manager Bonus.		
	Payroll Taxes	765	Due to City Manager Bonus.		
	Health Insurance	20,000	Updated cost estimate through FYE.		
	PERS Employer	2,200	Due to City Manager Bonus.		
		<u>32,965</u>			

Finance

<i>Original Budget</i>	633,685	<i>Revised Budget</i>	700,285	<i>Change</i>	66,600
	Salaries/Wages	15,000	0.5 FTE Addition to Finance Staff.		
	Payroll Taxes	1,200	Due to 0.5 FTE Addition to Finance Staff.		
	Health Insurance	2,400	Due to 0.5 FTE Addition to Finance Staff.		
	HRA	1,500	Updated cost estimate through FYE.		
	PERS Employer	3,500	Due to 0.5 FTE Addition to Finance Staff.		
	Recruiting - Moving	3,000	Finance Director moving expenses.		
	Contractual Professional	40,000	Interim Finance Director and Recruiter Consulting Fees		
		<u>66,600</u>			

Non-Departmental

<i>Original Budget</i>	187,675	<i>Revised Budget</i>	203,175	<i>Change</i>	15,500
	Audit	10,000	Additional charges due to audit workpapers not prepared on time		
	Computer Support	<u>5,500</u>	Backup to server upgrade.		
		<u>15,500</u>			

Planning

<i>Original Budget</i>	141,331	<i>Revised Budget</i>	65,712	<i>Change</i>	(75,619)
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Salaries/Wages	(66,500)	No Planning Director on staff.
Payroll Taxes	(5,000)	No Planning Director on staff.
Health Insurance	(9,972)	No Planning Director on staff.
HRA	(500)	No Planning Director on staff.
Dental Insurance	(586)	No Planning Director on staff.
Life Insurance	(303)	No Planning Director on staff.
PERS Employer	(15,302)	No Planning Director on staff.
PERS on Behalf	(14,196)	No Planning Director on staff.
Workers Compensation	(460)	No Planning Director on staff.
Contractual/Professional	40,000	Consultant hired to perform City Planning Function
Travel	(2,000)	No Planning Director on staff.
Training	(800)	No Planning Director on staff.
	<u>(75,619)</u>	

PS - Dispatch

<i>Original Budget</i>	495,228	<i>Revised Budget</i>	507,728	<i>Change</i>	12,500
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Salaries/Wages	2,500	Updated cost estimate through FYE.
Health Insurance	<u>10,000</u>	Updated cost estimate through FYE.
	<u>12,500</u>	

PS - Patrol

<i>Original Budget</i>	892,426	<i>Revised Budget</i>	889,426	<i>Change</i>	(3,000)
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Salaries/Wages	5,000	Police Sargeant Salary Adjustment.
Health Insurance	(10,000)	Updated cost estimate through FYE.
Employee Screening	<u>2,000</u>	Updated cost estimate through FYE.
	<u>(3,000)</u>	

PS - Corrections

<i>Original Budget</i>	600,800	<i>Revised Budget</i>	612,300	<i>Change</i>	11,500
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Health Insurance	5,000	Updated cost estimate through FYE.
Supplies	2,500	Updated cost estimate through FYE.
Electricity	<u>4,000</u>	Updated cost estimate through FYE.
	<u>11,500</u>	

PS - Animal Control

<i>Original Budget</i>	106,881	<i>Revised Budget</i>	107,681	<i>Change</i>	800
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Overtime	800	Updated cost estimate through FYE.
Internet	1,000	Updated cost estimate through FYE.
Electricity	1,000	Updated cost estimate through FYE.
Heating Fuel	<u>(2,000)</u>	Updated cost estimate through FYE.
	<u>800</u>	

PW - Administration

<i>Original Budget</i>	203,921	<i>Revised Budget</i>	211,421	<i>Change</i>	7,500
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Workers Compensation	6,000	Updated cost estimate through FYE.
Telephone	500	Updated cost estimate through FYE.
Internet	<u>1,000</u>	Updated cost estimate through FYE.
	<u>7,500</u>	

PW - Buildings & Grounds

<i>Original Budget</i>	348,178	<i>Revised Budget</i>	345,178	<i>Change</i>	(3,000)
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Janitorial	(7,500)	Updated cost estimate through FYE.
Janitorial - B&G	6,000	Updated cost estimate through FYE.
Janitorial - Library	1,500	Updated cost estimate through FYE.
Building Maintenance	20,000	Updated cost estimate through FYE.
Building Maintenance - Corrections	<u>(23,000)</u>	Updated cost estimate through FYE.
	<u>(3,000)</u>	

PW - Shop

<i>Original Budget</i>	398,006	<i>Revised Budget</i>	393,006	<i>Change</i>	(5,000)
Overtime	2,500	Updated cost estimate through FYE.			
Minor Tools & Equipment	(1,500)	Updated cost estimate through FYE.			
Heating Fuel	4,000	Updated cost estimate through FYE.			
Vehicle Maintenance - Fire	(5,000)	Updated cost estimate through FYE.			
Vehicle Maintenance - Shop	2,000	Updated cost estimate through FYE.			
Vehicle Maintenance - Streets	500	Updated cost estimate through FYE.			
Equipment Maintenance	(7,500)	Updated cost estimate through FYE.			
	<u>(5,000)</u>				

PW - Streets

<i>Original Budget</i>	502,817	<i>Revised Budget</i>	534,817	<i>Change</i>	32,000
Overtime	12,000	Updated cost estimate through FYE.			
Contractual/Professional	50,000	Rlp Rap Seawall.			
Road Maintenance	(15,000)	Updated cost estimate through FYE.			
Gravel	(15,000)	Updated cost estimate through FYE.			
	<u>32,000</u>				

Library

<i>Original Budget</i>	129,265	<i>Revised Budget</i>	121,165	<i>Change</i>	(8,100)
Health Insurance	(10,300)	Updated cost estimate through FYE.			
Dental Insurance	1,200	Updated cost estimate through FYE.			
Minor Tools & Equipment	1,000	Updated cost estimate through FYE.			
	<u>(8,100)</u>				

Transfer Subsidy for Operations

<i>Original Budget</i>	973,201	<i>Revised Budget</i>	1,560,957	<i>Change</i>	587,756
Transfer out Water	203,756	Transfer amount to combat increase in fund expenses			
Transfer out Landfill	369,500	Additional transfer amount to combat increase in fund expenses			
Transfer out Senior Center	14,500	Additional transfer amount to combat increase in fund expenses			
	<u>587,756</u>				

Transfer to Equipment/Capital Reserves

<i>Original Budget</i>	70,000	<i>Revised Budget</i>	125,000	<i>Change</i>	55,000
Transfer to Equipment Reserve	55,000	Additional transfer amount to combat increase in fund expenses			
	<u>55,000</u>				

SPECIAL REVENUE & OTHER FUND REVENUE/APPROPRIATION CHANGES

REVENUES

Sewer

<i>Original Budget</i>	313,166	<i>Revised Budget</i>	323,166	<i>Change</i>	10,000
WasteWater Sales - Residential	15,000	Updated revenue estimate through FYE.			
WasteWater - Dumping	(5,000)	Updated revenue estimate through FYE.			
	<u>10,000</u>				

Dock

<i>Original Budget</i>	564,559	<i>Revised Budget</i>	866,559	<i>Change</i>	302,000
Docking & Moorage	25,000	Updated revenue estimate through FYE due to delayed billing			
Wharfage & Handling	225,000	Updated revenue estimate through FYE due to delayed billing			

Labor Income	4,500	Updated revenue estimate through FYE due to delayed billing
Fuel Flowage Fees	20,000	Updated revenue estimate through FYE due to delayed billing
Equipment Rental	27,500	Updated revenue estimate through FYE due to delayed billing
	<u>302,000</u>	

TRANSFERS

Transfers from General Fund to Other Funds

<i>Original Budget</i>	1,043,201	<i>Revised Budget</i>	1,685,957	<i>Change</i>	642,756
Transfer to Water	203,756	Transfer amount to combat increase in fund expenses.			
Transfer to Landfill	369,500	Additional transfer amount to combat increase in fund expenses.			
Transfer to Senior Center	14,500	Additional transfer amount to combat increase in fund expenses.			
Transfer to Equipment Reserve	55,000	Additional transfer amount to combat increase in fund expenses.			
	<u>642,756</u>				

Transfers from Dock to Other Funds

<i>Original Budget</i>	94,704	<i>Revised Budget</i>	152,204	<i>Change</i>	57,500
Transfer to Equipment Replacement	55,000	Additional transfer amount to combat increase in fund expenses			
Transfer to Harbor	2,500	Additional transfer amount to combat increase in fund expenses			
	<u>57,500</u>				

APPROPRIATIONS

Water

<i>Original Budget</i>	218,252	<i>Revised Budget</i>	390,252	<i>Change</i>	172,000
Overtime	5,000	Updated cost estimate through FYE.			
Unemployment Compensation	2,500	Updated cost estimate through FYE.			
Architect & Engineering	150,000	Water System Improvements.			
Electricity	2,500	Updated cost estimate through FYE.			
Heating Fuel	(2,000)	Updated cost estimate through FYE.			
Equipment Maintenance	12,000	Updated cost estimate through FYE.			
Sample Testing	2,000	Updated cost estimate through FYE.			
	<u>172,000</u>				

Sewer

<i>Original Budget</i>	268,183	<i>Revised Budget</i>	292,183	<i>Change</i>	24,000
Overtime	20,000	Updated cost estimate through FYE.			
PERS Employer	5,000	Updated cost estimate through FYE.			
Unemployment Compensation	2,500	Updated cost estimate through FYE.			
Contractual/Professional	6,000	Updated cost estimate through FYE.			
Miscellaneous Supplies	1,000	Updated cost estimate through FYE.			
Gas, Oil, Grease	(1,500)	Updated cost estimate through FYE.			
Chemicals	1,500	Updated cost estimate through FYE.			
Equipment Maintenance	(14,000)	Updated cost estimate through FYE.			
Sample Testing	3,500	Updated cost estimate through FYE.			
	<u>24,000</u>				

Landfill

<i>Original Budget</i>	602,344	<i>Revised Budget</i>	971,844	<i>Change</i>	369,500
Salaries/Wages	35,000	Additional landfill operator.			
Overtime	5,000	Updated cost estimate through FYE.			
Payroll Taxes	2,500	Updated cost estimate through FYE.			
Health Insurance	5,000	Updated cost estimate through FYE.			
PERS Employer	6,000	Updated cost estimate through FYE.			

Contractual/Professional	180,000	Cell expansion.
Permitting	3,000	Updated cost estimate through FYE.
Gas, Oil, Grease	75,000	Updated cost estimate through FYE.
Minor Tools & Equipment	1,500	Updated cost estimate through FYE.
Electricity	5,000	Updated cost estimate through FYE.
Building Maintenance	1,500	Updated cost estimate through FYE.
Equipment Maintenance	10,000	Updated cost estimate through FYE.
Sample Testing	40,000	Updated cost estimate through FYE.
	<u>369,500</u>	

Dock

<i>Original Budget</i>	583,153	<i>Revised Budget</i>	670,653	<i>Change</i>	87,500
Dock Damage - Deductible	30,000	Dock damage and damage caused to customer vessel			
Transfer to Equipment Replacement	55,000	Updated cost estimate through FYE.			
Transfer to Harbor	2,500	Updated cost estimate through FYE.			
	<u>87,500</u>				

Harbor

<i>Original Budget</i>	244,864	<i>Revised Budget</i>	247,364	<i>Change</i>	2,500
Electricity	2,500	Updated cost estimate through FYE.			
	<u>2,500</u>				

Senior Center

<i>Original Budget</i>	340,058	<i>Revised Budget</i>	354,558	<i>Change</i>	14,500
Electricity	6,000	Updated cost estimate through FYE.			
Heating Fuel	2,500	Updated cost estimate through FYE.			
Building Maintenance	6,000	Building improvement to accommodate new oven.			
	<u>14,500</u>				

Equipment Replacement Reserve

<i>Original Budget</i>	-	<i>Revised Budget</i>	160,000	<i>Change</i>	160,000
Equipment Replacement	160,000	Yamaha Outboard, Grove Crane, Industrial Forklift			
	<u>160,000</u>				

Ambulance Replacement Fund

<i>Original Budget</i>	259,000	<i>Revised Budget</i>	-	<i>Change</i>	(259,000)
Major Equipment	(259,000)	Ambulance will not be purchased in FY16.			
	<u>(259,000)</u>				

Dillingham School Capital Project

<i>Original Budget</i>	-	<i>Revised Budget</i>	67,682	<i>Change</i>	67,682
Construction	67,682	Improvements - sewer line and paving parking lot.			
	<u>67,682</u>				

**City of Dillingham
FY16 Mid-Year Budget Review Summary**

A Department	B		C	D	E		G %Exp Revised
	Final FY15 Budget	Original FY16 Budget	Amended FY16 Budget	D-C Change	FY16 Actuals at 12/31/15		
General Fund Appropriations							
City Council	\$ 86,864	\$ 74,350	\$ 74,350	\$ -	\$ 23,371		31%
City Clerk	130,310	138,638	138,638	-	63,667		46%
Administration	309,809	321,478	354,443	32,965	154,826		44%
Finance	644,503	633,685	700,285	66,600	305,741		44%
Legal	77,000	109,000	109,000	-	30,356		28%
Insurance	110,618	122,082	122,082	-	78,655		64%
Non-Departmental	213,400	187,675	203,175	15,500	113,045		56%
Planning	152,563	141,331	65,712	(75,619)	5,998		9%
PS Administration	178,356	177,277	177,277	-	78,798		44%
PS Dispatch	468,894	495,228	507,728	12,500	224,297		44%
PS Patrol	846,289	892,426	889,426	(3,000)	357,866		40%
PS Corrections	692,590	600,800	612,300	11,500	300,807		49%
PS DMV	134,171	54,810	54,810	-	21,428		39%
PS Animal Control Officer	113,326	106,881	107,681	800	53,706		50%
PS Fire Department	294,448	297,591	297,591	-	87,789		29%
PS IT Support	21,700	14,000	14,000	-	5,504		39%
PW Administration	209,401	203,921	211,421	7,500	71,131		34%
PW Buildings & Grounds	300,046	348,178	345,178	(3,000)	120,540		35%
PW Shop	162,018	398,006	393,006	(5,000)	193,518		49%
PW Streets	659,803	502,817	534,817	32,000	219,181		41%
Library	138,797	129,265	121,165	(8,100)	49,355		41%
Meeting Hall	3,575	3,000	3,000	-	919		31%
Foreclosures	10,000	15,000	15,000	-	111,826		746%
City School District	1,300,000	1,300,000	1,300,000	-	975,000		75%
Transfer Subsidy for Operations	1,000,914	973,201	1,560,957	587,756	836,860		54%
Transfer to Equipment/Capital Reserves	70,000	70,000	125,000	55,000	64,338		51%
Total General Fund Appropriations:	\$ 8,329,395	\$ 8,310,640	\$ 9,038,042	\$ 727,402	\$ 4,548,521		50%
Total General Fund Revenue:	\$ 8,113,468	\$ 8,115,066	\$ 8,311,468	\$ 196,402	\$ 5,520,079		66%
Net General Fund:	\$ (215,927)	\$ (195,574)	\$ (726,574)	\$ (531,000)	\$ 971,558		

**City of Dillingham
FY16 Mid-Year Budget Review Summary**

	A	B		C	D		E		F	G
		Final FY15 Budget	Original FY16 Budget		Amended FY16 Budget	D-C Change	FY16 Actuals at 12/31/15	%Exp Revised		
<u>Nushagak Fish Tax Funds</u>										
		-	-	-	-	-	-	-	-	-
	Nushagak Fish Tax Refunds Expense	-	-	-	-	-	-	-	-	-
	Borough Study	-	-	-	-	-	-	-	-	-
	Fisheries Fund	-	-	-	-	-	-	-	-	-
	Transfer to Equipment Replacement Fund	-	-	-	-	-	-	-	-	-
	Transfer to General Fund	-	-	-	-	-	-	-	-	-
	Total Fish Tax Expenses	-	-	-	-	-	-	-	-	-
	Nushagak Fish Tax Revenues	-	-	-	-	-	-	-	-	-
	Net Increase/Decrease to Fund Balance	-	-	-	-	-	-	-	-	-
<u>Special Revenue Funds dependent on General Fund</u>										
2100	Water Expenses	215,412	218,252	390,252	172,000	287,122	74%			
	Water Revenue	193,484	186,496	186,496	-	97,816	52%			
	Due to/(from) General Fund	(21,928)	-	(203,756)	(203,756)	(186,599)	92%			
2100	Waste Water Expenses	284,242	268,183	292,183	24,000	136,375	47%			
	Waste Water Revenues	266,345	313,166	323,166	10,000	156,164	48%			
	Due to/(from) General Fund	(17,897)	-	-	-	0	#DIV/0!			
2200	Landfill Expenses	515,766	602,344	971,844	369,500	408,080	42%			
	Landfill Revenues	179,106	164,418	164,418	-	66,682	41%			
	Due to/(from) General Fund	(336,660)	(437,926)	(807,426)	(369,500)	(335,244)	42%			
2600	Senior Center Expenses	427,315	340,058	354,558	14,500	133,167	38%			
	Senior Center Revenues	204,488	219,160	219,160	-	89,256	41%			
	Due to/(from) General Fund	(222,827)	(120,898)	(135,398)	(14,500)	(57,722)	43%			
	Debt Service Expenses	1,176,090	1,179,590	1,179,590	-	257,295	22%			
	Debt Service Revenues	824,488	825,713	825,713	-	178,261	22%			
	Due to/(from) General Fund	(351,602)	(353,877)	(353,877)	-	(257,295)	-			
	Equipment Replacement Fund Expenses	103,425	-	160,000	160,000	64,338	40%			
	Equipment Replacement Fund Revenues	-	-	-	-	-	-			
	Due to/(from) General Fund	(50,000)	(50,000)	(105,000)	(55,000)	(64,338)	-			
	Due to/(from) Dock Fund	-	-	(55,000)	(55,000)	-	-			
	Due to/(from) Nushagak Fish Tax Fund	-	-	-	-	-	-			

**City of Dillingham
FY16 Mid-Year Budget Review Summary**

	A	B	C	D	Difference		G
					E	F	
		Final FY15 Budget 20,000	Original FY16 Budget 20,000	Amended FY16 Budget 20,000	D-C	FY16 Actuals at 12/31/15	%Exp Revised
Public Safety Building Planning Expenses		(20,000)	(20,000)	(20,000)	-	-	0%
Public Safety Building Planning Revenues		-	-	-	-	-	-
Due to/(from) General Fund		(20,000)	(20,000)	(20,000)	-	-	-
Ambulance Reserve Fund Expenses		269,000	259,000	-	(259,000)	1,120	#DIV/0!
Ambulance Reserve Fund Revenues		-	-	-	-	-	-
Due to/(from) General Fund		(50,000)	(60,500)	(60,500)	-	-	0%
Total Transfers from General Fund		(1,070,914)	(1,043,201)	(1,685,957)	(642,756)	(901,198)	
Special Revenue Funds not dependent on General Fund							
2300 Dock Expenses		640,513	583,153	670,653	87,500	313,746	47%
Dock Revenues		490,327	564,559	866,559	302,000	660,215	76%
Net Increase/Decrease to Fund Balance		(150,186)	(18,594)	195,906	214,500	346,469	
2400 Boat Harbor Expenses		250,979	244,864	247,364	2,500	108,627	44%
Boat Harbor Revenues		137,363	150,160	150,160	-	48,622	32%
Due to/(from) Dock Fund		(113,616)	(94,704)	(97,204)	(2,500)	(56,800)	58%
2550 E-911 Expenses		42,200	53,071	53,071	-	-	-
E-911 Revenues		76,760	76,760	76,760	-	35,258	46%
Net Increase/Decrease to Fund Balance		34,560	23,689	23,689	-	35,258	149%
Asset Forfeitures Expenses		-	-	-	-	-	-
Asset Forfeitures Revenues		-	-	-	-	-	-
Net Increase/Decrease to Fund Balance		-	-	-	-	-	-
Overall Budget Surplus/(Deficit):		(445,169)	(285,183)	(604,183)	(319,000)	1,296,486	
Restricted & Capital Project Funds							
Carlson House Expenses		4,596	6,780	6,780	-	1,462	22%
Carlson House Revenues		4,596	3,000	3,000	-	474	16%
Net Increase/Decrease to Fund Balance		-	(3,780)	(3,780)	-	(988)	
Snag Point Sewer Relocation Expenses		-	-	-	-	-	-
Snag Point Sewer Relocation Revenues		-	-	-	-	-	-
Net Increase/Decrease to Fund Balance		-	-	-	-	-	-

**City of Dillingham
FY16 Mid-Year Budget Review Summary**

A	B Final FY15 Budget	C Original FY16 Budget	D Amended FY16 Budget	Difference		F FY16 Actuals at 12/31/15	G %Exp Revised
				D-C Change	E D-C		
Waste Water Treatment Plant Expenses	-	-	-	-	-	-	-
Waste Water Treatment Plant Revenues	-	-	-	-	-	-	-
Net Increase/Decrease to Fund Balance	-	-	-	-	-	-	-
Library Grants (Books/Videos) Expenses	73,692	108,685	108,685	-	-	69,109	64%
Library Grants (Books/Videos) Revenues	73,692	108,685	108,685	-	-	46,664	43%
Net Increase/Decrease to Fund Balance	-	-	-	-	-	(22,445)	-
School Bond Project Expenses	-	-	67,682	67,682	67,682	67,682	100%
School Bond Project Revenues	-	-	(67,682)	(67,682)	(67,682)	-	-
Net Increase/Decrease to Fund Balance	-	-	-	-	-	-	-
Appropriations by Category							
General Fund Appropriations	\$ 8,329,395	\$ 8,310,640	\$ 9,038,042	\$ 727,402	\$ 727,402	\$ 4,548,521	50%
Special Revenue Fund Appropriations	4,023,230	3,883,980	4,454,980	571,000	571,000	1,780,441	40%
Nushagak Fish Tax Appropriations	-	-	-	-	-	-	-
Total Special Rev & NFT Appropriations	4,023,230	3,883,980	4,454,980	1,298,402	1,298,402	1,780,441	40%
Restricted & Capital Project Funds	-	-	67,682	67,682	67,682	67,682	-
Total All Appropriations	\$ 12,352,625	\$ 12,194,620	\$ 13,560,704	\$ 1,366,084	\$ 1,366,084	\$ 6,396,644	47%
Revenues by Category							
General Fund Revenues	\$ 8,113,468	\$ 8,115,066	\$ 8,311,468	\$ 196,402	\$ 196,402	\$ 5,520,079	66%
Special Revenue Fund Revenues	2,450,649	2,612,117	2,924,117	312,000	312,000	1,379,413	47%
Nushagak Fish Tax	-	-	-	-	-	-	-
Total Special Rev & NFT Revenues	2,450,649	2,612,117	2,924,117	312,000	312,000	1,379,413	47%
Restricted & Capital Project Funds	-	-	-	-	-	-	-
Total All Revenues	\$ 10,564,117	\$ 10,727,183	\$ 11,235,585	\$ 508,402	\$ 508,402	\$ 6,899,492	61%
Total General Fund Transfers	\$ 1,070,914	\$ 1,043,201	\$ 1,685,957	\$ (642,756)	\$ (642,756)	\$ 901,198	-
Total NFT Transfer	65,000	-	55,000	(55,000)	(55,000)	-	-
Total Dock to Equipment Replacement Transfer	113,616	94,704	97,204	(2,500)	(2,500)	56,800	-
Total Dock to Harbor Transfer	-	-	-	-	-	-	-
Total Inter Fund Transfers	\$ 1,249,530	\$ 1,137,905	\$ 1,838,161	\$ (700,256)	\$ (700,256)	\$ 957,998	-
Total Revenues & Fund Transfers	\$ 11,813,647	\$ 11,865,088	\$ 13,073,746	\$ 1,208,658	\$ 1,208,658	\$ 7,857,489	-
Net Increase(Decrease) to Fund Balances	\$ (538,978)	\$ (329,532)	\$ (486,958)	\$ (157,426)	\$ (157,426)	\$ 1,460,846	-

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-05

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 8.16 OF THE DILLINGHAM MUNICIPAL CODE RELATED TO ENHANCED 911 SERVICE TO INCREASE THE SURCHARGE FOR ENHANCED 911 SERVICE FROM \$1.76 PER MONTH TO \$2.00 PER MONTH

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Legislative Findings.

The Dillingham City Council finds as follows:

1. The City of Dillingham currently assesses a surcharge of \$1.76 per month for E-911 service.
2. The total estimated annual 911 surcharge revenues received by the City for FY2015 are \$69,892.
3. The current surcharge is not sufficient to meet the needs for operations upgrades and improvements to the enhanced 911 system.

Section 2. Amendment of Section 8.16.050. Section 8.16.050 of the Dillingham Municipal Code is hereby amended as follows with new language **emboldened** and underlined and deleted language is designated as ~~striketrough~~.

A surcharge in the amount of ~~one dollar and seventy six cents~~ **two dollars** per month per local access line is imposed on all local exchange access lines and each wireless telephone number that is billed to an address in the City of Dillingham. A local exchange customer may not be subject to more than one 911 surcharge per local exchange access line. A customer that has more than 100 local exchange access lines from a local exchange telephone company in the City is liable for the enhanced 911 surcharge only on 100 local exchange access lines. A wireless telephone customer may not be subject to more than one enhanced 911 surcharge for each wireless number.

Section 3. Notification. The City Clerk shall notify in writing the telephone customers subject to the surcharge and provide an explanation of what the surcharge shall be used for, prior to the effective date of the ordinance. The City Clerk shall notify in writing relevant local telephone companies and wireless telephone companies of the change being made to DMC 8.16 prior to the effective date.

Section 4. Effective Date. This ordinance shall be effective June 1, 2016.

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: March 3, 2015

Attachment to:

Ordinance No. 2016-05 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending Chapter 8.16 of the Dillingham Municipal Code related to Enhanced 911 service to increase the surcharge from \$1.76 per month to \$2.00 per month

City Manager: Recommend Approval

Signature: Rose Asera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The E911 system needs funding for equipment replacement and the cost of dispatch services. A percentage of the \$1.76 that has been charged since CY2012 has been set aside for a backup system, and any equipment failures. The proposed increase will help the City complete the back-up E911 system that we have been working on for the Lake Road fire station. The cost for a back-up stand alone E911 system will cost us about \$430,000. The work is being done in phases as funds allows.

The \$.24 per line increase would amount to an additional \$10,034 a year. These numbers are based on the following:

Land Lines and Cell Phone Lines	3,584 Average for CY2015
Proposed Increase	\$.24 per line
Annual Increased Revenue	\$10,034

This code amendment has been vetted through the Finance and Budget Committee and is being recommended for adoption by the Council.

Attachment to: 2016-05 / Resolution No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

Accounts Receivable Write-off List		Information Available as of 2.18.2016	
Account #	Customer	Amount Due	Status
100718	Brown, Malcolm	817.30	bankruptcy
101987	Cracchiolo, Giuseppe	52.00	mail undeliverable
101999	George, Jeffrey & Abraham	70.00	mail undeliverable
101598	Guthrie, Michael	200.00	mail undeliverable
100732	Hammer, Karl	72.00	mail undeliverable
101966	Huffman, Dale	272.23	Past the six years to file a claim
101022	Johnson, Dennis	274.00	small claims unresolved
102266	Karasti, Conrad	10.00	mail undeliverable
101979	Larsgaard, Jasen	27.00	boat not registered since 2008
101805	Looks Unlimited	216.39	mail undeliverable
101328	Moran, Trustee Helen E	93.60	not available at closing
101679	Nash, Peter	200.00	mail undeliverable
102571	Neketa, Fannie	1.20	
100618	Omni Enterprises	3,502.29	bankruptcy
101980	Oriro, Mark	122.10	mail undeliverable
102583	Schwitters, Timothy	90.00	mail undeliverable
101974	Simpson, David & Mildred	127.18	mail undeliverable
101975	Thornton, Joe	35.00	mail undeliverable
101952	Tormala, Thomas	125.00	states boat was not in DLG
102418	Wilson, Jenifer	80.00	mail undeliverable
		6,387.29	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-12

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PURCHASE FOUR (4) HOOKLIFT CONTAINERS

WHEREAS, the City has been developing the septage receiving station to be located at the Sewage Lagoon; and

WHEREAS, raw sewage will be pumped into holding tanks and once full will be pumped into geotubes that are placed in the hooklift containers and will drain onto a cement pad into the sewage lagoon on the influent side; and

WHEREAS, we need at least three containers for the septage receiving station to be able to swap them out; and

WHEREAS, since the company will not charge us the freight on one additional container the City will be purchasing a fourth container to be used at the landfill; and

WHEREAS, City staff received quotes from Gregory Container Company, Wester Cascade Container LLC and Capital Industries Metal Fabricators; and

WHEREAS, Capital Industries is located in Seattle and provided the lowest bid at \$9,180 per container, a total of \$36,720 for all four, plus freight at \$13,935 for a total of \$50,655; and

WHEREAS, the funds to purchase these containers will come from DEC Wastewater, ANTHC and BBEDC grants;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to purchase four Hooklift containers to be used for the septage receiving station and the landfill.

PASSED and ADOPTED by the Dillingham City Council on March 3, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 3, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-12

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY
MANAGER TO PURCHASE FOUR (4) HOOKLIFT CONTAINERS

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

For this upcoming summer, the City will be installing the septage receiving station at the lagoon. At least three Hooklift containers will be needed to rotate out as the geotubes are filled and drained into the Lagoon. Capital Industries stated that if we were to purchase an additional container they would not charge us freight, so we are buying one for the landfill.

Grant funds will be used for all these container vans - DEC Wastewater Grant, ANTHC grant and the BBEDC Block grant.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-12

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	Public Works	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: March 3, 2016

Contract for purchase of Four (4) Hooklift Containers

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$50,655		FUNDING SOURCE DEC WWTG, ANTHC & BBEDC Grants	
FROM ACCOUNT		Project	
4423 7050 30 62	\$ 29,032.50	Four (4) Hooklift Containers	
3009 7050 30 62	\$ 12,442.50		
5924 7050 30 62	\$ 9,180.00		
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 2/4/2016	

EXPENDITURES

OPERATING	FY16				
TOTAL OPERATING	\$ -				

CAPITAL	\$ 50,655.00				
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REVENUE					
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FUNDING

General & Special Rev. Funds					
State/Federal Funds	\$41,475.00				
Other	9,180.00				
TOTAL FUNDING	\$ 50,655.00	\$ -	\$ -	\$ -	\$ -

POSITIONS

Full-Time					
Part-Time					
Temporary					

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum

PREPARED BY: Navin Bissram

February 24, 2016

DEPARTMENT: Finance

APPROVED BY: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-13

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE WRITE OFF OF BAD DEBTS PAYABLE TO THE CITY FOR PERSONAL PROPERTY TAX, SALES TAX AND PENALTY AND INTEREST, HARBOR/DOCK INVOICES, AND OTHER MISC. DEBT DATED 2008-2014

WHEREAS, the City has an allowance for uncollectible accounts sufficient to cover the bad debts, as attached; and

WHEREAS, City auditors recommend periodically removing some of the uncollectible receivables from the general ledger; and

WHEREAS, the City provided original invoices to the debtors at the time the tax was levied or the service was provided, and mailed monthly statements detailing the charges and reminding the debtors to pay the City; and

WHEREAS, the City sent occasional individual collection letters asking for payment, but full payment was not received; and

WHEREAS, the City no longer has a valid mailing address for a majority of the debtors;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that these invoices totaling \$6,387.24 be written off of the customer accounts and the general ledger with a debit to the reserve for bad debts and a credit to accounts receivable;

BE IT FURTHER RESOLVED that the Finance Department will remain alert to the changing conditions which may allow the collection of these invoices in the future, and may remain on the denied services list.

PASSED and ADOPTED by the Dillingham City Council on March 3, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 3, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-13

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE WRITE-OFF OF BAD DEBTS PAYABLE TO THE CITY FOR PERSONAL PROPERTY TAX, SALES TAX, HARBOR AND DOCK INVOICES AND OTHER MISC. DEBT DATED 2008 TO 2014

City Manager: Recommend Approval

Signature: Rose Laera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- List of Write-offs, information available as of 2.18.2016

Summary Statement:

The City's auditors recommend that the City periodically review its aged accounts and remove those that are deemed uncollectible from its general ledger. This is to more accurately reflect actual funds that can be collected in the next fiscal year.

The list of write-offs has been reviewed by the Finance and Budget Committee and is recommending a resolution be presented at the March 3, 2016 Council meeting.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-13

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
	Public Works	
X	City Clerk	

Accounts Receivable Write-off List		Information Available as of 2.18.2016		
Account #	Customer	Amount Due		Status
100718	Brown, Malcolm	817.30	2013 moving expenses	bankruptcy
101987	Cracchiolo, Giuseppe	52.00	2010 harbor invoice	mail undeliverable
101999	George, Jeffrey & Abraham	70.00	2012 harbor invoice	mail undeliverable
101598	Guthrie, Michael	200.00	2012 personal property tax	mail undeliverable
100732	Hammer, Karl	72.00	2010 dock invoice	mail undeliverable
101966	Huffman, Dale	272.23	2008 storage	Past 6 years to file a claim
101022	Johnson, Dennis	274.00	2012 personal property tax	small claims unsuccessful
102266	Karasti, Conrad	10.00	2013 wharfage	mail undeliverable
101979	Larsgaard, Jason	27.00	2010 harbor invoice	boat not registered since 2008
101805	Looks Unlimited	216.39	2012 personal property tax	mail undeliverable
101328	Moran, Trustee Helen E	93.60	2011 foreclosure costs	not available at closing
101679	Nash, Peter	200.00	2012 personal property tax	mail undeliverable
102571	Neketa, Fannie	1.20	2014 wharfage	
100618	Omni Enterprises	3,502.29	2014 sales tax & penalty & Interest	bankruptcy
101980	Oriro, Mark	122.10	2010 harbor invoice	mail undeliverable
102583	Schwitters, Timothy	90.00	2014 harbor invoice	mail undeliverable
101974	Simpson, David & Mildred	127.18	2011 harbor invoice	mail undeliverable
101975	Thornton, Joe	35.00	2011 harbor invoice	mail undeliverable
101952	Tormala, Thomas	125.00	2012 personal property tax	claims boat was not in DLG
102418	Wilson, Jenifer	80.00	NSF check-donation to vet clinic	mail undeliverable
		6,387.29		

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-14

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL FORMALLY ADOPTING A GENERAL FEES SCHEDULE AND APPROVING RECOMMENDED CHANGES IN FEES

WHEREAS, the fees imposed on general services such as copying and faxing, have never been formally adopted; and

WHEREAS, the Council will periodically review the various fees and fines and recommended changes as needed;

NOW, THEREFORE, BE IT RESOLVED that the following fees and services apply to all City of Dillingham departments:

Description	Existing Fee	Proposed Fee
Notary Public Services Simple Notarizations	No charge	No charge
Photocopies		\$.25 copy / \$1.00 color copy
City Hall	\$.25/copy	
Library	\$.25 copy (\$1 color)	
Planning	\$.50 copy	
Police Report Copy	\$5.00	\$10.00
CD copy	No charge	\$10.00 per CD
Faxing		
Receiving	\$.25 page	\$.25 page
Sending	\$1.00 page	\$1.00 page

PASSED and ADOPTED by the Dillingham City Council on March 3, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 3, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-14

Subject:

To formally adopt a general fees schedule and approve recommended changes in fees

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The rates are periodically reviewed and recommended for change as needed. The fees for general services such as copying and faxing were vetted through the Finance and Budget Committee and are being recommended for formal adoption by the Council.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-14

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

Route to FINANCE _____ Information Available as of _____
 Date _____ Date _____

ACTIVITY	STATUS	N/A
Sales Tax Filings	Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment:	
Real Property Tax Owns the property? YES NO	Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment:	
Personal Property Tax (Inventory, Supplies, Office Equipment)	Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment:	
Utility Bill Responsible for utilities? YES NO	Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment:	
Most Current DLG Business License	_____ License Year Date Applied Comment:	
Most Current State of Alaska Business License	_____ License Year Date Applied Comment:	



TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

Route to PUBLIC SAFETY _____ Information Available as of _____
Date Date

Have there been any adverse reports filed in the past two years? YES NO
If yes, explain in detail and include dates. Use a separate sheet of paper if necessary. :

- Serving to minors (under 21 years of age).
- Drunken person on licenses premises.
- Serving alcoholic beverages after hours.
- Pattern of disturbances or fights on the licenses premises.
- Open sale of prohibited drugs on the licenses premises.

Additional comments:



TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

Reviewed by: _____

Date:

Explain the reason(s) the application is being protested.