

DILLINGHAM PUBLIC LIBRARY 2016

Part 11: Annual Library Service Measures

If annual counts for items 11-2 and 11-3 below are not available, please provide estimates. Annual estimates can be based on counts taken during a typical week, preferably in October, and multiplying that number by the number of weeks the library is open. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holiday times and summer vacations. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

| | |
|---|--------|
| 11-1 Annual Public Service Hours for All Outlets | 1,968 |
| 11-2a Annual Attendance in Central Library | 35,184 |
| 11-2b Annual Attendance in all Branches and Bookmobiles | 0 |
| 11-2c Annual Attendance in Library | 35,184 |
| 11-3 Annual Reference Transactions | 2,433 |

Part 12: Intellectual Freedom

| | |
|--|----|
| 12-1 Were any titles challenged in your library this year? | No |
|--|----|

Part 13: Library Technology

| | |
|--|-------|
| 13-1 Number of Public-Only Internet Computer Terminals (Central Libraries) | 10 |
| 13-2 Number of Public-Only Internet Computer Terminals (Branches & Bookmobiles) | 0 |
| 13-3 AWE early literacy computer workstations available for public use | 3 |
| 13-4 Number of sessions on public internet computers per year (excluding wireless sessions) | 8,697 |
| 13-5 Annual number of wireless sessions | 8,858 |
| 13-6 Annual Number of Sessions on Library Homepage | 0 |
| 13-7 Total number of sessions on all of the AWE early literacy stations owned by your central library and branch libraries this year | 373 |

Mayor
Alice Ruby

Manager
Rose Loera



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

MONTHLY REPORT – PLANNING DEPARTMENT MARCH 2017

To: Rose Loera, City Manager

From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission held their regular meeting on March 8. The Planning Commission elected William Corbett to serve as Deputy Chair. They approved Resolution 2017-01 which recommends the City Council approve a Long Term Encroachment permit to Nushagak Cooperative to change the power source at the HUD Lift Station from overhead to underground. The Commission reviewed and approved the FY19 Capital Improvement Plan timeline, which includes development of the FY19 CIP throughout the spring with submittal to the City Council at the June 1 meeting.

The Commission discussed the flow of traffic in the City Hall parking area, where staff members are concerned with traffic flow of vehicles cutting through from the N&N entrance out towards the Bristol Inn and vice versa. It was recommended that the Planning Director work with the Public Health Center to address their concerns and come up with a solution to reduce the through traffic. Public Health is supportive of a temporary barrier to prohibit the through traffic, followed with signage to remind drivers to use the proper streets once the barrier is removed.

The Commission discussed the Evergreen Cemetery MOA that is currently being proposed by AKDOT in accordance with their Dillingham Runway Rehabilitation project. The Commission is concerned that the MOA is very much a one-sided document that dictates what the City must do. One commissioner recommended that the City should request a tract of land in exchange for signing the MOA so that a new cemetery could be developed. There was a lengthy conversation regarding the status of the City's cemeteries and associated property boundaries.

The Planning Director and City Manager have been discussing the need to get the City cemeteries surveyed and the boundaries marked so that burials are not encroaching onto adjacent properties. An initial estimate for surveying work came in at \$7,500 to \$15,000 per cemetery. This cost is not something that the City currently has budgeted and would need to approximately \$50,000 to survey the Kananak, Evergreen and Wood River cemeteries. One commissioner recommended that the City approach the Curyung Tribal Council to request applying for a portion of the BBEDC Community Block Grant to fund this project. The Planning Commission would like guidance from the City Council as to how to proceed with managing the City cemeteries and would like to begin working to develop a cemetery code.

The Planning Commission participated in a training workshop hosted by Agnew::Beck Consulting on March 25, courtesy of BBEDC group training funding. The Planning Commission's next meeting will be on April 19, 2017.

MONTHLY REPORT – PLANNING DEPARTMENT MARCH 2017 continued

Territorial School Committee

The Planning Director and TSC Chair, Andy Anderson attended the Curyung Tribal Council meeting on March 14, 2017. A presentation was made that outlined the TSC recommendations to use the Territorial School building to house the future Harvey Samuelsen Cultural Center. The Curyung Tribal Council recommended that this issue be moved to the City and Tribe's MOU Committee and will be placed on a future agenda.

Permitting

As previously mentioned, the Planning Commission approved Resolution 2017-01 which recommends the City Council authorize a Long Term Encroachment permit for Nushagak Cooperative to change the power source that feeds the HUD Lift Station from over-ground to underground.

Land Use Permit 2017-01 was issued to Clint Reigh for an addition to their home at 1120 Emperor Way.

RFPs

RFP 2017-01 Furnish Additional Aggregate for FY17 was issued and bids closed on March 24 at 3:00 PM. A Notice of Intent to Award was issued to Snag Point Trucking and Snow Removal. The City Council will act on Action Memorandum 2017-03 to authorize the City Manager to enter into a contract with Snag Point Trucking for the purchase of 2,500 cubic yards of gravel for the landfill at a total of \$25,500.

RFP 2017-02 Provide Insurance Coverage was issued and bids will close on April 21 at 4:00 PM

RFP 2017-03 Furnish Aggregate for FY 18 was issued and bids will close on April 14 at 3:00 PM

RFP 2017-04 Heavy Equipment Rental for FY18 was issued and bids will close on April 14 at 3:00 PM



FY19 CAPITAL IMPROVEMENT PLAN UPDATE TIMELINE

(March – May 2017)

| DATE | ACTION |
|-------------------|---|
| March 21 | Review process with Department Heads at staff meeting |
| March 22- April 7 | Compile eligible projects from existing capital plan, equipment, and facilities lists |
| March 29 | DRAFT CIP six year update process, invite Project Review Committee to meet |
| April 19 | Planning Commission review of Six Year CIP update draft |
| April 24 | Assemble all project descriptions and scores, distribute to committee |
| April 26 | Public Meeting to review and rank projects – Department Directors attend |
| May 3 | Additional PRC meeting to review and rank projects |
| May 10 | Planning Commission Public Hearing to Update 6 year plan |
| May 17 | Prepare Proposed Legislative List for City Manager |
| June 1 | City Council approves Six Year CIP update , FY19 CIP list and FY19 Legislative Priorities |

Narrative:

Project Review with Department Heads: Planning Department staff update description that is in the current CIP book and update the project criteria.

Compile all projects: PD staff make all the project description updates, with public work staff, score projects

Draft new CIP Six Year Update Process: Revise process to allow streamlined updates for years 2-6 and invite new nominations in year 6.

Prepare proposed Legislative list for Manager – prepare list of projects by score and revise per Manager’s recommendations.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: 3-28-17
To: Rose Loera / City manager
From: Jean Barrett / Port Director
Subject: March Monthly report

Spring is nearly upon us and soon the rumble of a dredge will fill all hours of the day and night followed by a harbor full of boats! In just a few days the dock crew will be on the job and getting ready for the first barge of the season. Things will be different at the dock this year, because it will be the first year in my 10 years that Eric Suttles will not be returning to work the yard. I think he would have been in the upper 20's as far as years go.

WE had a Port of Dillingham Advisory Committee Meeting, on time, believe it or not. The following are some of the things discussed:

- We spoke about alcohol and marijuana in the harbor. We have generated a flyer that will be handed out to all boats purchasing seasonal permits to use the harbor.
- We also spoke about the fisher / processor relationship and how it can be used to our advantage. I have talked to the two Dillingham based processors and asked for their support if there was a problem that we could not address ourselves (i.e. repeated drunkenness, failure to follow harbor rules, etc.) They felt that their fishermen are representing them while they are fishing for them and have agreed to help if needed. I still want to talk to other processors as I find out who the fishermen represent. I will do this by asking them as they purchase harbor stickers.
- Last fall while having a chance to speak to Senator Lisa Murkowski she mentioned that there was money thru the WIIN act (**W**ater **I**nfrastructure **I**mprovements for the **N**ation) which also incorporated the WRDA bill which would give us according to Sen. Murkowski around a million dollars for improvements.

This would go a long way in a new float system for the harbor but like everything associated with the government, we are still waiting.

- I talked to Tiel Smith about erosion on the west side of the harbor. BBNC had a study done last fall and were looking at coming up with a cooperative plan to help quell the erosion that is eating into the land on the west side of the harbor. This impacts both the City of Dillingham and BBNC / Bristol Fuels. Tiel will be in Dillingham on 3-29 and I have set up a meeting with him while he is here.
- I spoke with the Corp of Engineers (COE) last fall concerning the dredging of the harbor and the footprint that is followed. I talked with the project engineer, Michael Tenza, about the increasing mud shelf that is building up on the south side of the south launch ramp and asked if this is something that could be looked into. I mentioned that according to the specs the dredging is supposed to extend 100' feet past the ramp to the south. His response is that as they get further into the channel they encounter some large rocks, maybe from the infamous rock ledge that was there many years ago. So I asked if the top of the mud shelf could be shaved off so it does not slough off onto the launch ramp. He was going to see what he could do. I have not heard back from him at the time of this meeting.

The tariff... we have some tough decisions that have to be made concerning mostly seasonal sticker prices, with the annexation and fish tax being where it is at and in order for the Harbor to sustain itself better I would like to propose a rate hike for all vessels using the harbor. A resolution is in the Council packet for your consideration.

Lease Lots and Harbor Plan

In a continuing effort to use our property wisely and bring in some additional revenue from business development, I have been working on language to:

- describe what property we have and where we want to lease
- What type of clientele we would like to have in the harbor area

All of these changes have been brought to the Port Committee and the Finance and Budget committee previous to this meeting.

That is all from the Port Department

Jean

Welcome to the

Dillingham Small Boat Harbor

Our staff is available to assist you with your boating needs from May 15 to Sept. 15, 7 a.m. to 7 p.m.

We offer mooring, a full bathroom/shower facility, garbage bins, waste oil collection, and close proximity to boat and vessel services. Call the office at 842-1069 or stop by or flag us down, if you need ice, or use of the crane or bulkhead.

Harbor users do need to observe some rules:

- Walk your bicycle on the floats and ramps.
- NO roughhousing on ramps or walking up float arms.
- NO using floats for storage or long term projects.
- NO FIREWORKS in the harbor area.
- Sort your trash into the proper garbage bins.
- If you have a vehicle, be sure to pull forward as far as possible to keep it off of the main road.
- Make way for moving boat haulers.
- Alcohol and marijuana is frowned upon. However, we recognize the cabin on a boat is private. Do not partake on the deck or anywhere else in the harbor.
- If you cause a disturbance, it could result in police intervention and potentially being banned from the harbor. Play it SAFE.

Welcome to the

Dillingham Small Boat Harbor

Our staff is available to assist you with your boating needs from May 15 to Sept. 15, 7 a.m. to 7 p.m.

We offer mooring, a full bathroom/shower facility, garbage bins, waste oil collection, and close proximity to boat and vessel services. Call the office at 842-1069 or stop by or flag us down, if you need ice, or use of the crane or the bulkhead.

Harbor users do need to observe some rules:

- Walk your bicycle on the floats and ramps.
- NO roughhousing on ramps or walking up the float arms.
- NO using floats for storage or long term projects.
- NO FIREWORKS in the harbor area.
- Sort your trash into the proper garbage bins.
- If you have a vehicle, be sure to pull forward as far as possible to keep it off of the main road.
- Make way for moving boat haulers.
- Alcohol and marijuana is frowned upon. However, we recognize the cabin on a boat is private. Do not partake on the deck or anywhere else in the harbor.
- If you cause a disturbance, it could result in police intervention and potentially being banned from the harbor. Play it SAFE.



Thank you for using our harbor facilities.

We are pleased to be able to offer you this service. Please be sure to pass along information regarding the use of our facilities with your crew members. We want to avoid seeing the privilege taken away, because it was abused or due to a misunderstanding.

Remember to always practice safety first, and to be kind to your neighbor in these close quarters. We all cherish a good night's sleep.

- *Jean Barrett*, Port Director



Thank you for using our harbor facilities.

We are pleased to be able to offer you this service. Please be sure to pass along information regarding the use of our facilities with your crew members. We want to avoid seeing the privilege taken away, because it was abused or due to a misunderstanding.

Remember to always practice safety first, and to be kind to your neighbor in these close quarters. We all cherish a good night's sleep.

- *Jean Barrett*, Port Director

Dillingham Small Boat Harbor

842-1069

Dillingham Small Boat Harbor

842-1069

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 28, 2017
To: Rose Loera, City Manager
From: Ken Morton, Public Works Director
Subject: Monthly Staff Report

Streets:

- Grading / plowing / sanding / snow-haul activities continuing.
- Hauled glass / metal from collection bins to Landfill.
- Constructed control system pads for the 2016 Lift Station Project.

Shop:

- 160M Cat Grader – replaced window
- 821C Case Loader – replaced window & rear panel access cover
- 110G Volvo Loader – replaced panel access cover
- Ford Bronco – replaced radiator
- Ambulance III – replaced water pump, two thermostats
- Dump truck – fixed two tires
- Police Vehicle 98 – replaced blower motor
- Police Vehicle 92 – corrected transmission leak
- Honda Motor (on sander) – made functional again
- Green City Van – full tune up
- White City Van – replaced blower motor
- Serviced six vehicles

Landfill:

- Staff reports that less glass / cans is present with recent deliveries to the Landfill.
- Incinerator operation is working well – and has added a couple of hours of operation per day over the last month. Credit goes to Mike Carty in his role of Landfill Supervisor.
- KDLG is in the process of pulling together a series of stories about the landfill.
- Minor Air Quality Permit in “final review” at ADEC.

Buildings & Grounds:

- Senior Center - Snow cleared from roof of solarium
- HUD L/S – Wall heater failed (not part of capital project) & replacement ordered.
- City Hall – Moved many things many times
- Public Safety – snaked drain line; coordinated with Harbormaster / Locksmith to fix Cell #5 lock assembly
- Animal Control – adjusted toilet controls
- Dock office – changed out monitor heater
- Landfill Shop – fuel pump failed & replaced
- Sewer Lagoon Effluent Manhole – built enclosure for data logger
- Firestation at Airport – installed monitor heater

Wastewater System:

- Lagoon effluent fecal coliform test levels:
 - Permit allows a max level of 400, average of 200.
 - This year’s data in bold, data from prior years in italics

| Date | FC | Date | FC | Date | FC | Date | FC | Date | FC |
|------------------|--------------|-----------------|--------------|------------------|--------------|-----------------|--------------|------------------|-------------|
| 1/7/2017 | 667 | 2/7/2017 | 1,800 | 2/21/2017 | 1,100 | 3/7/2017 | 950 | | |
| <i>1/19/2016</i> | <i>1,600</i> | <i>2/2/2016</i> | <i>2,300</i> | <i>2/16/2016</i> | <i>4,200</i> | <i>3/1/2016</i> | <i>2,600</i> | <i>3/15/2016</i> | <i>4300</i> |
| <i>1/20/2015</i> | <i>2,100</i> | <i>2/3/2015</i> | <i>4,400</i> | <i>2/17/2015</i> | <i>3,200</i> | <i>3/4/2015</i> | <i>2,600</i> | <i>3/17/2015</i> | <i>780</i> |
| | | <i>2/4/2014</i> | <i>2,600</i> | | | <i>3/4/2014</i> | <i>5,200</i> | <i>3/18/2014</i> | <i>9500</i> |

- Dock Lift Station
 - Pump #1 routed to Alaska Pump in Anchorage for service. Vendor indicates the repaired pump should leave their shop about the end of March.
 - Backup pump on order (coming from Sweden).
- Smalls Lift Station pump cleared twice.
- HUD Lift Station working smoothly since Elite Mechanical rebuilt.

Water System:

- Spruce Kitchen water service thawed again, Potato Building water service thawed & two private (well systems) thawed.
- Alaska Rural Water Association provided our tri-annual sanitary survey of the community potable water system.
 - Highschool, Courthouse, Parkwell wells – minor work needs noted.
 - Hockey Rink Well – significant work (site grading, well repair, well building repair) or well decommissioning recommended.
 - Well installed in 1977 and reportedly used as an emergency water source until taken off line due to high arsenic levels.
 - No recollection of it being used to support Fire Department services by Chief.
 - No provisions for power by backup generator.
 - Alternate methods available to provide water to the skating rink.
 - The cost of electric energy consumption (electric heat in the winter plus \$48.50 / month meter charge) in 2016 was \$1,483.

Projects:

LS6 City Dock Lift Station

- Building / control system replacement project construction done – excepting the installation of a humidistat which is on order.

2016 Lift Station Upgrades / 6 – Stations

- HUD LS completed – except for minor punch list activities. Huge improvement.
- TUBBs LS – contractor mobilized in, control system installed, bypass pumping effort pending.

Waste Water Capital Project – NEW CONSTRUCTION / BIDDING EFFORT

- 75% design package in review-
 - Dock LS wetwell improvements (floor repair/grouting, replace discharge elbows, piping, valves)
 - Lagoon – HUD force main reroute; power/control system for effluent manhole flow measurement
- Advertise for bids – June 2017

Water System Capital Project – NEW CONSTRUCTION / BIDDING EFFORT

- 75% design package pending –
 - connection of PARKWELL to water treatment plant (WTP) feed line
 - installation of pumps in the HIGHSCHOOL & PARKWELL well casings
 - modifications to the WTP control system
 - provisions to energize COURTHOUSE & PARKWELL by generator
- Advertise for bids - June 2017.

Sewer Lagoon – Public Works Staff Work

- Replacement blowers delivered to AML dock in Seattle – anticipated in DLG late April.
- Effluent manhole flow measurement system: weir assembled; installation plan changed due to challenges with removal of manhole lid. Crew drilling through top of MH lid for sensor access.



Small's Lift Station Building Repairs (insurance) – no change from last month

- Rebuild effort >90% complete. Remaining tasks include: finish door installation, removal of temporary service pole, clean-up of construction debris, installation of intake air vent for the exhaust system.

Senior Center Remodel / Main Entry and Solarium

- Reviewed 95% plans, Lantech to make final adjustments & provide Engineer's Estimate

Lake Road Fire Station Addition

- Lantech's 35% package delivered 3/23 and in review.

Library Siding Upgrade – no change from last month.

- Anticipate construction to start in April.
- 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 – no change from last month

- 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 quote received was higher than anticipated. Anticipated rebidding in spring 2017.

Admin:

- Heavy equipment operator position became vacant & was filled by transfer from the Water / Wastewater Unit.
- Advertising for the now vacant Water / Wastewater Operator position (This will be the sixth recruitment effort for this job classification since June 2016).

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: March 24, 2017
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of February, the Senior Center served 314 congregate meals to 56 individuals, 425 home delivered meals to 28 individuals, gave 301 assisted rides to 24 individuals and 326 unassisted rides to 36 individuals.

We had two new individual renters in the month of February along with other usual monthly renters.

This month is a little slow, but we are busy with the lunches. Right now we have twenty Meals on Wheels going to elders at home, and ten going to Maurlut Eniit. This is the most we have ever had for delivered meals.

I am looking into having another fundraiser in May for Mother's Day. We did well on our Thanksgiving meal. Everyone seemed to enjoy it and I am hoping we can do as well again.

Advisory Board Seat A is still open. If anyone knows a person who is interested, ask them to please submit a letter to Mayor Alice Ruby or Janice Williams.

Our next Advisory Board meeting is April 11th.

1. CALL TO ORDER

The Code Review Committee met on Thursday, March 23, 2017, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

| | | | |
|-----------------|------------------|------------|------------|
| Chris Maines | Mayor Alice Ruby | Misty Savo | Rose Loera |
| Tracy Hightower | Janice Williams | | |

Other Staff present: Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of February 9, 2017

MOTION: Mayor Ruby moved and Misty Savo seconded the motion to approve the minutes of February 9, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Misty Savo moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

This is for information only.

- b. Review of All Code Sales Tax Exemptions

The committee continued its review of Dillingham Municipal Code Chapter 4.20 Sales Tax, Section 4.20.050 Exemptions, starting with item E and ending at Item N. This review will be carried over to the next regular Code Review Committee Meeting scheduled for April 13.

Follow-up:

- Research casual and isolated sales, temporary venues, cottage crafting, in other municipality codes;
- Research temporary vendors who set up shop in the Anchorage Malls; does Anchorage charge for a permit or have some other type of fee?

6. NEW BUSINESS

There was no new business.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public or committee comments.

8. ADJOURNMENT

The meeting adjourned at 6:56 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

DRAFT

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, March 20, 2017, in the City Council Chambers, Dillingham, AK. Mayor Alice Ruby, Acting Chair, called the meeting to order at 10:10 a.m.

2. ROLL CALL

Committee Members present:

Mayor Alice Ruby Andy Anderson Rose Loera Navin Bissram
Curt Armstrong (arrived at 10:15 a.m.)

Paul Liedberg absent during the regular portion of the meeting.

Other Staff Present: Ken Morton

3. APPROVAL OF MINUTES

- a. Minutes of February 27, 2017

MOTION: Andy Anderson moved and Rose Loera seconded the motion to approve the minutes of February 27, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Rose Loera seconded the motion to approve the agenda

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

There was nothing to report.

6. UNFINISHED BUSINESS

- a. Recommend a Credit Card Processing Company
 - 1) References for PACE

Navin Bissram reported he would have a decision based on the references within the next couple of weeks.

- b. Business Licenses Issued by State Compared with Dillingham Business License

1) Results from Letters Sent

Navin Bissram reported the letters had been delayed working on the real and personal property assessment statements. Staff was still reconciling their records with the assessor's, and they were having problems with the software that ran the statements. He noted although the statements would go out after March 15, the date in code, the appellant would still have 30 days to appeal from the mailing date.

MOTION: Andy Anderson moved and Rose Loera seconded the motion to acknowledge the report from the staff on the real and personal property notices being mailed out late, and that the committee directed staff to contact the attorney to see if there was a need for a formal waiver, and if so, to have it for the next Council meeting.

VOTE: The motion passed unanimously by voice vote.

[Follow-up:

- Attorney Chandler responded that nothing additional needed to be done, that the taxes are still legally collectible, and there was an Alaska Supreme Court case on this issue that was decided many years ago.]

c. Review Landfill Fees

Ken Morton reported:

- the proposed rates would transition in over a period of three years;
- for contract haulers the rate for sorted garbage would increase by a multiplier of 2.2 over the first year, or from \$11 cu/yard X 2.2 = \$24;
- implementing the rates the first year would increase revenues by about \$60,000.

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to recommend the first year's proposed rate increases, with any additional annual increases spread over a longer period of time.

VOTE: The motion passed unanimously by voice vote.

d. Review Tobacco Tax

There were no recommendations for Council, but will bring this item back to the next regular meeting, including how it would be implemented, and reporting requirements.

7. NEW BUSINESS

a. Senior Center Rental Rates

Follow-up:

- Suggest breaking out rates based on type of service: commercial, non-profit, use of the kitchen, dining room, living room, etc.

- b. Committee of the Whole
 - 1) Review FY18 Proposed Operating Budget

The regular meeting adjourned to review the FY18 Operating Budget.

(City Clerk Note: This portion of the meeting is not recorded.)

8. PUBLIC/COMMITTEE COMMENT(S)

9. ADJOURNMENT

The meeting adjourned at 11:22 p.m.

Alice Ruby, Acting Chair

ATTEST:

Janice Williams, City Clerk
Approved: _____

DRAFT

1. CALL TO ORDER

The Finance and Budget Committee met on Tuesday, March 28, 2017, in the City Council Chambers, Dillingham, AK. Mayor Alice Ruby, Acting Chair, called the meeting to order at 10:10 a.m.

2. ROLL CALL

Committee Members present:

| | | | |
|------------------|---|------------|---------------|
| Mayor Alice Ruby | Andy Anderson | Rose Loera | Navin Bissram |
| Curt Armstrong | Paul Liedberg (attended via teleconference) | | |

Other Staff present: Jean Barrett

3. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

4. NEW BUSINESS

a. Proposed Increase in Harbor Rates

Jean Barrett presented on the proposed tariff language changes including an increase in harbor rates reviewed and all approved for recommendation, not all unanimously, by the Port of Dillingham Advisory Committee.

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to recommend the proposed increase in harbor rates.

VOTE: The motion passed unanimously by voice vote.

Manager Loera noted the new rates would be brought before the Council for adoption at their April 6 Council meeting.

5. UNFINISHED BUSINESS

a. Review Budget Schedule

The regular April 17 meeting will be canceled and held on April 10, at 10:00 a.m. which will include a review of the tobacco tax.

1. School Budget Presentation before the F&B Committee

Danny Frazier noted the school budget would be submitted after April 1.

The school will present to the F&B committee on April 24, and at a Council workshop prior to the May 4 Council meeting.

- b. Committee of the Whole
 - 1) Discuss FY18 Proposed Budget

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to enter the Committee of the Whole to discuss the FY18 Proposed Budget.

(City Clerk Note: This portion of the meeting is not recorded.)

VOTE: The motion passed unanimously by voice vote.

6. ADJOURNMENT

The meeting adjourned at 10:33 p.m.

Alice Ruby, Acting Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

1. CALL TO ORDER

The regular meeting of the Port of Dillingham Advisory Committee was held on Thursday, March 22, 2017, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:35 p.m.

2. ROLL CALL

Members present:

| | | |
|------------------|---------------|-----------------|
| Mayor Alice Ruby | Dan Dunaway | Robin Samuelsen |
| Robert Heyano | Andy Anderson | |

Jim Baumgartner and Russell Rolf were absent.

Staff in attendance: Jean Barrett

3. APPROVAL OF AGENDA

MOTION: Robin Samuelsen moved and Andy Anderson seconded the motion to approve the agenda and add "Services Not Charged for at the Harbor" under New Business.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

A. Minutes of September 22, 2016

MOTION: Robin Samuelsen moved and Dan Dunaway seconded the motion to approve the minutes of September 22, 2016.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORT

a. Jean Barrett, Port Director

Jean Barrett reported on the following in addition to this report:

- Large vessels usually contact him before they approach the harbor to make sure there is space at the bulkhead; may need to rule on length of stay, and come up with a rate for large vessels under gross tonnage.

Discussion:

- Recommended clarification on marijuana use in the cabin, because their State sticker doesn't make exceptions for sitting in the harbor from being subject to seizure.

6. UNFINISHED BUSINESS

- a. Alcohol and Marijuana Use in Harbor
 - 1) Provide Copy of Flyer
 - 2) Support from Processors for Fishers Causing Disturbance
 - 3) Signage

Discussion:

- Suggested a few technical changes, and adding language to the flyer that is harsher, such as could be banned from the harbor.

7. NEW BUSINESS *(All items listed below are addressed in the Staff Report.)*

- a. Update on Status of Floats

Jean Barrett commented the City had contacted PND regarding a RFP for a design for the floats. He further noted if federal funding became available for shovel ready projects, having a design would better the City's chances of acquiring funding. The new design would change the existing float pattern, providing better foot traffic routes to lessen some of the long hauls, and eliminate all heaving problems.

- b. Address Erosion Problem on West Side of Harbor

Jean Barrett commented Army Corps engineers have been looking at the erosion in the channel. Discussion ensued regarding making the west side usable.

- c. Research Dredging Mouth of Harbor

Jean Barrett had contacted the Corps regarding the dredge spoils that are pumped out. They could locate the spoils elsewhere, but they would not pay for it. He had been in discussion with BBNC staff, and was looking to talk to Choggiung also.

- d. Proposed Tariff Changes

Jean Barratt presented on the following:

1. Item 70, Dockage or Moorage. Language change to revise commercial drift fishing vessel 28' up to 32' fishing vessel or not specify a length, and increase the annual rate by 14% from \$280 to \$320.

He noted when he presented the rate increases in 2015 his intent was to increase the rate by 20%, not to add \$20 to the then existing rate. He was asking for the additional increase.

Discussion ensued:

- Commented the proposed rates targeted commercial fishermen, that the animal shelter took away from harbor revenues, and recreational skiffs should pay more;
- Noted the harbor would be offering the 10% discount in April as in the past;
- Suggested reexamining the city's decision to eliminate personal property tax on recreational skiffs, look at guide boats to see if they were paying their fair share; and look at taxing snowmobiles once again; and
- Noted a majority of the local skiffs were used for subsistence activities, which was the a major reason for eliminating recreational skiffs from property tax in the past.

MOTION: Andy Anderson moved and Dan Dunaway seconded the motion to recommend to the Council approving a language change to All Vessels 28' up to 32' and remove ~~32' Fishing Vessel~~ and a rate increase to from \$280 to \$320.

Discussion:

- Recommended when presenting the proposed rates to the Council to provide documentation that would support when the rate was last increased the intent was to increase it by 20% not to add \$20.

VOTE: The motion carried with Mayor Ruby, Dan Dunaway, Robin Samuelsen, and Andy Anderson voting in favor and Robert Heyano opposed.

2. Item 70, Dockage or Moorage, Transient Moorage. Language change to change commercial drift fishing vessel 28' up to 32' fishing vessel or not specify a length, and increase the rate from \$45 a day to \$75 a day.

MOTION: Robin Samuelsen moved and Dan Dunaway seconded the motion to recommend to the Council approving a language change to All Vessels 28' up to 32' and remove ~~32' Fishing Vessel~~.

VOTE: The motion passed unanimously by voice vote.

Jean Barrett reported the increase was intended to motivate boat owners to apply for a sticker, helping to eliminate staff keeping track of boats using the daily rate.

Discussion:

- Suggested charging by the foot for those under gross tonnage and over 32';
- Suggested deleting the transient fee for a daily sticker and require a seasonal sticker for users of the harbor;
- Suggested tracking the number of daily users for a future meeting.

MOTION: Andy Anderson moved and Robin Samuelsen seconded the motion to recommend to the Council increasing the Transient Moorage rate for all vessels 28' to 32' from \$45 to \$75 a day.

VOTE: The motion carried with Mayor Ruby, Dan Dunaway, Robin Samuelsen, and Andy Anderson voting in favor and Robert Heyano opposed.

3. Item 70, Dockage or Moorage, Transient Moorage over 32 feet. Change the rate for transient moorage from \$50 a day to \$100 a day.

MOTION: Dan Dunaway moved and Andy Anderson seconded the motion to recommend to the Council to change the language to Transient Moorage for vessels over 32' and under gross tonnage, daily rate.

VOTE: The motion passed unanimously by voice vote.

MOTION: Robin Samuelsen moved and Dan Dunaway seconded the motion to recommend to the Council increasing the Transient Moorage rate for all vessels over 32' and under gross tonnage from \$50 to \$100 a day.

VOTE: The motion carried with Mayor Ruby, Dan Dunaway, Robin Samuelsen, and Andy Anderson voting in favor and Robert Heyano opposed.

4. Item 70, Dockage or Moorage, Transient Moorage over 32 feet and under gross tonnage, seasonal rate.

MOTION: Dan Dunaway moved and Robin Samuelsen seconded the motion to recommend a new category the Council to establish a seasonal sticker price for vessels over 32' and under minimum gross tonnage.

VOTE: The motion passed unanimously by voice vote.

MOTION: Robin Samuelsen moved and Dan Dunaway seconded the motion to recommend a sticker price that would be \$10/foot seasonal sticker for vessels over 32' and under minimum gross tonnage.

VOTE: The motion passed unanimously by voice vote.

5. Item 80, Ramp, Fees and Rules. Change the launch haulout fee, not to include the in/out same tide.

MOTION: Andy Anderson moved and Dan Dunaway seconded the motion to recommend an increase in the Launch/Haulout fee from \$80 to \$100 each direction.

VOTE: The motion passed unanimously by voice vote.

6. Item 80, Ramp, Fees, and Rules. Increase the price for skiffs over 20' mark to \$100 per year from \$80 plus \$4/foot over the 20' mark.

MOTION: Andy Anderson moved and Dan Dunaway seconded the motion to recommend an increase in the price for skiffs over 20' mark to \$100 per year plus \$4/foot over the 20' mark.

VOTE: The motion passed unanimously by voice vote.

7. Item 100, Equipment Rentals.

Committee recommended the Council may want to look at comparing the hourly rate with other like communities to rent the Link Belt and Grove Crane.

8. Item 270, Containerized Cargo. No recommended changes, but the city will be implementing the incremental rate increase for 2017 adopted in 2015. Jean Barrett noted he would be comparing rates for containers vans next winter.

9. Item 300, Miscellaneous:

MOTION: Robin Samuelsen moved and Andy Anderson seconded the motion to recommend an increase in the price of ice from \$80 to \$100 for the #700 totes and from \$45 to \$50 for the #350 totes.

VOTE: The motion passed unanimously by voice vote.

- e. Lease Lots

Jean Barrett directed the committee to the map in the packet designating what he felt could be considered potential lease lots.

Mayor Ruby opined that it was in the City's best interest to put together an updated harbor plan before more leases were made, that the Council had not weighed in on other leasing areas since the harbor lease plan was introduced.

Dwayne Johnson reported he was asking to lease a lot next to the Animal Shelter to build a store to sell marijuana. He would next put in a building to grow the product. He would be looking for a long term lease to establish a permanent location. He would also be interested in the City owning a store, something he said was discussed in the past, and he could grow the product.

She commented the following formal process should be considered beforehand:

- Is the City interested in leasing more properties at the harbor?
- Did the Port Committee feel a marijuana store at the harbor fit as a fisheries-related activity?
- To lease a lot would require Council adopting an ordinance to dispose of property.

Discussion ensued with the following recommendations:

- Might be necessary to clarify what is considered fisheries-related activities;
- Check with the City Planner whether the proposed site could accommodate Dwayne’s proposed building and parking requirements; start by filling out a land use permit;
- Committee defer to the Council to decide to either develop a harbor plan or make more lots available;
- Have the Planning Commission develop a basic harbor plan and/or a policy for the use of property at the harbor for recommendation to the Council.

Jean Barrett verified several other requests on file to lease at the harbor would be placed on hold until there was a harbor plan or policy.

f. Services Not Being Charged for in the Harbor

Jean Barrett reported a boat with a seasonal sticker was not charged extra for tying up to the bulkhead to load and offload nets, etc. but monitors stay times to make sure the bulkhead is available for other users.

8. PUBLIC COMMENT/COMMITTEE COMMENTS

Dan Dunaway:

- Asked staff for next meeting to provide a summary of the type of users for each of the different rates, suggested a couple of year’s worth of data.

9. ADJOURNMENT

Mayor Alice Ruby adjourned the meeting at 9:11 p.m.

Alice Ruby, Mayor

ATTEST:

Janice Williams, City Clerk

Approved: _____

1. CALL TO ORDER

The School Facility Committee met on March 29, 2017, in the Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 12:25 p.m.

2. ROLL CALL

Committee Members present:

| | | | |
|---------------|----------------|---------------|------------|
| Mayor Ruby | Chris Napoli | Danny Frazier | Rose Loera |
| Andy Anderson | Russell Nelson | Ken Morton | |

Committee Members absent: Corey Evans Robin Samuelsen

3. APPROVAL OF AGENDA

MOTION: Ken Morton moved and Andy Anderson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

a. Minutes of January 18, 2017

MOTION: Russell Nelson moved and Ken Morton seconded the motion to approve the minutes of January 18, 2017.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. NEW BUSINESS

a. School Facility Report

Danny Frazier reported on the CIP handouts:

- Replacing the existing elementary school walkway was upgraded to provide an alternative handicap walkway, increasing the cost from \$60,000 to \$120,000;
- Carpeting is starting to show wear and tear in the high school, need a plan to replace over five years; considered this to be a major CIP project;
- Create a redundant pump system throughout the school.

Manager Loera commented the City would be adopting its CIP list in June and would add the school's priority projects. City Planner to send the CIP projects form to the school.

b. Annual Appropriation of Revenues

Mayor Ruby reported she had discussed earlier with Danny Frazier that the school could present their budget to the Finance and Budget Committee, April 24, at 10:00 a.m. A copy of the draft CIP projects could be considered. A more formal presentation would be scheduled at a Workshop on May 4 to be held before the regular Council meeting.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

Chris Napoli:

- Noted the school takes pride in the appearance of the school, recognized the importance of the facility to the community; and
- Noted he appreciates the support from the City Council.

Russell Nelson:

- Commented they have placed garbage cans up and down the bleaches to collect garbage, noting it was difficult to monitor people bringing food in the gym.

Danny Frazier:

- Commented he has seen graduation scores go up, attendance scores go up, and felt the appearance of the facility contributed to its success, noting when the facilities are clean, the kids don't vandalize as much.

Ken Morton:

- Noted he was interested in testing some of the school's LED converters at the shop.

Andy Anderson:

- Commented if the school had done any research on the voucher program given the political climate.

Chris Napoli noted they were only aware of discussions at the federal level.

Rose Loera:

- Noted this would be her last meeting, and she was also very proud of the school.

Mayor Ruby:

- Commented the relationship between the city and school was very favorable, and appreciated the cooperative efforts being made to retain that relationship.

8. ADJOURNMENT

Mayor Ruby adjourned the meeting at 1:21 p.m.

Mayor Alice Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

DRAFT

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2017-03

AN ORDINANCE AMENDING DILLINGHAM MUNICIPAL CODE TO ADD TWO NEW OFFENSES, TO ADD A FINE FOR TWO EXISTING OFFENSES, AND TO REPLACE THE LANGUAGE FOR AN EXISTING OFFENSE

WHEREAS, the City of Dillingham wishes to add two new offenses which are no longer an arrestable State offense, namely: 1) minor consuming alcohol, and 2) violation of conditions of release; and

WHEREAS, in the process of adopting the marijuana regulations, two fines were overlooked, one for marijuana use in public places prohibited, and the other for marijuana use in and around motor vehicles, and, therefore, were inadvertently left out of the Minor Offense Table; and

WHEREAS, it is recommended that the verbiage in the City's trespass ordinance be replaced with the State's misdemeanor criminal trespass 2nd degree verbiage;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Title 9. That Dillingham Municipal Code Title 9 – Public Peace, Morals & Welfare is hereby amended by the addition of a new Chapter 9.60 – Minor Consuming Alcohol to read as follows:

**Chapter 9.60
MINOR CONSUMING ALCOHOL**

Sections:

9.60.010 Minor consuming alcohol.

9.60.020 Minor consuming alcohol.

A person under the age of 21 years may not knowingly consume, possess or control alcoholic beverages except those furnished persons under AS04.16.051 (b).

Section 3. Amendment to Title 1, Chapter 1.20, Section 1.20.040. That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended by the addition of new language to read as follows:

| Code Section | Offense | Penalty/Fine |
|--------------|-------------------------|--------------|
| 9.60.020 | Minor Consuming Alcohol | \$500 |

Section 4. Amendment to Title 9. That Dillingham Municipal Code Title 9 – Public Peace, Morals & Welfare is hereby amended by the addition of a new Chapter 9.70 – Violation of Conditions of Release:

Chapter 9.70
VIOLATION OF CONDITIONS OF RELEASE

Sections:

9.60.010 Violation of conditions of release.

9.60.020 Violation of conditions of release.

- (a) A person commits the crime of violation of condition of release if the person
- (1) has been charged with a crime or convicted of a crime;
 - (2) has been released under AS 12.30; and
 - (3) violates a condition of release imposed by a judicial officer under AS 12.30, other than the requirement to appear as ordered by a judicial officer.

Section 5. Amendment to Title 1, Chapter 1.20, Section 1.20.040. That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended by the addition of new language to read as follows:

| Code Section | Offense | Penalty/Fine |
|--------------|------------------------------------|--------------|
| 9.70.020 | Violation of conditions of release | \$1,000 |

Section 6. Amendment to Title 1, Chapter 1.20, Section 1.20.040. That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended by the addition of new language to read as follows:

| Code Section | Offense | Penalty/Fine |
|--------------|--|--------------|
| 8.30.040 | Marijuana use in public places prohibited | \$100 |
| 8.30.050 | Marijuana use in or around motor vehicles prohibited | \$100 |

Section 7. Amendment to Section 9.50.010. That Dillingham Municipal Code Chapter 9.50.010, Trespass is hereby amended to delete the existing language and replace it with language used by the state. (Additions are underlined and deletions are shown as ~~strikethrough~~.)

Section 9.50.010 Trespass.

~~It is unlawful for any person to go upon or trespass upon any lands or premises in the lawful possession of another, fail, neglect, or refuse to depart therefrom immediately and remain away until permitted to return upon the verbal or printed or written notice of the owner or the person in possession of said lands or premises, except an officer on lawful business.~~

(a) A person commits the crime of criminal trespass in the second degree if the person enters or remains unlawfully

- (1) in or upon premises; or
- (2) in a propelled vehicle.

Section 8. Amendment to Title 1, Chapter 1.20, Section 1.20.040. That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended to change the fine amount as follows: (Additions are underlined and deletions are shown as ~~strikethrough~~.)

| Code Section | Offense | Penalty/Fine |
|--------------|----------|------------------------------|
| 9.50.010 | Trespass | \$75 <u>\$500</u> |

Section 9. Copies to the Alaska Court System. The City Clerk is responsible for submitting the ordinance to the Alaska Court System for inclusion in the Uniform Minor Offense Table.

Section 10. 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: April 6, 2017

Attachment to:

Ordinance No. 2017-03 / Resolution No. _____

Subject:

Amending Dillingham Municipal Code to add two new offenses, to add a fine for two existing offenses, and to replace the language for an existing offense

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. 2017-03 will be scheduled to appear in the March 30 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 was vetted through the Code Review Committee, was introduced at the March 2, 2017 Council meeting, and is up for a public hearing and adoption April 6, 2017.

Attachment to: 2017-03 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

| Route to | Department Head | Date |
|-----------------|------------------------|-------------|
| X | Finance Director | |
| X | Police Chief | |
| | | |
| | | |
| X | City Clerk | |