



Alice Ruby, **Mayor**

Council Members

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

DILLINGHAM CITY COUNCIL

David B. Carlson Council Chambers

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

TOUR OF NEW AMBULANCE	6:15 P.M.	SEPTEMBER 7, 2017
WORKSHOP FOR REVIEW OF FY17 DRAFT FINANCIAL STATEMENTS	6:30 P.M.	SEPTEMBER 7, 2017
REGULAR MEETING	7:00 P.M.	SEPTEMBER 7, 2017

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, August 3, 2017 page 3
- b. Special Council Meeting, August 25, 2017 page 7
- c. Special Council Meeting, August 26, 2017 page 9

4. APPROVAL OF CONSENT AGENDA

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reportspage 11
- b. Standing Committee Reportspage 41

6. PUBLIC HEARINGS

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

- a. Gina Carpenter, Emergency Preparedness Mock Disaster Drill

8. ORDINANCES AND RESOLUTIONS

- a. Introduce Ordinance No. 2017-07, An Ordinance of the Dillingham City Council Amending Chapter 4.20 to Add an Exemption from Taxation on Real Propertypage 45

- b. Introduce Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Businesspage 49
- c. Resolution No. 2017-35, A Resolution of the Dillingham City Supporting a Long Term Encroachment Permit for the Properties Being Developed by the Bristol Bay Housing Authority at both Dave McClure and Cedar Subdivisions..... page 61
- d. Resolution No. 2017-36, A Resolution of the Dillingham Council Authorizing the City Manager to Advertise a Request for Proposals for Design of the Dillingham Sewer Lagoon Aeration System page 73
- e. Resolution No. 2017-37, A Resolution of the Dillingham City Council Authorizing and Instructing the City Manager and City Clerk to Take All Necessary Actions to Collect Delinquent Personal Property for Tax Years Owed by Certain Individuals for Tax Years 2016 and Earlier by Distrain and Sale of Personal Propertypage 77

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open
 - 2) Senior Advisory Commission, 2 Seat Open
 - 3) Library Advisory Board, 4 Seats Open.....page 81
- b. Progress Report – Territorial School
- c. Progress Report – Carlson House Property
- d. Progress Report – City Manager Hire

10. NEW BUSINESS

- a. Action Memorandum No. 2017-15, Award a Contract to Bristol Alliance Fuels for FY18 Fuel Purchasespage 83

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

12. COUNCIL COMMENTS

13. MAYOR’S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter - Knik Construction Co. vs. Board of Equalization, City of Dillingham
- b. Personnel Matter – Manager Contract Negotiations

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, August 3, 2017, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:02 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Curt Armstrong	Misty Savo	Chris Maines	Andy Anderson
Paul Liedberg – attended via teleconference		Tracy Hightower	

Staff in attendance:

Don Moore	Courtenay Cart	Dan Pasquariello
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3. APPROVAL OF MINUTES

- a. Special Council Meeting, July 13, 2017

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve the minutes of July 13, 2017.

VOTE: The motion to approve the minutes passed unanimously by roll call vote.

4. APPROVAL OF CONSENT AGENDA

There were no consent agenda items.

APPROVAL OF AGENDA

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to approve the agenda with an amendment to move item c. before b. under Executive Session.

VOTE: The motion to approve the amended agenda passed unanimously by roll call vote.

5. STAFF REPORTS

- a. City Manager Report

City Manager Moore reported on the following in addition to his Manager’s report and the extended Manager’s report:

- Executive Assistant position in process of being advertised;
- Dillingham Refuse Tariff Status: their revenues were just over the line for the requirement to file a tariff, which held up the filing; will apply the new rates August 15;
- Reported there were funds available through ANTHC to fix the lagoon aeration system.

Discussion ensued:

- Questioned if BBAHC / ANTHC provides this cooperatively anymore in reference to employee attending wastewater operator certification training; answered training was not available for this time period;
- Recommended adding an exemption for low income housing financed by Housing Authority to the Code Committee's to do list.

b. Standing Committee Reports

Chris Maines, Code Review Committee: looking to present an ordinance at the September Council which would amend the sales tax exemption code.

Paul Liedberg, Finance and Budget Committee: referred to the minutes in the packet; can expect further discussion on the tobacco tax.

6. PUBLIC HEARINGS

There were no public hearings.

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

Richard Clark questioned:

- 1) RFP that was not awarded to the lowest bidder Neal Bennett;
- 2) Property values increasing for him and his family, but can't substantiate an increase for some of the properties that are deteriorating;
- 3) Lots of feral cats running around. Noted there is no advertisement when the vet clinics are coming to town, and doesn't listen to KDLG radio;
- 4) Slow progress cleaning up the Bingman property.

Ward Jones represented the Dillingham Sportsman's Club. He thanked Manager Moore and public works and public safety staff for helping to work through some of their issues to get the rifle range at the landfill upgraded.

8. ORDINANCES AND RESOLUTIONS

There were no ordinances and resolutions.

9. UNFINISHED BUSINESS

a. Citizen Committee Appointments

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

There were no letters of interest on file.

- b. Update – City Manager Hire

Mayor Ruby reported that August 25 and August 26 appeared to be the best option after polling the Council. All three candidates have a rural management background.

10. NEW BUSINESS

- a. Action Memorandum No. 2017-13, Award a Contract to PND Engineers to Design a New Float System at the Dillingham Small Boat Harbor

MOTION: Andy Anderson moved and Chris Maines seconded the motion to approve Action Memorandum No. 2017-13.

VOTE: The motion to approve AM No. 2017-13 passed unanimously by roll call vote.

- b. Action Memorandum No. 2017-14, Award Task Order No. 16 to BESC to Provide Technical Consultant Services for the Water/Wastewater System and the City Landfill

MOTION: Misty Savo moved and Chris Maines seconded the motion to approve Action Memorandum No. 2017-14.

Manager Moore reported with BESC’s assistance the City would help to address the violations brought up by ADEC. He noted the contract would be released once he had identified the revenue source.

VOTE: The motion to approve AM No. 2017-14 passed unanimously by roll call vote.

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

There was no further citizen’s discussion.

12. COUNCIL COMMENTS

Tracy Hightower:

- Announced there would be a fundraiser the following evening for Patty and Vince Luckhurst at the Sea Inn.

Andy Anderson:

- Appreciated staff including the RFPs in the packet and tracking the wastewater projects.

Misty Savo:

- Reported she would not be running again for Council; wished the situation was such that she could devote more time.

Chris Maines:

- Noted he spent time with Richard Clark talking through his concerns, and had showed him the city’s website to help him keep abreast of current information.

13. MAYOR'S COMMENTS

Mayor Ruby:

- Noted she had talked to Richard Clark, but would look to consult with the Manager to address some of the issues in writing;
- Reported Icicle Seafoods had delivered written thank yous to public safety, public works, and library for being so supportive to their organization;
- Acknowledged the fundraiser for Patty and Vince Luckhurst, and recognized Charlene Lopez, all chronic volunteers, who were experiencing difficult times; and
- Asked for a moment of silence to recognize those lost since the last meeting.

14. EXECUTIVE SESSION

- a. Legal Matter - Update from Public Safety Department
- b. Legal Matter – ADEC Notice of Violation for Wastewater Treatment Plan
- c. Legal Matter – Knutsen vs. Dillingham

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to enter into executive session to discuss Legal Matter, Update from Public Safety Department, ADEC Notice of Violation for Wastewater Treatment, and Knutsen vs. Dillingham [7:58 p.m.].

VOTE: The motion passed unanimously by roll call vote.

Mayor Ruby invited Don Moore, Dan Pasquariello and Courtenay Carty to the executive session. Courtenay exited at 9:00 p.m.

MOTION: Misty Savo moved and Andy Anderson seconded the motion to exit the executive session [9:33 p.m.].

VOTE: The motion passed unanimously.

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:33 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on Friday, August 25, 2017, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:08 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

Council members present and establishing a quorum (a quorum being four):
Tracy Hightower Chris Maines Curt Armstrong
Paul Liedberg Tracy Hightower

Council members absent and excused: Misty Savo

Staff in attendance:
Don Moore Janice Williams

Guest(s): Tim Pearson (Pearson Consulting)

3. APPROVAL OF AGENDA

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen’s discussion.

5. SPECIAL BUSINESS

- a. Resolution No. 2017-34, A Resolution of the Dillingham City Council Waiving the Purchasing Restrictions and Authorizing the City Manager to Award a Contract to CRW Engineering Group LLC for Construction Management Services of the Lagoon and Dock Lift Station Improvements Project

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to adopt Resolution No. 2017-34.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen's discussion.

7. COUNCIL COMMENTS

There were no Council comments.

8. MAYOR'S COMMENTS

Mayor Ruby:

- Recognized the passing of Joann Armstrong, noting the City appreciated her past work volunteering on various committees.

9. EXECUTIVE SESSION

- a. Personnel Matter
 - 1) Manager Interviews

MOTION: Chris Maines moved and Andy Anderson seconded the motion to enter into Executive Session to discuss Personnel Matter, Manager Interviews [5:15 p.m.].

VOTE: The motion passed unanimously by voice vote.

Mayor Ruby invited Tim Pearson and Manager Moore into the executive session.

MOTION: Tracy Hightower moved and Andy Anderson seconded the motion to exit the executive session [9:34 p.m.].

VOTE: The motion passed unanimously.

10. ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:34 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on Saturday, August 26, 2017, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:08 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Tracy Hightower Curt Armstrong
Paul Liedberg Tracy Hightower

Council members absent and excused: Misty Savo Chris Maines

Staff in attendance:

Don Moore Janice Williams

Guest(s): Tim Pearson (Pearson Consulting)

3. APPROVAL OF AGENDA

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen's discussion.

5. COUNCIL COMMENTS

There were no Council comments.

6. MAYOR'S COMMENTS

There were no Mayor's comments.

7. EXECUTIVE SESSION

a. Personnel Matter

1) Manager Interviews

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to enter into Executive Session to discuss Personnel Matter, Manager Interviews [5:09 p.m.].

VOTE: The motion passed unanimously by voice vote.

Mayor Ruby invited Tim Pearson and Manager Moore into the executive session.

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to exit the executive session [9:18 p.m.].

VOTE: The motion passed unanimously.

8. ADJOURNMENT

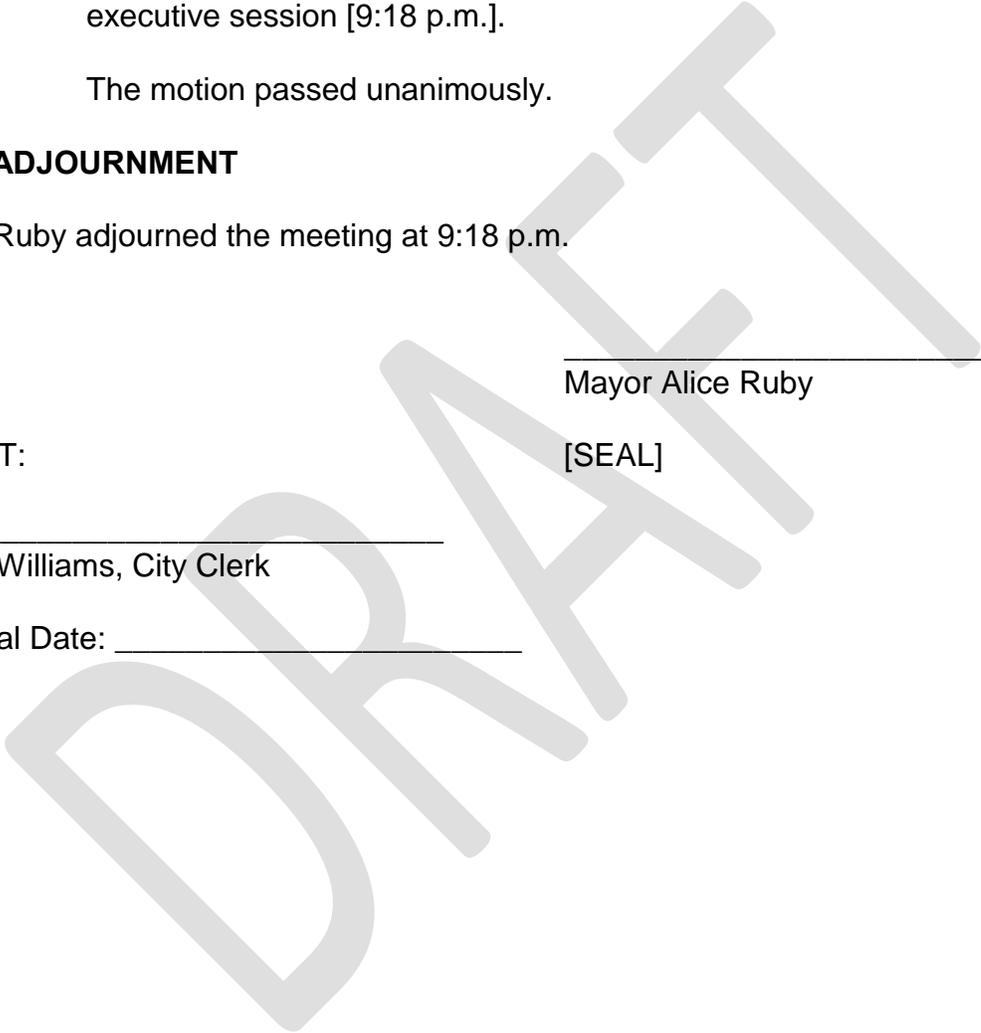
Mayor Ruby adjourned the meeting at 9:18 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____



Mayor
Alice Ruby

Manager
Donald L. Moore



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

MEMORANDUM

Date: September 7, 2017

To: Mayor and City Council

From: Donald L. Moore, Interim City Manager

A handwritten signature in black ink, appearing to read "Donald L. Moore", is written over the "From:" line of the memorandum.

Subject: Manager's Report-September 7, 2017 (Date of Report August 28, 2017)

Contracts signed- Notice to Proceed signed for Elite Mechanical for Lagoon & Dock Lift Station improvements-\$1,102,025.

Council authorized Manager to sign Construction Administration contract with CRW Engineers-\$66,695.

Bristol Engineering Task order #18-Landfill Redesign for cell #3-\$12,678.

Bristol Engineering Task Order #19-Technical Assistance on sewage Lagoon compliance-NTE \$30,000.

PND Engineers- Harbor Float Design contract-\$91,000.

Personnel- Lori Goodell has been offered the position of Executive Assistant.

Rebecca Kayoukluk has resigned position of Accounting Technician III/payroll.

Janice Williams has resigned from position of City Clerk.

The City is currently recruiting for; one Police Officer, an on-call laborer, a payroll technician and the City Clerk.

DEC Notice of Violation (NOV) Tracking Report for the sewage lagoon. The City has engaged the services of Bristol Engineering Services (BESC) to assist with the compliance program. The BESC consultant engineer, Vanessa Wike, has visited the site and talked to some of the Public Works personnel.

I have attached a recent status report on how we intend to achieve compliance.

We have also requested an extension of the compliance date from October 1, 2017 until sometime after December 15th. This is because the completion date for the Force Main relocation construction is scheduled for December 15th. This project includes the installation of the lagoon influent flowmeter which is one element of the compliance requirements. I have attached a letter to the Alaska DEC which updates our status and asks for an extension.

City Clerk Recruitment and selection: DMC 2.27.010 states “There shall be a city clerk who shall be appointed by the city council. The clerk shall serve for the primary benefit of the council under the day to day supervision of the city manager.”

Given this direction by the Code, We are advertising for applicants, after which we will check references and report the candidates to the city council for final interviews and selection.

We currently have interest and applications from several local residents that appear to be qualified and capable.

Post Petition Bankruptcy: The City has filed the proof of claim notices concerning the PenAir Bankruptcy petition.

Employee Health Insurance: We asked the Employee Benefit Advisor at Insurance Brokers of Alaska if there is any interpretation of whether the Federal action or non-action on the Affordable Care Act will have any effect on the City’s renewal rates. The short answer is that it is too early to tell.

Premera will release renewal rates for our policy sometime in late October or November but the Broker is pressing for information sooner if possible.

State/City Jail Contract: We received a letter from Alaska Department of Corrections that the State is going to propose some kind of changes to the municipal/State jail contracts. There were no specifics in the letter but we should definitely pay attention to any proposed changes and make the City’s case for changes that are beneficial to the City.

The letter is attached.

Citizen comments & Inquiry: A resident spoke before the Council at the meeting of August 3rd. to inquire or comment on the following matters:

- Statement was made that some bids were awarded to contracting firms other than the low bidder. This referred to the Aggregate Materials contracts that were awarded by the Council in May.
These bids were solicited for four (4) classes of materials (Sand, Gravel, Drain Rock, and Rip Rap), each class to be bid and awarded separately. The bids were awarded to the apparent low bidders in each class of materials.
One contractor was low bidder on 2 contracts and two other contractors were low on one contract each.
The Bid tabulation is attached.
- Question was asked whether the Animal Control Ordinance applies to Cats. It does.
Loose or stray cats in the City can be captured using live traps but this is usually a demand driven service. The City will deploy live traps only at the request of a resident. In this particular case the resident that inquired asked that we NOT capture the cats. Stray cats also control the mice and shrew populations.
- Comment was made about the bears roaming the populated area inside City limits.
This is a long-standing problem but it is also serious and needs attention.

The "fish bin" disposal at the City landfill is less than an ideal system. There was a previous design project to develop a fish grinder system that would return the fish offal through a pipeline to the ocean, similar to what is done at the processing plants. The project was abandoned for a number of reasons, especially cost.

I have been talking with AK Department of Fish & Game, Neil Barten, about this situation and recommend that the bear problem should get more consideration for a better solution.

Peter Pan and Icicle Seafoods donations: At the beginning of the summer both processors made a donation to the City Library which was greatly appreciated and very helpful to the Library program.

In August, these companies each contributed a large amount of food, both dry goods and frozen, to the Senior lunch program at the City Senior Center.

In addition to the major contribution to the economy these companies provide, we also greatly appreciate the corporate citizenship demonstrated by these donations.



Willow Weimer, Enforcement Officer
Alaska Department of Environmental Conservation
Division of Water Compliance Program
555 Cordova Street
Anchorage, AK 99501

August 28, 2017

RE: Dillingham-Notice of Violation
Enforcement Tracking No. 2017-R0703

Dear Ms. Weimer,

This letter is to follow-up on our teleconference of Thursday, August 24th concerning the Dillingham sewage lagoon (AKG573004) Notice of Violation.

As you asked, I am re-sending my earlier correspondence dated July 25, 2017 that transmitted our tracking report describing the City's approach to achieve compliance with the deficiencies noted in the NOV.

We would still appreciate your comments on whether this approach seems reasonable for what we are trying to achieve.

As noted in the tracking report, we have awarded the construction contract for the re-route of the force main which includes the installation of a new influent manhole and flow meter. This is a required element of the NOV but, as is stated in the tracking report, the contract completion date is December 15, 2017.

Therefore, consider this letter a request for extension of the compliance date from October 1, 2017 until sometime after December 15, 2017.

I have attached correspondence with the design engineer concerning the construction schedule which describes the latest status of the flow meter element of the project.

Also as described in the Tracking Report, the City has engaged the services of Bristol Engineering Services Corp. (BESC) on August 7, 2017 to assist the City with the compliance effort.

Vanessa Wike P.E., of BESC will coordinate this assistance on required operational reports such as; Lagoon Maintenance Plan, Maintenance Records, Operator Certification, Effluent exceedances and so forth.

This work may require Ms. Wike to contact ADEC occasionally to discuss the NOV and the City's work plan to achieve compliance. We would appreciate whatever help or guidance you can provide the City and our consultant, Ms. Wike, in this regard.

In our teleconference of August 24th, we also discussed that the NOV listed a number of non-reported DMRs.

A search of the City records has revealed at least eight of these unreported DMRs are shown as actually having been reported.

This information was forwarded to ADEC by the City Planner, Courtenay Carty, in a separate email to DEC dated August 28, 2017.

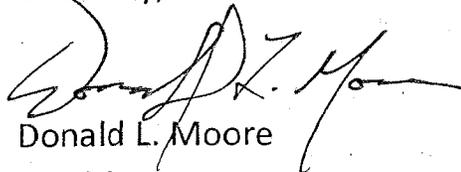
The NOV in item (7.) requires "an explanation for why Discharge Monitoring Reports were not submitted and what corrective actions have been taken to correct this violation."

We cannot give much of an explanation as to why the DMR's were not submitted if our records show they were submitted.

Nevertheless, our corrective action will be part of BESC's recommendations and the City's compliance report as to how we might tighten procedures to avoid conflicting information being released.

Please review the information submitted above and provide any comments or suggestions that might help the City of Dillingham to achieve APDES compliance.

Sincerely,



Donald L. Moore
City Manager

Donald Moore

From: Wike, Vanessa
Sent: Friday, August 25, 2017 3:29 PM
To: Don Moore; Courtenay Carty
Cc: Pearson, Isaac
Subject: Lagoon NOV
Attachments: Dillingham_WW_Certified_Operators.pdf

Good afternoon,

Here is where I believe we are at with the response items for the lagoon NOV.

1. Development and Implement a Lagoon Maintenance Plan

I would like to see the current plan and forms. I can update those with the required info, or I can develop a new plan and new forms. Whatever works best for you and the operators. I would like to come up the first week of September to work on this item.

2. Perform and Maintain a Leaking Lagoon Evaluation

I looked up the prior approval information in DEC's files for the lagoon. It was designed, approved (by DEC) , and permitted (by DEC) as a percolative lagoon. Therefore, a full Lagoon Leakage Study doesn't apply. I can take pictures and document the sidewall areas, and the lack of signs of erosion.

3. Begin Maintaining Operation and Maintenance Records

I can set up a new notebook for the Lagoon records. I can see what you have so far, when I come up in September. Again, I will do whatever works best for you and operators.

4. Obtain the required Operator Certification

I talked to Ken Smith with the Operator Certification Program. He said that the Op Cert Program will be happy to work with Dillingham towards getting the Class I Wastewater Certification that is needed. He said that a couple of the operators have attended courses, but no one has signed up for the Certification Exam. That would be a first step. I have attached a copy of the Operator Certification records for Dillingham (from DEC website). If you don't have someone who has passed the exam by Oct 1, but are working toward it, the Operator Certification Program would not be pushing for enforcement action.

5. Install Flow Meter

I believe that Dillingham will ask for an extension of this requirement to match the current contract completion date of 12/15/17. If you would like my assistance, just let me know.

6. Submit explanation for why Effluent Limitations are being exceeded, and corrective actions

I will be happy to draft up something on this for you.

7. Submit explanation for why Discharge Monitoring Reports were not submitted and corrective actions

I will be happy to draft up something for you.

Monday September the 4th is Labor Day. If operators are around later that week I could schedule the trip then? I can match whatever schedule works good for them. But I was hoping to complete the trip by Sept 14, so I could write up a draft response for Dillingham's review by the 18th or 19th.

When I come up I would like to

1. review the Lagoon O&M Manual, and any inspection forms;
2. talk to the operators about their sampling and inspections processes (so I can make sure the forms match what the operators need and what the permit requires);
3. discuss your submittal processes (to again make sure your documents and processes fulfill the needs of the permit).

Thanks –



THE STATE
of ALASKA
GOVERNOR BILL WALKER

Department of Corrections
Commissioners Office

550 West 7th Avenue, Suite 1800
Anchorage, Alaska 99501
Main: 907-334-2381
Fax: 907.269-7390

August 24, 2017

Mayor Alice Ruby
PO Box 121
Dillingham, AK 99576

City Manager Don Moore
PO Box 889
Dillingham, AK 99576

Police Chief Dan Pasquariello
PO Box 869
Dillingham, AK 99576

Re: Future of Community Jail Contracts

Dear Community Jail Contractor and Partner,

I wanted to send off a letter to all of you at the same time to update you on the future of the community jail contracts. It's all good news I think so relax and please read carefully.

I have been able to make personal contact with most of you within the last year, but I realize there are a few of you that I haven't been able to get to so please excuse that if you are one of those I missed. In prior visits or communications I have expressed my desire to collaborate more fully with each of you and to express the importance I see in our community jail contracts. Hopefully you heard that I wanted more opportunities for you to handle local justice issues whenever possible. With little exception I was met with an overwhelming positive response.

In prior conversations I discussed the start of the pretrial effort that is set to launch January, 2018. We discussed opportunities for how you might be involved (i.e. pretrial assessments, electronic monitoring, supervision of pretrial defendants) and how the Department was brainstorming ways to financially support your participation in the new vision (and now law) of the pretrial effort. Please understand that your interest and partnering in this new effort is your call and your decision. I do believe there are a variety of reasons that will make the partnership appealing to you, which does include some increase in your community jail contracts. The amount of increase varies from different communities and I'll be able to articulate the increase amounts if/when we meet.

Let me reinforce to you that I have been keenly aware of the angst many of you have had over the jail contracts. This new opportunity is not an attempt to bait and switch by putting more on you and expecting nothing in return. Real partnership between the State and local government requires real

conversation and mutual concern. I hope you know that I see your role as critical to the overall health of the justice system. I think there is a real opportunity to move beyond simple "jail contracts" and to have local communities own more of the criminal justice continuum without, repeat, without creating a heavy burden that is uncompensated.

We are preparing addendums to our current community jail contracts that we would like to propose with each of you over the next few months. I'm planning to attend the southeast conference in September and hope I can touch base with all of you in that region to discuss the addendums. For others who will not be at the southeast conference, I will arrange time to meet with you as soon as possible. I realize I'm a bit light on details at the moment, as I anticipate you may have questions that may require detailed conversations.

You can expect to see the draft addendums in the coming weeks. We have provided several options for you to consider should you wish to engage in this new criminal justice initiative. I understand you may have questions regarding the technical aspects of each of the available options once you receive the addendums, so I encourage you to reach out to the Pretrial Director, Geri Miller-Fox for the technical aspects of this program.

Geri Miller-Fox
Division of Pretrial Director
550 W 7th Ave, Ste 1800
Anchorage, AK 99501
Office Phone: (907) 269-7405
Mobile Phone: (907) 891-2211
Email: geri.fox@alask.gov

I want to again repeat that I see our contracts with you as important component of our state's justice system. I want these contracts to take on even more significance as we explore our roles in the new pretrial effort. Thanks for all that you do.

Respectfully,



Dean Williams, Commissioner

City of Dillingham

House District 37 / Senate District S

~ 8/22/17 ~

(Correction: In Session so far this year – 181 Days)

30th Alaska State Legislature ~ 1st Interim

AUGUST 2017 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ 4th Special Session looming for a complete fiscal plan ~



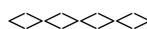
Although an agreement was finally reached on the Capital and Operating budgets for FY 2018, a comprehensive long-term fiscal plan is still needed to allow Alaska to move forward.

In addition, a legislative working group will be working with their independent consultants to craft recommendations to Alaska's complicated oil tax system. Even though **House Bill 111** was signed into law dealing with the cash credits paid to the oil companies, they currently pay an effective tax rate that is far lower than the tax rate set in law. Any new sanctions on oil must be fair, but also allow a system that the state can afford.

Here's a quick review of what's needed to steady our economic compass. First and foremost, the Permanent Fund has to be restructured. There is no other fund source that has the capacity to help fund our government long term. The assets of the Fund are valued at over \$60 billion. About 20% of that amount is available now for spending through the Earnings Reserve Account (ERA), but without new rules in place, the legislature could spend that down faster than investment earnings can refill it. Bottom line; without modernizing the entire Fund, our Permanent Fund Dividend's (PFD) will continue to shrink and more than likely disappear in just a few years. That will definitely hurt the citizens of our state that can least afford to lose it.

The use of the Fund is not enough however to fill our staggering deficit of almost \$3 billion a year. The state urgently needs some form of broad-based tax. Think of all of the out of state workers and tourists that take tens of millions of dollars out of Alaska without paying for any of the services they enjoy while employed and residing here. Some legislators say we need to cut more from our budget, but even if you slashed every state job – you only save about \$1.2 billion. Without them spending their earnings, more than \$4-5 billion will be lost out of our economy from the trickle down effect on other employees that will be laid off. That's to say nothing of the deterioration to health and public safety, worsening transportation hubs, and the corrosive attitude that will permeate though our society.

The national average for the motor fuel tax is 30 cents a gallon. Our current motor fuels tax is 8 cents a gallon and has not been raised since 1970. Alaska receives an amount of federal highway and airport dollars far above most states apportioned by population. This too needs to be part of the formula to have our compass point true north!



GOVERNOR'S CORNER

<http://gov.alaska.gov>

Further press releases and other items of interest are at the website above.

The governor has signed two pieces of legislation to update laws designed to protect Alaskans and their assets. **Senate Bill 83** clarifies Alaska law relating to the Office of the Long Term Care Ombudsman, and brings the state into full compliance with the federal Older Americans Act. It also enhances Adult Protective Services' ability to serve vulnerable adults by allowing the use of videoconferencing technology in rural communities.

House Bill 108 modernizes Alaska's asset protection laws to be inclusive of digital property. Previously, fiduciaries (i.e., trustees, court-appointed guardians, those with power of attorney, etc.) were prevented from managing the digital property of the persons they represent. Digital property could be digital photographs, social media accounts, or other forms of online communications. The bill grants fiduciaries the ability to do so while building in important safeguards for consent and privacy.



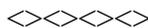
LEGISLATIVE NOTES

<http://akleg.gov>

The Senate has announced the appointments of Senator Bert Stedman of Sitka, as chair of the Legislative Budget and Audit Committee and Senator Cathy Giessel of Anchorage, as a member of Legislative Council.

The appointments were made to fill vacancies left by Senator Gary Stevens of Kodiak, who stepped down after filing to run for a statewide office (Lt. Governor in 2018). Legislators are barred from serving on either committee if they file to run for an elective office outside the state House or Senate.

On another note, the Alaska Legislature website - <http://akleg.gov/> took home the 2017 Online Democracy Award for having a superior legislative website. The recognition came this year during the National Conference of State Legislatures (NCSL) summit in Boston.



WEBSITES OF INTEREST

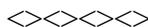
2017 Legislators contact information <http://akleg.gov/docs/pdf/whoswho.pdf>
<http://akleg.gov/docs/pdf/800numbers.pdf>

2017 1st Session Staff contact list http://akleg.gov/docs/pdf/session_phone_list.pdf
2017 1st Interim Staff contact list – None published.

2017 House & Senate Committees <http://akleg.gov/docs/pdf/commlist.pdf>

Congressional Delegation websites –

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



~ End Report ~

Enjoy your family and friends during the Labor Day weekend!

~ Cliff

Mayor
Alice Ruby

Manager
Don Moore



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

MEMORANDUM

Date: August 29, 2017
To: Don Moore, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

Regular City Election is scheduled for Tuesday, October 3, 2017, for the purpose of electing council and school board seats. At this time, no one has filed for any of the five seats, but there has been some interest shown. Keggie Tubbs has agreed to chair the election once again. He comes with many years of experience, and he and his regular group of election judges do a wonderful job!

The following seats are up for election:

<u>Seat</u>	<u>Term</u>
Council	
Seat C	three year term that will expire October 2020
Seat D	three year term that will expire October 2020
School Board	
Seat A	two year term that will expire October 2019
Seat B	three year term that will expire October 2020
Seat C	three year term that will expire October 2020

New Business

Resignation. As you already know, I submitted my resignation, and my last day of work is September 8. I will be moving down the road to my former employer, Nushagak Cooperative, and within reach of the phone if assistance is needed. It has been a fulfilling ten plus years during which I gained a lot of knowledge about government and many new experiences getting better acquainted with the variety of services the city provides. I have been fortunate to work with such a dedicated Mayor, Members of the Council and Manager and Employee group. Now if we could just have a little more effort with picking up trash. Just kidding. 😊 My bad.

Preparing a list of items occurring outside the regular and recurring job activities. This includes the upcoming city election, completing some tasks for the Code Review Committee, and working on records management. I hope the procedures manual and various job checklists that were created during my tenure will come in handy for the daily tasks.

Add to the Code Committee's Task List. After the council adopts an ordinance our code legislates that it be posted within three days. I am recommending that we change it to three working days, because in mostly all case an ordinances is adopted on a Thursday, and it would have to be posted by Friday to make the deadline, since the remaining two days are weekend days. I have wanted to bring this up in the past, but somehow always escapes me.

Unfinished Business

Records Retention Schedule

I have been working on updating the records retention schedule and should have a draft ready to share with department heads before I leave. I wish I could have a more complete package for records management, but there was always something that became a priority unfortunately. At least a good number of the records are inventoried, and organized in numbered boxes!

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.)

Kvichak Pacific LLC d/b/a Olsen's Liquor Store placed an ad in the Bristol Bay Times making application for a transfer of location of a package store liquor license to 8 Alley Way in Dillingham. The City Planner is working to locate the physical address that is not known in our address file.

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

- Senior Advisory Commission has two seats open. There are no letters of interest on file.
- Planning Commission has two seats open. There are no letters of interest on file.
- Library Advisory Board has four seats open. There is one letter of interest on file.

City of Dillingham
Revenues and Expenditures As of FYE 6/30/2017

	Unaudited		Audited	
	FYE 6/30/2017	FYE 6/30/2016	YTD	INC/(DEC)
REVENUES:				
General Fund Revenues				
General Sales Tax	\$ 2,700,000	\$ 2,513,449	93%	\$ 2,717,040 \$ (203,591)
Alcohol Sales Tax	300,000	288,642	96%	282,164 6,478
Transient Lodging Sales Tax	85,000	80,286	94%	78,449 1,837
Gaming Sales Tax	70,000	77,043	110%	118,382 (41,338)
Total Sales Tax	3,155,000	2,959,420		3,196,035 (236,615)
Real Property Tax	1,600,000	1,684,027	105%	1,712,970 (28,943)
Personal Property Tax	550,000	538,576	98%	654,503 (115,927)
Total Property Taxes	2,150,000	2,222,603	103%	2,367,473 (144,870)
Telephone Gross Receipts State Tax	80,000	62,525	78%	65,540 (3,015)
Raw Fish Tax	167,849	167,849	100%	433,564 (265,715)
Shared Fisheries	32,325	36,610	113%	27,135 9,475
Revenue Sharing	132,764	132,833	100%	202,035 (69,202)
Payment in Lieu of Taxes (PILT)	446,018	446,018	100%	443,838 2,180
State Jail Contract	527,000	526,851	100%	526,851 -
Admin Overhead	383,145	223,368	58%	503,667 (280,299)
PERS on Behalf	127,213	121,148	95%	127,653 (6,505)
Other Revenues	388,376	318,142	82%	725,280 (407,138)
Total	2,284,690	2,035,344	89%	3,055,563 (1,020,219)
Total General Fund Revenues	\$ 7,589,690	\$ 7,217,367	95%	\$ 8,619,071 \$ (1,401,704)
Special Revenue Funds Revenues & Transfers	\$ 2,614,977	\$ 2,485,871	95%	\$ 3,288,109
Total Special Revenue Funds Revenues & Transfers	\$ 10,204,667	\$ 9,703,238	95%	\$ 11,907,180
Special Revenue Funds Revenues & Transfers				
Water	182,951	219,681	120%	379,207 (159,525)
Sewer	329,146	358,194	109%	297,087 61,106
Landfill	737,529	599,727	81%	856,517 (256,791)
Dock	688,900	664,298	96%	1,102,016 (437,717)
Dock Insurance Payment	-	-	-	-
Boat Harbor	197,467	199,335	101%	222,008 (22,674)
Asset Forfeiture Fund	-	9,146	-	9,146
E-911 Service	86,760	74,812	86%	68,617 6,195
Library Grants	102,543	106,312	104%	108,360 (2,048)
Senior Center (Grant)	134,459	129,163	96%	135,069 (5,906)
Senior Center (Non-Grant)	155,222	125,203	81%	119,228 5,976
Total Special Revenue Funds Revenues & Transfers	\$ 2,614,977	\$ 2,485,871	95%	\$ 3,288,109 \$ (802,239)
Fisheries Infrastructure	-	-	-	-
Borough Study Fund	-	-	-	-
Many Carlson Estate Permanent Fund Revenue	3,000	640	21%	14,296 (13,656)
Ambulance Reserve Capital Project Fund Revenue	60,500	60,500		60,500 -
Equipment Replacement Capital Project Fund	-	-	#DIV/0!	160,000 (160,000)
School Bond Project	-	315	#DIV/0!	69 246
Public Safety Planning	-	-	-	-
Debt Service Fund Revenue	1,176,340	1,190,646	101%	1,179,590 11,056
Landfill Closure Fund	-	-	-	-
Total Capital Project Revenues & Transfers	\$ 1,239,840	\$ 1,252,100	101%	\$ 1,414,455 \$ (162,355)
Total Revenues & Transfers	\$ 11,444,507	\$ 10,955,338	96%	\$ 13,321,635 \$ (2,366,298)

City of Dillingham
 Revenues and Expenditures As of FYE 6/30/2017
 Unaudited Figures

	FYE 6/30/2017			FYE 6/30/2016	
	Budget - FY17	YTD	Percent	Actual	INC/(DEC)
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 65,050	\$ 62,422	96%	\$ 63,466	\$ (1,044)
City Clerk	129,571	127,932	99%	127,797	135
Administration	342,893	284,677	83%	306,803	(22,126)
Finance	590,640	564,624	96%	662,831	(98,207)
Legal	82,000	149,299	182%	121,020	28,278
Insurance	166,000	163,280	98%	165,520	(2,240)
Non-Departmental	226,744	213,787	94%	329,745	(115,958)
Planning	131,170	118,932	91%	28,108	90,823
Foreclosures	5,000	6,958	139%	93,015	(86,058)
Meeting Hall above Fire Station	3,000	3,068	102%	2,897	171
Public Safety Administration	163,637	163,263	100%	169,033	(5,770)
Dispatch	467,966	485,557	104%	460,078	25,479
Patrol	811,416	685,369	84%	721,588	(36,219)
Corrections	608,847	630,255	104%	609,813	20,442
DMV	42,025	43,966	105%	51,066	(7,100)
Animal Control Officer	91,292	94,804	104%	105,651	(10,847)
PS IT			#DIV/0!	11,645	(11,645)
Fire	226,318	224,008	99%	237,383	(13,375)
Public Works Administration	160,823	180,207	112%	153,944	26,263
Building and Grounds	311,950	339,878	109%	277,129	62,749
Shop	307,932	267,154	87%	334,820	(67,666)
Street	456,743	429,963	94%	559,986	(130,023)
Library	104,194	84,468	81%	102,114	(17,645)
City School	1,300,000	1,300,000	100%	1,300,000	-
Transfers to Other Funds	1,320,459	1,147,980	87%	1,618,331	(470,351)
Total General Fund Expenditures	\$ 8,115,670	\$ 7,771,850	96%	\$ 8,613,784	\$ (841,934)
Special Revenue Funds Expenditures					
Nushagak Fish Tax					
Water	212,851	163,428	77%	377,185	(213,757)
Sewer	310,790	621,348	200%	344,931	276,417
Landfill	737,529	713,590	97%	937,109	(223,519)
Dock	737,709	692,739	94%	1,068,843	(376,104)
Dock (ATD Damages)					
Boat Harbor	193,467	154,856	80%	203,763	(48,907)
Asset Forfeiture Fund		1,114			1,114
E-911 Service	49,026		0%	44,791	(44,791)
Library Grants	102,543	100,099	98%	108,360	(8,261)
Senior Center (Grant)	134,459	129,163	96%	137,270	(8,107)
Senior Center (Non-Grant)	155,222	125,903	81%	155,390	(29,487)
Total Special Revenue Fund Expenditures	\$ 2,633,596	\$ 2,702,240	103%	\$ 3,377,643	\$ (675,403)
	10,749,266	10,474,090	97%	11,991,427	
Fisheries Infrastructure Fund					
Borough Study					
Mary Carlson Estate Permanent Fund	21,000	49,370	235%	3,172	46,198
Ambulance Reserve Capital Project Fund	75,629	69,323	92%	3,010	66,313
Equipment Replacement Capital Project Fund	70,100	66,282		156,479	(90,197)
School Bond Project				67,682	(67,682)

Public Safety Planning	-	\$	-	#DIV/0!	-
Debt Service Fund	1,176,340	\$	1,190,646	101%	1,179,590
Landfill Closure Fund	-		-		11,056
Total Capital Project Funds Expenditures	\$ 1,343,069	\$	1,375,621	102%	\$ 1,409,933
Total All Expenditures	\$ 12,092,335	\$	11,849,710	98%	\$ 13,401,360
Revenues Over (Under) Expenditures	\$ (647,828)	\$	(894,372)		\$ (79,725)
					\$ (814,648)

City of Dillingham
 Revenues and Expenditures As of FYE 6/30/17
 Preliminary Figures - Unaudited

	<u>Fund Bal.</u> <u>6/30/2016</u> <u>Audited</u>	<u>FY'17</u> <u>Revenues</u>	<u>FY'17</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal.</u> <u>6/30/2017</u> <u>Unaudited</u>
General Fund	\$ 4,164,945	\$ 7,217,367	\$ 7,771,850	\$ (554,483)	\$ 3,610,462
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	12,660	577,875	784,776	(206,901)	(194,241)
Landfill	(74,870)	599,727	713,590	(113,863)	(188,733)
Dock	730,405	664,298	692,739	(28,441)	701,964
Boat Harbor	33,950	199,335	154,856	44,479	78,429
Asset Forfeitures Fund	2,994	9,146	1,114	8,032	11,026
E-911 Service	175,091	74,812	0	74,812	249,903
Library Grants (Books, Erate, etc.)	-	106,312	100,099	6,213	6,213
Senior Center	(38,010)	254,367	255,067	(700)	(38,710)
Mary Carlson Estate Permanent Fund	393,280	640	49,370	(48,730)	344,550
Ambulance Reserve Capital Project Fund	673,757	60,500	69,323	(8,823)	664,934
Equipment Replacement Capital Project Fund	155,172	-	66,282	(66,282)	88,890
School Bond Project Capital Project Fund	-	315	-	315	315
Public Safety Planning	28,885	-	-	-	28,885
Debt Service	-	1,190,646	1,190,646	-	-
Landfill Closure Fund	172,044	-	-	-	172,044
Other	2,693	-	-	-	2,693
Total	\$ 6,839,755	\$ 10,955,338	\$ 11,849,710	\$ (894,372)	\$ 5,945,383

Mayor
Alice Ruby

Manager
Don Moore



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

MONTHLY REPORT - PLANNING DEPARTMENT August 2017

To: Don Moore, City Manager

From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission held a meeting on August 23, 2017. The next meeting is scheduled for September 13, 2017. There are two vacant seats on the Planning Commission.

Permitting

- Land Use Permits – Three LUPs were issued since the last formal staff report.
 - LUP 2017-09 was issued to JJC Enterprises for construction of SAFE's new septic system.
 - LUP 2017-10 was issued to Rob Fuentes of Bearclaw Lodge for a new gravel pad and driveway construction.
 - LUP 2017-11 was issued to Tom McCulloch to renovate his newly acquired property located at 18 East A Street. It is important to note that the application was for a driveway installation and home renovation, however due to access issues, the City has only permitted renovation of the home and has yet to adjudicate driveway construction.
- Encroachment Permits – The Planning Commission adopted Resolution 2017-05 which recommends the City Council authorize a Long Term Encroachment for Nushagak to provide utility installation at BBHA's five new home developments in Dillingham.
- Burial Permits – The City issued two burial permits this summer.

RFP's

ITB 2017-09 – Furnish Petroleum Fuels for FY18 – Bidding for the City's petroleum fuel needs closed on August 18 at 2:00 PM. There were three bids received and a Notice of Intent to Award was issued to Bristol Alliance Fuels. The City Council will review Action Memorandum 2017-15 to authorize the City Manager award a contract to Bristol Alliance Fuels for \$318,078.75

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - A Notice to Proceed was issued to Elite Mechanical on July 28, 2017 for construction of the improvements needed at the Dock Lift Station and Dillingham Sewer Lagoon. The City Council adopted Resolution 2017-34 which allowed the City Manager to waive the bidding process and award a contract to CRW Engineering for construction management on this project. Work is expected to commence at the end of August and is scheduled to be completed by December 15, 2017.

ITB 2017-11 Landfill Cell 3, Phase 1 – The City Council adopted Resolution 2017-29 which allows staff to pursue development of the first phase of expansion for landfill cell 3. Bristol Engineering is currently designing Phase 1A of the project, which will allow for a smaller construction project than what the original Phase 1 called for. The scaled back version of the project will allow the City to be expanding the cell in order to meet landfill needs at a cost that is manageable to the City at this time. Future expansions will be phased in when funds are available.

ITB 2017-12 Dillingham Water Systems Improvements – The City Council adopted Resolution 2017-31 which directed staff to open the bidding process for improvements necessary to upgrade the Dillingham domestic water system. Bids close on September 27, 2017 at 2:00 PM

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

Mayor
Alice Ruby

Manager
Don Moore



Dillingham City Council
Chris Maines
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Paul Liedberg
Tracy Hightower

MEMORANDUM

Date: August 30, 2017
To: Don Moore / City Manager
From: Jean Barrett / Port Director
Subject: August Monthly report

August has been relatively quiet at the Port with fishing being over, and with one of the scheduled barges delayed for more than a week it makes for a slow month. It will pick up in September for the mad rush to get things done before the snow flies.

- This summer we moved close to 400 full containers of frozen fish for both Peterpan Seafoods and Icicle Seafoods
400 x 50,000 (average poundage in each container) = approximately 21 million pounds of fish moved this summer.
- The repairs on the dock from the two incidents we had over the past couple of years with barges have finally been fixed. Cruz Construction made repairs on the face of the dock where one of the bumper pile and crush point had to be replaced and the downriver corner where 9 sheets had to be trimmed by 7' and replaced. Both repairs are finished and signed off.
- Inspectors from Papé Machinery were in town to look at the Hyster 800 after its unfortunate incident. I have not received the written report, but we have received a verbal overview of the condition of the forklift. It will need some minor repairs, but it can be done here in Dillingham.
- Things at the harbor have also been slow. The harbor is almost empty of fishing boats so we will be removing the East ramps on Thursday, August 31, and the South side later on in September.
- The ice machine has given us quite the headache this season. We have done a lot of work to troubleshoot the machine and figure out why it all of a sudden quit working after the halibut season. We changed out the 125hp electric motor and several controllers with little satisfaction. We have one more trick up our sleeve. I would suggest the City look into pricing out a new machine to replace the big blue dinosaur we currently have. I will have more on this in my September report.

- I am still working on drafting a “harbor plan” to help guide us in best utilizing the harbor area and giving us guidelines on future lease lots. This unfortunately has taken a back seat to other priorities.

That is all from the Port Department for this month.

JEAN

Mayor
Alice Ruby

Manager
Don Moore



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

MEMORANDUM

Date: July 25, 2017
To: City Manager Don Moore
From: Chief Dan Pasquariello
Subject: **Public Safety AUGUST 2017 report**
Activity for June and July

Police:

- ❖ 612 Calls for service
- ❖ 43 Title 47/Protective custody
- ❖ 79 Incident reports

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

Assault/Disorderly Conduct	18
Thefts	10
Traffic offenses	10
DUIs	2
Burglary (<i>mostly boats</i>)	5
Violation release/probation conditions	5
Trespass	4
Criminal Mischief	2
Suicide attempts	3
Sex offenses	3
Vehicle accidents	6
Vehicle thefts	3

The VPSO that was hired has changed to September 1st. There is one open position. We are continuing to assist the Curyung Tribal Council with their efforts to obtain a tribal police officer.

Corrections:

- ❖ 43 Total Inmates
- ❖ 42 Title 47/Protective custody

The position for Correction Officer has been filled.

Dispatch:

- ❖ 612 Calls for service
- ❖ 83% Dispatched to Dillingham Police
- ❖ 6% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Fire
- ❖ 7% Dispatched to Animal Control
- ❖ 191 911 calls received

In the last month, our staff has been short, but the dispatchers have been able to handle and pick up the slack. With the summer season coming to an end, Dispatch has had a decrease in phone calls.

Animal Control:

- ❖ 5 Animals impounded (*dogs*)
- ❖ 2 Dog bite case
- ❖ 2 compassionate euthanasia
- ❖ 3 dogs sent to Wildwood Correctional Facility Kenai Alaska
- ❖ 13 Rabies/parvo shots given

Mayor
Alice Ruby

Manager
Don Moore



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

MEMORANDUM

Date: 8-30-2017
To: Don Moore / City manager
From: Jean Barrett / Public Works Director
Subject: August Monthly report

The past three weeks has been my re-introduction to the public works department. I started working for the City of Dillingham in October of 2005 as the Building and Grounds supervisor for almost three years before moving to the Port Director position. Taking over as the Public Works Director has been a busy one. There is A LOT of day-to-day stuff that needs attention.

- We have been doing some house cleaning. Pancho has cleaned out the supervisor's office of old information and several garbage cans full of old stuff that we just don't need anymore.
- We built a new office in the shop and plan to move in the Buildings and Grounds department from their present location in the quonset hut.
- We built shelves in a container at the sewer lagoon to make more work room in the pump house.
- We received our DR brush mower and did a nice test run of its abilities on the corner of Little Larry road. It impressed all of us.
- We are starting to prepare for winter by prepping the sanders, graders and dump trucks.
- Our aggregate supply for this year has started to show up for this year, sand is in the yard along with the salt. We should get that mixed in the next couple of weeks.
- We will start hauling the tons of riprap from the Choggiung quarry within the next week or so. That all will go straight to Snag Point for placing along the outflow line.
- We will have a landfill inspection on Tuesday, September 5. This will be interesting as it will be my first.

- Several sections of the water lines will be inspected for leaks on September 18.
- Work is scheduled to start on the waste water line coming from HUD. This line has gone from HUD to the lift station at the city dock for its entire existence and will now go directly to a new manhole on the south end of the lagoon area. This project is due to wrap up in December.

It has been a busy few weeks in the Public Works Department. I look forward to a winter of learning and understanding all of the ins and outs.

Jean Barrett

Mayor
Alice Ruby

Manager
Don Moore



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

MEMORANDUM

Date: August 28, 2017
To: City Manager
From: Ida Noonkesser
Subject: Staff Report

During the month of July, the Senior Center served 463 congregate meals to 53 individuals, 492 home delivered meals to 29 individuals, gave 308 assisted rides to 22 individuals and 330 unassisted rides to 37 individuals.

We had four new renters in the months of July.

July month was a quiet month like it always is with everyone out getting fish, and busy preparing food for the winter.

As things have returned to normal, our elders seem to have enjoyed their summer. This was a summer with plenty of fish for everyone.

Our Advisory Board Seats A and E remain open. If anyone knows a person who is interested, ask them to please submit a letter to Mayor Alice Ruby or Janice Williams.

We received significant food donations from both Peter Pan and Icicle Seafoods.

Our next meeting will be this fall September 12th.

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, August 21, 2017, in the City Council Chambers, Dillingham, AK. Mayor Ruby chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Mayor Alice Ruby	Andy Anderson	Don Moore
Paul Liedberg – attended via teleconference		Navin Bissram

No other staff present.

3. APPROVAL OF MINUTES

- a. Minutes of June 12, 2017

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to approve the minutes of June 12, 2017.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

Under New Business, Write-offs 2011 replaced with Delinquent Receivables.

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. STAFF REPORTS

- a. Review of June Financial Statements

Navin Bissram reviewed the FY17 financial statements, noting revenues were less by est. \$187,000. The major differences were attributed to: decrease in sales tax, decrease in admin overhead due to adjusting the calculation to be more in line with actual. Most of the expense items were less than budgeted. The sewer expenditures increased substantially due to the lift station improvements, noting the granting agency would have approved matching funds for the lift station improvements had the lagoon been in compliance. He noted the FY17 financials were unaudited, the audit to take place in October, and he was expecting additional invoices related to construction projects.

Discussion ensued:

- Agreed the Council had been made aware earlier of the decision to prioritize the sewer projects recognizing potential loss of matching funds; Manager felt this could be appealed, reasoning the lagoon and lift stations were of the same system, and was researching it;
- Provide additional detail for the Council presentation of the financial statements September 7:
 - sewer expense increase;
 - increase in the Mary Carlson Fund; and
 - new ambulance purchase not yet booked.

6. UNFINISHED BUSINESS

a. Excise Tax on Tobacco Products

Two sample codes were included in the packet, one for City of Bethel and one for Matanuska-Susitna Borough, which were quite similar. Navin Bissram noted his plan is to visit the MatSu city clerk's office to better understand the process that will need to be shared with local vendors selling cigarettes and other tobacco products.

Discussion ensued:

- Look at consolidating existing licensing forms, any measures to save time and simplify the process for the sellers;
- Before the next F&B meeting contact the vendors to inform the city would like to meet with them;
- May need to schedule some additional F&B work sessions.

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

1) Results of Letters

Navin Bissram presented a list of business owners with a State business license for Dillingham. Non-profits would be removed and the remainder would receive a letter asking the business owner to provide an explanation why they haven't applied for a Dillingham Business license, since they have a state license.

7. NEW BUSINESS

a. Delinquent Receivables

Navin Bissram reported several businesses had defaulted on their promissory notes to pay for overdue sales tax.

Discussion ensued:

- For several of the accounts notify the delinquent tax payer in writing that the city would be pursuing attorney action if the account was not made current by a date certain;
- Regarding the NushWAC account, their promissory note expired, but additional debt accumulated that was not covered by the promissory note; any suggestion for a waiver of penalty and interest recognizes it would have to be approved by the Council; will request a copy of their annual report filed with the State; finance director and manager to meet with the entire board, have a list of questions prepared ahead of time; recommended there be a written agreement that recognized what was owed, ask for their budget, and their future plans given their financial situation.

8. PUBLIC/COMMITTEE COMMENT(S)

There were no public or committee comments.

9. ADJOURNMENT

The meeting adjourned at 7:37 p.m.

Mayor Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2017-07

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.20 TO ADD AN EXEMPTION FROM TAXATION ON REAL PROPERTY

WHEREAS, per AS 29.45.050(l) a municipality may by ordinance exempt from taxation an interest, other than record ownership, of an individual residing in the property if the property has been developed, improved or acquired with federal funds for low income housing and is owned or managed as low-income housing by the Alaska Housing Finance Corporation or by a regional housing authority;

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

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

Section 2. Amendment of Section 4.15.030. Items D-H are relabeled as E-I, and a new subsection 4.15.030(D) is inserted to read as follows:

D. Real property interests, other than fee simple record ownership, of an individual residing on the property, if the property has been developed, improved, or acquired with federal funds for the provision of low-income housing on or before September 1, 2017, and is owned or managed as low-income housing by either the Alaska Housing Finance Corporation under AS 18.55.100 through 18.55.960 or a regional housing authority formed under AS 18.55.996. This section does not prohibit the city from continuing to receive payments in lieu of taxes authorized under federal law.

~~D.E.~~ Snowmobiles and three-, four-, or six wheel all terrain vehicles (not to exceed manufactured dry weight of one thousand pounds) shall be exempted from personal property taxation.

... (subsections F-I omitted)

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: September 7, 2017

Attachment to:

Ordinance No. 2017-07 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending Chapter 4.20 to add an exemption from taxation on real property

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- none

Summary Statement:

During a review of the City's annual property tax filing with the state, State Assessor Ron Brown informed the City it was not in compliance with state law, because it provides a low income housing exemption, HUD 85% exemption, but the exemption is not listed in the city's code. In the past, the HUD exemption was approved through a Memorandum of Understanding between the City of Dillingham and the Bristol Bay Housing Authority.

This exemption applies to real property of an individual residing in the property that has been developed, improved, or acquired with federal funds for the providing of low-income housing, and is owned or managed as low-income housing by either the Alaska Housing Finance Corporation or a regional housing authority.

The ordinance was reviewed with the city's legal counsel. The Code Review Committee is recommending the Council introduce this ordinance. Any new development seeking the exemption can be approved through a non-code ordinance or a resolution.



Attachment to:
Ordinance No. 2017-07 / Resolution No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2017-08

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTERS 4.20 SALES TAX, SECTION 4.20.050 EXEMPTIONS, AND CHAPTER 4.16 BUSINESS LICENSE TO REMOVE EXEMPTION FOR NOT REQUIRING A BUSINESS LICENSE IF SALES ARE LESS THAN TEN THOUSAND DOLLARS IN A CALENDAR YEAR AND PROVIDE A DEFINITION FOR A HOME BUSINESS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Chapter 4.20 Sales Tax. Dillingham Municipal Code Section 4.20.050 Exemptions is hereby repealed and replaced with a new Section 4.20.050 to read as follows:

4.20.050 Exemptions.

The tax levied by this chapter shall not apply to the following:

- A. Air Travel. Sale of air transportation services;
- B. Banking. Fees for banking services charged by banks and credit unions;
- C. Casual and Isolated Sales. Casual and isolated sales not made in the regular course of business of the seller;
- D. Child Care Services. Child care, pre-elementary, and baby-sitting services;
- E. City Sales. Landfill and boat harbor fees, and wharfage and handling services when sold by the city;
- F. Dues and Fees. Dues, fees, or tuition paid to clubs, labor unions and fraternal or religious organizations;
- G. Electricity, Internet and Telephone. Sales of electricity, internet, and telephone if the customer's physical location of service is not within the city; Charges for long distance telephone conversations;
- H. Federal and State Prohibitions. (1) Sales the city is prohibited from taxing under the Constitution and laws of the United States or the Constitution and the laws of the state of Alaska are exempt; (2) Sales to an employee of the state, its political subdivisions, or the federal government are only exempt when the governmental employee provides proof that the sale is for government business by paying for the sale with a government voucher, purchase order, check or warrant, or providing verifiable documentation to the seller to allow the seller to readily determine that the sale is for government business; (3) Sales to the

extent paid for with food coupons, food stamps or other types of certificates issued under the Food Stamp Act;

I. Fish. Sales of fish subject to tax under Chapter 4.21;

J. Funeral. Sales of cemetery plots, caskets, burial items, and funeral services sold by a funeral home;

K. Government and Tribal Entities. Sales to the United States government, the state and its political subdivisions, a federally recognized Indian tribe, the city or any department thereof; provided however, that the exemption shall not be applicable to the sales of materials and supplies to contractors for the construction or manufacture of property for government agencies or tribal entities on a contract bid award, in which the contractor shall be deemed the buyer or consumer or user subject to payment of the tax;

L. Health and Medical. (1) Professional services provided a person licensed or certified by the State of Alaska as a doctor of medicine, surgery, osteopathy, or veterinary medicine, a chiropractor, a dentist, a naturopath, an optometrist, an audiologist, a hospital, an occupational therapist, a physical therapist, a massage therapist or nurse, psychologist or psychological associate, a clinical social worker, an alcohol and drug counselor, or a marital and family therapist when the services provided require such license or certificate; (2) assisted living services provided in accordance with an assisted living plan and in an assisted living home licensed as such by the state; (3) fees for supplies, equipment and services provided by a hospital, medical, or dental clinic for patient treatment including laboratory and x-ray services; sales of prescription drugs;

M. Insurance. Sales of insurance policies, guaranty and fidelity bonds;

N. Newspapers. Carrier sales made directly to consumers or users of newspapers;

O. Non-Licensed Business. Sales of goods and services made by persons not required to obtain a business license under Chapter 4.16;

P. Nonprofit Organizations. Sales, services, and rentals to organizations that have obtained a 501(c)(3) or 501(c)(4) exemption certificate from the Internal Revenue Service, and which are made in the normal conduct of activity, but not to individual members or employees thereof for their own personal consumption, use or accommodation; the exemption does not apply where such organizations are engaged in business for profit or savings, or competing with other persons engaged in similar business;

Q. Professional Services. Professional services provided to a customer or client whose principal residence or place of business is not within the city of Dillingham if the services are provided or performed primarily or entirely outside the city;

R. Public Food. (1) Sales of food in school and college cafeterias and lunchrooms that are operated primarily for teachers or students and are not operated for profit; (2) sales in dining rooms or cafeterias of food furnished by nonprofit organizations under programs wholly or partially supported by government funds;

S. Religious. Sales, services and rentals by or to religious organizations which have a 501(c)(3) or 501(c)(4) exemption certificate from the Internal Revenue Service, and which are