



Alice Ruby, **Mayor**

**Council Members**

- Holly Johnson (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

<b>WORKSHOP–HAZARD MITIGATION PLAN</b>	<b>6:30 P.M.</b>	<b>FEBRUARY 4, 2016</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>FEBRUARY 4, 2016</b>

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, December 3, 2015 .....page 5
- b. Special Council Meeting, January 6, 2016 .....page 13

**4. APPROVAL OF CONSENT AGENDA**

- a. Resolution No. 2016-01, A Resolution of the Dillingham City Council Proclaiming February as School Board Recognition Month..... page 15

**APPROVAL OF AGENDA**

**5. STAFF REPORTS**

- a. City Manager and Staff Reports.....page 17
- b. Standing Committee Reports .....page 55

**6. PUBLIC HEARINGS**

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

- a. Mike Davis – School Trip to Juneau

**8. ORDINANCES AND RESOLUTIONS**

- a. Introduce Ordinance No. 2016-01, An Ordinance of the Dillingham City Council Authorizing an Increase in Animal Registration, Kennel Permit, and Euthanization Fees in Title 7 Animals..... page 81

- b. Introduce Ordinance No. 2016-02, An Ordinance of the Dillingham City Council Amending Title 2 to Clarify City Law Regarding Management of Public Documents and Records and to Identify City Records that are Not Open to Public Inspection Due to Privacy Concerns ..... page 87
- c. Introduce Ordinance No. 2016-03, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.72 Education .....page 99
- d. Adopt Resolution No. 2016-02, A Resolution of the Dillingham City Council Approving the Completion of the Nerka Road Design to Include the Extension of Teal Lane to Emperor Way .....page 103
- e. Adopt Resolution No. 2016-03, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Adjust the Height of the Transformer and Value at the City Dock Lift Station .....page 117
- f. Adopt Resolution No. 2016-04, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Bury a Communication Conductor in Order to Remove the Harbor Spur Road Crossing .....page 123
- g. Adopt Resolution No. 2016-05, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Install a Street Light at Lot 2B Block 18 of the White Subdivision .....page 129
- h. Adopt Resolution No. 2016-06, A Resolution of the Dillingham City Council Appointing an Alternate Community Representative to the BBEDC Board of Directors .....page 135
- i. Adopt Resolution No. 2016-07, A Resolution of the Dillingham City Council Amending the 2016-2021 Capital Improvement Plan and the FY2017 Legislative Priorities List adopted August 6, 2015, Resolution No. 2015-45 .....page 139
- j. Adopt Resolution No. 2016-08, A Resolution of the Dillingham City Council Formally Adopting the Hazard Mitigation Plan .....page 145
- k. Adopt Resolution No. 2016-09, A Resolution of the Dillingham City Council Approving a Request for Proposal to Design Remaining Repairs of the City Lagoon System.....page 151
- l. Adopt Resolution No. 2016-10, A Resolution of the Dillingham City Council Waiving the Purchasing Restrictions and Awarding a Task Order to CRW Engineering Group LLC to Prepare the RFP for the Replacement of Six Lift Stations ...page 155
- m. Adopt Resolution No. 2016-11, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Purchase a 1987 Grove RT-760 Crane .....page 161

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Planning Commission, 3 Seats Open .....page 165
  - 2) Library Advisory Board, 2 Seats Open
  - 3) Marijuana Advisory Committee .....page 167
- b. DLG Petition to Annex Nushagak Commercial Fishing Waters Update
- c. Interim Task Force Borough Feasibility Study Update
- d. Manokotak/Dillingham Road Feasibility Study *(Clerk Note: This item will be a handout at the Council meeting.)*

**10. NEW BUSINESS**

- a. Action Memorandum No. 2016-01, Award a Contract to Agnew::Beck for Planner Services.....page 169
- b. Liquor License Renewals
  - 1) Dillingham Liquor Store.....page 171
  - 2) Willow Tree Inn.....page 175

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

**12. COUNCIL COMMENTS**

**13. MAYOR’S COMMENTS**

**14. EXECUTIVE SESSION**

- a. Legal Matter
  - 1) Union Contract
  - 2) Update from Public Safety Department
- b. Personnel Matter
  - 1) Manager’s Contract

**15. ADJOURNMENT**



**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, December 3, 2015, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:01 p.m. The Council meeting was preceded by a workshop at 6:30 p.m. for a quarterly review of the financial statements.

**2. ROLL CALL**

Mayor Alice Ruby was present.

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

Holly Johnson                  Misty Savo                  Andy Anderson                  Paul Liedberg

Council Members absent:    Chris Maines (excused)    Curt Armstrong (excused)

Staff in attendance:

Rose Loera                  Navin Bissram                  Dan Pasquariello                  Janice Williams

**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, November 5, 2015
- b. Meeting of the Board of Equalization, November 24, 2015

MOTION: Holly Johnson moved and Misty Savo seconded the motion to approve the minutes of November 5, 2015 and November 24, 2015.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to approve the revised agenda dated December 2, 2015.

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to suspend the rules and move item 7. Citizen’s Discussion before item 5a. City Manager & Staff Reports, and open the discussion to others to address the Council on any topic.

VOTE: The motion passed unanimously by voice vote.

**5. STAFF REPORTS**

- a. City Manager and Staff Reports

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

- Hazard Mitigation Plan: update is needed to apply for FEMA funding; will bring a resolution updating the 2008 plan to the January Council meeting;
- Fire Truck purchased from State of Alaska for \$500;
- Suggestion to add tasks to several committees as follows:
  - Finance - Increase several of the dock rates
  - Code – change some of the Port tariff language
  - Code – review eliminating tax on value of aircraft that is over \$300,000
  - Code – review vicious animals

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to move the suggestions to the appropriate committee's task list.

VOTE: The motion passed unanimously by voice vote.

- Union negotiations: will add an executive session at the January Council meeting for a presentation from Bill Meade;
- CIP Update for Legislative Session 2017: suggest not doing the public process for one year, and bring forward a resolution with an abbreviated list at the Jan. Council meeting;
- Lobbying efforts this year: to preserve existing funds;
- Recruit for HazMat team: Holly Johnson volunteered to participate with the group;
- Strategic Planning: poll the Council for available times in January;
- Tennyson Lift Station: both pumps out, having to rebuild a pump and buy a new one.

Discussion ensued:

- Suggest lobbying efforts this year would be to preserve existing funds;
- Keep a trip to Juneau to lobby as an option;
- Thanked Police Chief for the officers dedicating time in the school;
- Applauded Port Director and wrestling team for cleaning up the harbor property; and
- Appreciated having ambulances stationed at sporting functions.

b. Standing Committee Reports

Finance and Budget Committee: Paul Liedberg reported they had spent considerable time reviewing the financial statements, were recommending increase in the motor vehicle registration tax, had reviewed animal fees and fines, and clarified the language in the resolution on school funding.

Carlson House Advisory Committee: Holly Johnson reported U.S Fish and Wildlife and Ted Krieg would be invited to present their proposed use of the Carlson property at the next meeting, and the city's attorney had been asked to clarify the deed restrictions on the property to ensure their recommendation fit in with the restrictions.

## 6. PUBLIC HEARINGS

Mayor Ruby opened the public hearing on Ordinance No. 2015-20.

- a. Adopt Ordinance No. 2015-20, An Ordinance of the Dillingham City Council Authorizing an Increase in the Motor Vehicle Registration Tax Collected by the State Under AS 28.10.431

There being no public comment, the public hearing closed.

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

- a. Nick Smeaton, Squaw Creek Road

Nick Smeaton spoke in earnest about the poor road conditions on Squaw Creek Road, having to endure potholes every day, that it was taking a toll on their vehicles, posing a safety risk, and was asking the city to maintain it. It was his understanding one of the property owners was willing to provide a 30' easement, which he thought was the issue. He felt residents along that road paid taxes, but were not getting their fair share of city services with the road not being maintained. He noted if the City could grade the road at least once a month until the easement issues could be resolved that it would really help.

Olga Kropoff read from a letter provided by a Squaw Creek Road resident concerned the condition of the road was not only a safety hazard, but was very hard on their vehicles. She noted the school bus was no longer traveling down the road, which required the children having to walk to the bus stop, putting them at risk of loose animals. Olga noted in her personal experience the road had never been in good shape, but at least there was some maintenance. She invited the Council to drive it to experience it for themselves.

## 8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2015-20, An Ordinance of the Dillingham City Council Authorizing an Increase in the Motor Vehicle Registration Tax Collected by the State Under AS 28.10.431

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Ordinance No. 2015-20 (SUB).

The substitute ordinance removed the reference to an annual filing.

VOTE: The motion to adopt Ordinance No. 2015-20 (SUB) passed unanimously by voice vote.

- b. Adopt Resolution No. 2015-63, A Resolution of the Dillingham City Council Adopting an Alternative Allocation Method for the FY16 Shared Fisheries Business Tax Program and Certifying that this Allocation Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 5:Bristol Bay

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to adopt Resolution No. 2015-63.

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VOTE: The motion to adopt Resolution No. 2015-63 passed unanimously by voice vote.

- c. Adopt Resolution No. 2015-64, A Resolution of the Dillingham City Council Accepting the Supplementary Tax Assessment Roll on Escaped Property

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Resolution No. 2015-64.

The Council was being asked to adopt the amended version that was on the table, which provided payment date of January 31, 2016.

VOTE: The motion to adopt Resolution No. 2015-64 [as amended] passed unanimously by voice vote.

- d. Adopt Resolution No. 2015-65, A Resolution of the Dillingham City Council Accepting the State of Alaska Department of Environmental Conservation's (DEC) Municipal Matching Grant (MMG) #28308 for Water System Improvements

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to adopt Resolution No. 2015-65.

Discussion:

- Voiced concern that the timeline was short.

Manager Loera noted this grant required a 70/30 match, that to date the City did not have a match, but she would be contacting ANTHC as soon as the application period opened in January. The grant will expire in 2017.

VOTE: The motion to adopt Resolution No. 2015-65 passed unanimously by voice vote.

- e. Adopt Resolution No. 2015-66, A Resolution of the Dillingham City Council Supporting the Update of the Dillingham Coordinated Transportation Plan to be Submitted to the State of Alaska Department of Transportation and Public Facilities and to Apply to a Section 5310 Grant to Replace the Senior Center ADA Compliant Van

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to adopt Resolution No. 2015-66.

Manager Loera reported she was receiving help from BBNA to update the City's coordinated public transit-human services transportation plan, which would allow the City to apply for a federal grant for a new senior van. The 20% match would come from the City's equipment replacement fund.

VOTE: The motion to adopt Resolution No. 2015-66 passed unanimously by voice vote.

- f. Adopt Resolution No. 2015-67, A Resolution of the Dillingham City Council Supporting the Curyung Tribal Council's Application to Participate in the BBEDC Arctic Tern Grant Program

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Resolution No. 2015-67.

Mayor Ruby disclosed as an employee for BBEDC, her dept. administered the grant, but she would not benefit financially from it.

VOTE: The motion to adopt Resolution No. 2015-67 passed unanimously by voice vote.

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Planning Commission, 1 Seat Open
  - 2) Library Advisory Board, 2 Seats Open

Mayor Ruby reported there were no appointments to recommend.

- b. DLG Petition to Annex Nushagak Commercial Fishing Waters Update

Mayor Ruby stated there was nothing to report.

- c. Interim Task Force Borough Feasibility Study Update

Mayor Ruby reported the project was being readvertised to clarify the selected consultant would be working with the task force and not directly with BBNA.

**10. NEW BUSINESS**

- a. Action Memorandum No. 2015-24, Approve Administrative Leave for the Christmas Holiday and New Year's Holiday

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Action Memorandum No. 2015-24.

MOTION: Misty Savo moved and Holly Johnson seconded the motion to amend AM 2015-24 to include a full day of administrative leave for December 24 and December 31.

VOTE: The motion to adopt the amended Action Memorandum No. 2015-24 passed unanimously by voice vote.

- b. Action Memorandum No. 2015-25, Approve Sale #1 of the Carlson House Property Items

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MOTION: Holly Johnson moved and Misty Savo seconded the motion to adopt Action Memorandum No. 2015-25.

VOTE: The motion to adopt Action Memorandum No. 2015-25 passed unanimously by voice vote.

- c. Action Memorandum No. 2015-26, Extend the Bristol Engineering Services Corp. (BESC) Contract Through November 30, 2015

MOTION: Andy Anderson moved and Holly Johnson seconded the motion to adopt Action Memorandum No. 2015-26.

VOTE: The motion to adopt Action Memorandum No. 2015-26 passed unanimously by voice vote.

- d. Reschedule the January 7 Council Meeting

MOTION: Holly Johnson moved and Misty Savo seconded the motion to reschedule the January 7 Council meeting to January 13.

VOTE: The motion to reschedule passed unanimously by voice vote.

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

There was no citizen's discussion.

#### **12. COUNCIL COMMENTS**

Paul Liedberg:

- Stated that he appreciated all the work organizing the Carlson House Property items, and all the work done by staff; and
- Stated that he hoped BBNA's efforts would progress the work to resolve easement issues on the Squaw Creek Road.

Misty Savo:

- Agreed Squaw Creek Road was in horrible condition, and hoped the residents could work through the public process to get dedicated easements soon, and eventually get the road turned over to the City;
- Noted her appreciation for all the work of the Carlson House committee and staff;
- Noted her appreciation for having the a police officer presence in the schools and building a rapport with the students;
- Commented staff truly deserved the holiday time off; and
- Thanked the audience for bringing their comments to the Council.

Holly Johnson:

- Thanked staff for organizing the Carlson House property items and making the committee's job easier;

- Thanked finance director for his time providing additional information to; and
- Noted she appreciates there is a public process, but asked the City to help maintain Squaw Creek Road while BBNA worked through the issues.

Andy Anderson:

- Noted he echoed comments already made, that it was hard to have to wait for agencies to go through the process; and
- Asked the manager to pat staff on the back for the work they do.

### 13. MAYOR'S COMMENTS

Mayor Ruby:

- Requested Squaw Creek Road be put on a future agenda, noting the Council's adopted resolution took the position the City had no legal standing on the road; and
- Recommended contacting BBNA to see if the City could provide temporary maintenance, and hoped it would not negatively affect any incentive to get the issues resolved.

Discussion ensued:

- Voiced concern over the liability issues sending equipment down a private road;
- Noted there had been an effort to hire a private contractor, but it placed the burden on the few people who would pay for it;
- Wanted some assurance that dedicating easements was moving forward; and
- Voiced concern maintaining the road could open up inquiries into why the City was not servicing other private roads.

Mayor Ruby:

- Thanked Nushagak Cooperative, Chamber of Commerce and Paul Liedberg and Maryanne Dickey for helping with the Christmas Tree lighting;
- Commented she had attended the AML conference and hoped other council members would attend in the future;
- Stated it has been impossible to get people together to meet on the Manokotak proposed road;
- Commented she was sad to hear about Greg Fisk's death;
- Echoed the Council's comments that the City had great staff, and acknowledged those who had to work out in the cold; and
- Asked for a moment of silence to remember all those lost since the last meeting, including Alice Gordon.

### 14. EXECUTIVE SESSION

- a. Legal Matter
  - 1) Bingman Foreclosure Property
- b. Personnel Matter
  - 1) Manager's Contract

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to enter into executive session to discuss Legal Matter, Bingman Foreclosure Property and Personnel Matter, Manager’s Contract. [8:50 p.m.]

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

Manager Loera and Janice Williams attended the session for the first item, Bingman Foreclosure Property.

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to come out of executive session [9:05 p.m.].

VOTE: The motion to come out of executive session passed unanimously by voice vote.

**15. ADJOURNMENT**

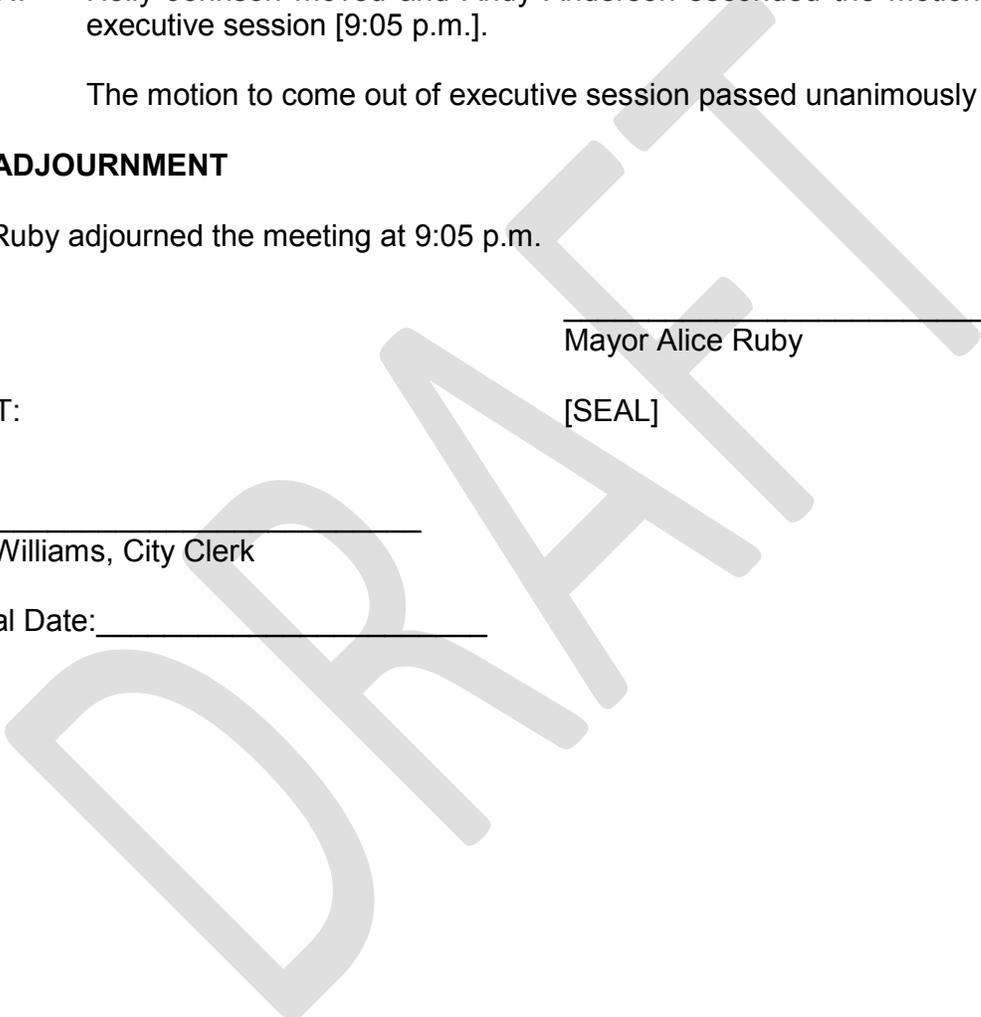
Mayor Ruby adjourned the meeting at 9:05 p.m.

\_\_\_\_\_  
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 Wednesday, January 6, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:33 p.m.

**2. ROLL CALL**

Mayor Alice Ruby was present.

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

Holly Johnson	Chris Maines	Misty Savo
Curt Armstrong	Andy Anderson	
Paul Liedberg - attended via teleconference		

Staff in attendance:

Rose Loera	Janice Williams
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Guests: City Attorney Brooks Chandler

**3. APPROVAL OF AGENDA**

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

VOTE: The motion passed unanimously by roll call vote.

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

There was no citizen's discussion.

**5. SPECIAL BUSINESS**

a. Executive Session

1) Legal Matter – City of Dillingham vs. Jim Bingman Sr.

MOTION: Holly Johnson moved and Chris Maines seconded the motion to enter into executive session to discuss Legal Matter – Dillingham and Manokotak Annexation Petitions [5:35 p.m.].

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

Mayor Ruby invited Rose Loera and Janice Williams into the executive session along with City Attorney Brooks Chandler.

MOTION: Andy Anderson moved and Holly Johnson seconded the motion to come out of executive session [7:08 p.m.].

VOTE: The motion to come out of executive session passed unanimously by roll call 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:

- Noted at the Strategic Planning session scheduled for Feb. 2 would set priorities for City and legislative priorities;

MOTION: Holly Johnson moved and Chris Maines seconded the motion to authorize staff to move forward with Carlson House Property Sale #2.

VOTE: The motion passed unanimously by roll call vote.

- Noted had met with Rep. Edgmon and City Manager to get a feel for the upcoming legislative session.

**9. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:14 p.m.

\_\_\_\_\_  
Mayor Alice Ruby

ATTEST: [SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date:\_\_\_\_\_

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2016-01**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL PROCLAIMING FEBRUARY AS SCHOOL BOARD RECOGNITION MONTH**

WHEREAS, the mission of the public schools is to meet the diverse educational needs of all children and to empower them to become competent, productive contributors to a democratic society and an ever-changing world; and

WHEREAS, local school board members are committed to children and believe that all children can be successful learners and that the best education is tailored to the individual needs of the child; and

WHEREAS, local school board members work closely with parents, educational professionals, and other community members to create the educational vision we want for our students; and

WHEREAS, local school board members are responsible for enduring the structure that provides a solid foundation for our school system; and

WHEREAS, local school board members assure the assessment of students, school staff, and educational programs and are accountable to the community; and

WHEREAS, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council declares its appreciation to the members of the Dillingham School Board and proclaim the month of February 2016 as School Board Recognition month in Dillingham.

PASSED and ADOPTED by the Dillingham City Council on February 4, 2016.

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2016  
**To:** Mayor and City Council  
**From:** Rose Loera, City Manager  
**Subject:** December 2015 & January 2016 Report

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**Vacancies** – Fire Department Coordinator & Corrections Officer

**Contracts/Agreements Signed** – Task Order to CRW Engineering Group for Lift Station Equipment Replacement and Bid documents.

**Grants** – working on a Mental Health Trust Authority grant to make repairs and improvements at the Senior Center. The maximum is \$25,000 and we will use funds in the Equipment Replacement fund for the balance. We budgeted \$40,000 in 2015.

BBEDC awarded an Assistance Grant to assist the City in writing a Tier 2 grant to the Rasmuson Foundation for siding on the library and work that is needed on the Senior Center. We are asking for \$190,000 and will contribute about \$20,000 from our Equipment/Facilities fund for matching.

**Landfill** – the contractor completed the electrical work that was needed for the incinerator building. We have issued the last payment to the building contractor.

We received our renewal DEC Landfill Permit #SW2A015-19, that expires on Nov. 5, 2019. We also got our Landfill inspection report for 2015 and received a 90.1%. Many thanks to our Public Works Director who has worked hard in getting the landfill in compliance with the State.

**Request for Proposals (RFPs)** – A RFP is on the streets for design of the required repairs to the air dispersion system to include piping valves, aerator repair etc and relocation of force main from one end of the lagoon system to the other. The outlet manholes need new weir design/replacement, along with operating valves. A flow meter needs to be installed in the system allowing proper data to be obtained for ADEC reporting. It is the City's intent to award the contract at the March 3 Council meeting for the design and prioritizing of the projects. We want to get it designed so that when funding is available we could complete the work.

**Nerka Road & Teal Lane** – the Planning Commission met on December 16, and is recommending to the Council that they have no objection to the 95% design of Nerka Road by

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*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

Bristol Environmental Services Corp, which includes extending Teal Land Road to Emperor Way. (Resolution No. 2016-02 to adopt the design is included in the Council packet.)

Knik is working up an estimate for the City to pave from Wells Fargo to Lil Larry Road and the road to the High School. We would like to get this work done when the State is here doing the Downtown Street projects. It is estimated this would cost about \$5 - \$7 a square foot or \$1,032,000.

**Correspondence to the State** – we have sent two letters addressed to Governor Bill Walker in anticipation of the 2016 legislative session. One letter is regarding our opposition to the closing of the DA's office here in Dillingham and the other letter is regarding our interest in a State bond to build our Public Safety/Fire Department building. The State is considering allowing State bonds to communities in lieu of capital funding for projects and we wanted to show our interest without committing in the event that it passes.

**Territorial School** – Deborah McClean inquired to see if the idea of the Bristol Bay Campus taking possession of the territorial school for an artisan/entrepreneurship cooperative was feasible. I would like to recommend that we refer this inquiry to the Finance Committee to discuss and make a recommendation.

**Hazard Mitigation Plan (HMP)** – the State is recommending that the Council adopt the HMP as presented. The City would not be eligible for FEMA funding without an updated HMP plan. The last one that was approved is dated 2008. A resolution to adopt it is in the packet. Our Fire Dept. Coordinator will be presenting the plan at a workshop before the Council meeting.

**Strategic Planning** - Date is February 2, at 5:30 p.m. with Melody Nibeck. A meal will be provided.

**Items Worthy of Mentioning from 2015:**

- Navin Bissram was hired as the Finance Director;
- Planning Director resigned;
- Back-up generator at Public Safety failed and was replaced with grant funds;
- Replaced radio system;
- Army National Guard moved out of Dillingham;
- Carlson House Committee reactivated. Items in the Carlson House & Tool Shed inventoried and moved to the Territorial School to sell;
- Corrections grant for the Regional Jail reduced by 80%;
- Bristol Bay Campus developed a compost project at the Landfill;
- State sold the City a State Fire Truck for \$500 which replaced the Black Tanker;
- Updated Water Master Plan;
- Incinerator brought on-line. Expenses in the landfill increased due to the fuel use with the incinerator, the need to purchase cover when burying the garbage, and the additional staffing requirements to burn longer hours;
- The City had some challenges with the building contractor for the incinerator building, but these were eventually worked out and the last payment made [1/2016].
- City of Dillingham's Annexation petition was accepted by the Local Boundary Commission (LBC);
- City of Manokotak's Annexation petition for the Igushik section of the Nushagak Commercial fishing district was also accepted by the LBC;

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- Foreclosed on numerous properties owned by Jim Bingman Sr. for non-payment of taxes. Property sold in five months and we were able to collect all that was owed the City, and the expenses that were incurred pursuing the foreclosure;
- Lagoon outfall line exposed due to erosion. Bank is about 300 feet from the Lagoon;
- Public Works shored up the sheet metal piling with rip rap, because the area had eroded;
- City of Dillingham involved in a lawsuit by the Knutsen family for the drowning of their brother in the harbor; and
- Lawsuit that was filed by Darcy Olson against the City & State was settled out of court for \$30,000.

Attachment: Construction Report Update – Gary Gordon  
Lobbyist Report – Cliff Stone

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## GORDON & ASSOCIATES, Inc

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January 4, 2016

To: City Council Members Dillingham, AK

Review of 2015 Construction Activities:

We accomplished a lot in 2015, not as much as I had hoped, however, we did get many of our projects complete, started, and in design.

The incinerator building is complete, except for a few minor items that are still outstanding, which should be complete 1/13/16. This is a landmark project for Western Alaska and a proud accomplishment for us all. I am not sure of the operating cost side of the unit, but I do know it works as designed, and City cost was very close to estimated budget.

We closed the compacting cell that we have been using the past several years, and got it approved by ADEC. We added an extension cell onto the current compacting cell and it is approved by ADEC. The incinerator also has ADEC blessing. The landfill is in compliance. ADEC has requested a hydro study, monitoring ground water flow. Bristol has challenged that request, and ADEC is still reviewing. We don't anticipate the need for the hydro study. Bristol is designing two new large compacting cells. We have reviewed the 35% submittals, and we should have the 65% review documents by the middle of the month.

Public Works Department most likely saved the east end of our Seawall this season. It was a lot of extra work for that department. The work was weather sensitive, because of mud when it rained and tides, working on the beach. Hopefully, the winter ice will evade our wall and spring will reveal a well supported wall.

The outfall line still needs protection. Hopefully, winter storms will not damage or remove our sewerage line into the bay. This line needs to be protected next season. Some of the required materials are onsite to start this work.

The City's main lift station LS6 is under contract to be rebuilt by Elite Mechanical. The project is well underway. The building has been built and some work has been completed inside. Submittals on equipment are coming in and being reviewed by Bristol, Dagen and myself. Each of us has our own areas of knowledge. In order to reduce costs, we are having Bristol do the mechanical and electrical review. Dagen and I are reviewing the balance. This project will be completed prior to fishing season 2016.

The City put the remaining lift stations out for design. CRW Engineering Group was awarded the contract. We have received the 85% submittal for review. We added preparation of bid documents and specifications to their scope of work. It is our intent to bid the rebuilding of three of our worst lift stations in a few months.

I prepared a new RFP for the design work required at our lagoon. We lost time this last year, thinking we could work at the lagoon without ADEC approval to construct, using routine maintenance as the cause for the work. However, all our work required lowering of the lagoons, which is not permissible. The plan is to use our grant funds where needed, rebuilding lift stations, and the balance will be used to design the required work at the lagoon. Once designed and approval to construct is granted, the City can perform the work as funds and necessity requires.

The Senior Center needs repair work. I estimated the cost of repairs and Rose was looking for funding. I talked to Norman Heyano a few times this year about modification and additions to the fire stations, but nothing has ever moved forward.

The master water plan was engineered in 2015, and the grant has been appropriated. This was a major piece of work at substantial cost that has paid off for the City. We hope to be able to install at least one producing new well this year. The City's water supply is fragile. One episode (like major fire) could result in water rationing or worse.

Work on the Septage System continues. It got too late in the year to bring the new system online. It was decided to wait until next year, and that was a blessing, for the soils were not adequate to hold the 9000 gallon tanks. A new foundation design is planned, and the tanks will be reset in the spring. All materials are ready for the system to go into operation, even ADEC approval to operate.

The second air pump has been set in place at the lagoon building. It appears this pump will match our operating configuration. The pump should get set into final position this month. Once operation has been tested, proper air output, we will order the other three pumps for barge shipment in March.

The design work is started for work to proceed in a timely manner for 2016 construction season. I wish you all a very good 2016!

Respectfully,

Gary L. Gordon  
City Project Manager

# City of Dillingham

## House District 37 / Senate District S

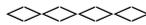
~ 1/27/16 ~

*29<sup>th</sup> Alaska State Legislature ~ 2<sup>nd</sup> Session*

### **JANUARY 2016 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

*~ Budget, budget, budget – deficit continues to grow ~*



Oil prices continue to plunge! Standard & Poor lowered its rating on Alaska's general obligation debt! The stock markets are roiling over uncertainty in the economy. The budget deficit stands at \$3.8 billion.

The good news is that most legislators seem to agree that an overhaul of the Permanent Fund mechanism is needed to avoid certain calamity in Alaska. Besides the discussions on how best to achieve this restructuring, the debate over cutting state government, and a multitude of proposed new taxes will dominate this session.

Meanwhile, prefiled legislation gives us a glimpse into some of the other priorities legislators are considering. Among them is a bill to repeal Medicaid expansion if any of four conditions are met, expansion would automatically stop. Other bills have an impact on the acceptance of Medicaid funding and another would evaluate the current Medicaid program and its sustainability.

As a sampling, one bill eliminates the 90-day legislative session and reverts back to a 121-day session as spelled out in the Alaska Constitution. A resolution introduced would adjourn a session after 90 days.



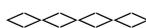
### **GOVERNOR'S CORNER** <http://gov.alaska.gov>

Governor Walker gave his State of the State address on January 21<sup>st</sup>. For the full text and a video of the address, you can click on <http://gov.alaska.gov/Walker/press-room/full-press-release.html?pr=7359>

Lt. Governor Byron Mallott signed Alaska's first commercial marijuana regulations, but now the Legislature needs to pass a law that gives the FBI permission to perform background checks on prospective marijuana entrepreneurs.

The New Year has also seen changes for the Division of Elections as hundreds of Alaskans are taking advantage of a new online voter registration. The system is at – [www.voteregistration.alaska.gov](http://www.voteregistration.alaska.gov)

The first lady – Donna Walker gave a stirring speech at a gathering to remember Martin Luther King.



## **PRE-FILED & NEW BILLS**

<http://www.akleg.gov>

There were numerous pre-filed bills that were posted before the session begun. They have since been read across and given their committee assignments. Since the session convened, there have also been several more bills introduced. I've listed the ones below that will have an impact on Dillingham and/or could have consequences that affect you. I will monitor these bills, current legislation already in play, and any future bills introduced. I'll be sure to report any progress on these that might impact you. Please bring to my attention any other House or Senate legislation that you want me to keep track of.

### FY 17 Budget Bills

**HB 255 / SB 138** – Capital Budgets

**HB 256 / SB 139** – Operating Budgets

– Letter to governor regarding the cut to the district attorney's office in Dillingham was sent by the city.

**HB 257 / SB 140** – Mental Health Budgets

**Pending** / Due by Day 15 (Feb. 2<sup>nd</sup>) – Supplemental Budgets

**Pending** / Bonding options are being considered by both the administration and the legislature

– Letter to the governor for consideration of your public safety building was sent by the city.

### General Municipal Issues

**HJR 27** / Claman – Adjourns the Legislature after 90 days of convening.

**HB 223** / Kito – Repeals the 90-day session reverting back to 121 days.

**HB 224** / Hawker – State planning and budgets, taxes, Permanent Fund, and the PFD.

**HB 245\SB 128** / Governor request – Permanent Fund, deposits, PFD, and earnings.

**HB 248\SB 131** / Governor request – Electronic tax returns and alcohol taxes.

**HB 249\SB 132** / Governor request – Electronic tax returns and motor fuel taxes.

**HB 250\SB 134** / Governor request – Individual income tax, credits, and returns.

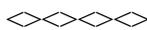
**HB 251\SB 135** / Governor request – Electronic tax returns and fisheries taxes.

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**SB 133** / Governor request – Electronic tax returns and tobacco, e-cigs taxes.

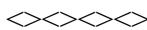
**SB 137** / Governor request – Electronic tax returns and mining licensing tax, fees.

The above descriptions are very concise and may not convey the intent of the legislation. I encourage you to review these and all new legislation as it's introduced.



## **BILLS OF INTEREST STILL IN PLAY**

**HB 75** / Regulation of Marijuana by Municipalities (Currently in Senate Rules awaiting Floor action)



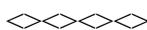
## **IMPORTANT NOTES**

The Dept. of Revenue has now released the final draft of their Revenue Sources Book.

Review this document at – <http://dor.alaska.gov> Click on the link *Revenue Sources Book Fall 2015*.

This is a bi-annual publication providing basic information about state revenue.

After the recent earthquake, here are a couple of contacts to have handy. The State Emergency Operations Center can be reached at 907-428-7100 or visit [www.ready.alaska.gov](http://www.ready.alaska.gov)



## COMMITTEE HEARINGS

Committee work started up again on the first day of session. Go to the Legislature's homepage – <http://akleg.gov/index.php> Click on *Daily Schedule* at the top of the page.

### Testifying

If you are planning to testify on any particular bill or subject matter, check the committee calendar the day of or the day before the scheduled hearing as sometimes a bill is rescheduled or cancelled at the last minute. You should also be able to ascertain if they are even accepting public testimony on any particular day. If you can't attend a hearing in person or at your local LIO you can participate by using the following numbers. This number should only be used if you have prior approval from the committee chair. **The toll free number in Alaska: 1-855-463-5009**. In Juneau: (907) 463-5009.

Go to: <http://www.akleg.gov/basis/start.asp> for a complete description of a bill that is up in committee. Fiscal notes and other documents that the legislative office has posted in regards to that particular bill is also available. Type in the appropriate bill/resolution number in the space provided. *Remember – Bills that have already been heard or previous scheduled in committee can come back before that body without prior notification.*

### Live on the Web [ [www.360north.org](http://www.360north.org) ]

Most committee hearings can be seen and heard on Gavel Alaska/360 North. It is broadcast on both local access TV and on the Internet. You can also access schedules, various programs, and online archives from the website above.

Live streams of the governor's speeches can be viewed at:  
<http://gov.alaska.gov/Walker/multimedia/livestream.html>

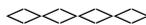
*Archives of past videos can be accessed from this site.*

### On the Radio and Web [ <http://www.alaskapublic.org> ]

News of Alaska and the political scene can be heard at the website above.

### Streaming Video

Meetings streamed outside of Juneau are archived to the Legislature's Vimeo site:  
<https://vimeo.com/aklty> or <http://alaskalegislature.tv>



## IMPORTANT DATES

**15<sup>th</sup> Legislative Day** (Feb. 2, 2016) Deadline for Governor's FY16 Supplemental budget requests.

**30<sup>th</sup> Legislative Day** (Feb. 17, 2016) Deadline for Governor to submit Amendments to the FY17 Budget.

**CAPSIS** Deadline for capital projects submitted by communities is typically in early February.

**Closeouts** Deadline for House Finance Subcommittees is normally late February.

On Feb. 10<sup>th</sup>, Chief Justice Craig Stowers of the Alaska Supreme Court will give the State of the Judiciary Address. Following a week later on Feb. 17<sup>th</sup>, Senator Lisa Murkowski will give her Annual Address. Senator Dan Sullivan will speak before the Legislature on Feb. 29<sup>th</sup>.

**Alaska Permanent Fund Dividend** (Filing Deadline: March 31, 2016)

Apply online at: [pfd.alaska.gov](http://pfd.alaska.gov)

**Energy Council Meeting** - The Energy Council meetings in Washington, DC are scheduled this year from March 3<sup>rd</sup> through March 6, 2016. A few of the other legislators who don't attend the D.C. meetings will return to their home districts to meet with constituents, but this number may be low due to the urgency of the budget crises. Floor sessions, committee hearings, and other legislative business will continue as usual during this timeframe.



## **WEBSITES OF INTEREST**

2015 1<sup>st</sup> Session List of Legislators and staff <http://akleg.gov/docs/pdf/whoswho2015.pdf>  
(No update yet for 2016)

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

2016 House / Senate – Finance Sub-committee Members

<http://akleg.gov/docs/pdf/HFINSubcmte.pdf>

<http://akleg.gov/docs/pdf/SFINSubcmte.pdf>

The full Legislative Publications List is at: <http://akleg.gov/publications.php>

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

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

Legislative Finance Division's 175-page overview of the Fiscal Year 2017 Governor's budget request  
<http://www.legfin.akleg.gov/Overview/Overview2017.pdf>

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

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

Congressional Delegation websites –

<http://murkowski.senate.gov/public>   [www.sullivan.senate.gov](http://www.sullivan.senate.gov)   <http://donyoung.house.gov>

<http://www.ufafish.org/fishing-facts>

Current issues involving the commercial fishing industry including the Dillingham census area.



## **COMING NEXT MONTH**

- Updated 2016 lists for contacting legislators and their staff



*Wishing all of you a prosperous New Year!*

~ Cliff

~ End Report ~

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** January 26, 2016  
**To:** Rose Loera, City Manager  
**From:** Janice Williams, City Clerk  
**Subject:** Monthly Staff Report – Combines December and January

### Update on the 2008-2013 Foreclosure List.

The next steps in the foreclosure process:

- February – contact title company to obtain title reports on all unpaid properties.
- March - publish in the newspaper for four consecutive weeks the notice of the end of the redemption period, and send each property owner a copy of the notice as well as any lien holders that the redemption period will close in 30 days. As of January 26, four property owners account for the eleven properties remaining unpaid from the original list that was adopted by the Council August 7, 2014 and filed with the court system in October 2014.

### Recap of ordinances passed in 2015.

<u>Ordinance No.</u>	<u>Description</u>	<u>Adopted</u>	<u>C or N/C*</u>
2015-01	Budget Amendment No. 1 to FY2015 Budget	3.19.2015	N/C
2015-02	Clarify sales tax on fuel sales made o/s Dillingham	3.19.2015	C
2015-03	Clarify terms for an impounded animal	4.2.2015	C
2015-04 (S-1)	New Chapter – regulation of marijuana	5.14.2015	C
2015-05	Amend/add definitions for smoking, includes devices/products	5.14.2015	C
2015-06	Authorize disposal of city property (Nat'l Guard Bldg)	5.14.2015	N/C
2015-07 (S-1)	Prohibit improper deposit of fish waste	5.14.2015	C
2015-08	Prohibit disposal of hazardous materials & establish penalty	6.4.2015	C
2015-09	Adopt FY2016 Budget	6.18.2015	N/C
2015-10	Review permit applications by a registered engineer	6.18.2015	C
2015-11	Retain foreclosed property for public use (City Harbor)	7.13.2015	C
2015-12	Accommodate sale of tax foreclosed property (Bingman's)	7.13.2015	C
2015-13 (S-1)	Authorize disposal of city property by lease (Motive Power)	9.10.2015	N/C
2015-14	Authorize city-owned property be offered for sale (Bingman's)	10.1.2015	N/C
2015-15	Authority to act on requests for exceptions to speed limits	10.15.2015	C
2015-16	Add notice of intent to award to competitive bid process	10.15.2015	C
2015-17	Add records manager to essential duties for city clerk	10.15.2015	C

2015-18	Establish procedures for senior real property exemption	11.5.2015	C
2015-19	Add penalty for failing to file tax return, clarify assessment of Aircraft, add audit of personal/real property	11.5.2015	C
2015-20 (S-1)	Increase Motor Vehicle Registration Tax by 20%	12.3.2015	C

**Recap department accomplishments in 2015.**

- Adding page numbering to the electronic council and committee packets to make it easier to follow along in the packet and replaced roman numerals with numbers;
- Scanned and electronically archived to Laserfiche all Council minutes, resolutions and ordinances through 2014;
- Researched and prepared information for various committees including: Code Review, School Facility, Finance and Budget, and Carlson House Advisory Committee.
- Worked with the finance department to create a foreclosure information packet that was presented to the Council at a foreclosure workshop;
- Proposed changes to the School Facility code to bring it in line with current practices;
- Created fillable forms that are available online to the public;
- Created liquor license application review process and form;
- Coordinated removal and sale of property items from the Carlson House;
- Created an employee portal on the city’s website to provide access to forms, contact information, manuals, and other useful information;
- Prepared for delivery to the landfill 49 boxes of city records that were approved for destruction by the City’s Attorney based on the city’s records retention schedule.

**STANDING ITEM(S):**

**Liquor License Renewals/Transfers/New Licenses.**

The following licenses expired December 31, 2015. The Code Review Committee reviewed the license renewals on January 14 and on January 25. The recommendations are to be presented at the February 4 Council meeting.

- Licensee, Alaska 49 LLC d/b/a establishment, Willow Tree Inn
  - The State has not received a renewal application as of January 26, 2016. The State provides a two month grace period to file, which is February 29 this year. However, they will assess a \$500 penalty if not postmarked by December 31.
- Licensee, Brannon Rentals LLC, d/b/a Dillingham Liquor Store
  - The State renewed the license for 2016-2017. The City has 60 days from December 7, 2015, the date it was filed to file an objection, or February 7.

**Commission/Board Seats Vacant.**

Planning Commission

There are three seats open. There is one letter of interest on file.

Library Advisory Board

There are two seats open. There are no letters of interest on file.

**Earned Certification for Municipal Clerk.** I received email notification that I have earned the Certification for Municipal Clerks designation. Plaque, certificate and pin to follow in the mail. Many thanks to BBEDC for providing the funding to attend a week of training for each of the last two years at the University of Washington, conducted by the Northwest Clerks Institute.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Andrew Anderson  
Paul Liedberg  
Neil C. Armstrong

**MEMORANDUM**

**Date:** January 18, 2016  
**To:** Rose Loera  
City Manager  
**From:** Navin Bissram  
Finance Director  
**Subject:** October 31, 2015 Financial Report

As of the end of October 2015, we should have received 33% of the FY16 budgeted revenues and not have spent more than 33% of the FY16 budgeted expenditures. As you can see by the chart below at October 31, 2015:

- General Fund Revenues were 54% and Expenditures were 38%
- Special Revenue Fund Revenues were 37% and Expenditures were 43%

In comparison as of October 31, 2014:

- General Fund Revenues were 58% and expenditures were 34%
- Special Revenue Fund Revenues were 41% and Expenditures were 37%

Following is a schedule showing the comparison of revenues and expenditures by category:

<u>Category</u>	<u>FY16 Budget</u>	<u>FY16 Actual</u>	<u>FY16 %</u>	<u>FY15 Budget</u>	<u>FY15 Actual</u>	<u>FY15%</u>
<b>Revenues</b>						
General Fund	\$8,111,066	\$4,343,019	54%	\$8,027,441	\$4,624,291	58%
Special Revenues	2,436,932	891,999	37%	2,251,058	929,369	41%
<b>Expenditures</b>						
General Fund	\$8,306,640	\$3,179,069	38%	\$8,228,250	\$2,815,934	34%
Special Revenues	2,418,610	1,037,241	43%	2,353,444	864,454	37%

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

Below shows what remains of the \$738,419.70 of property tax receivables for taxes that were assessed for the 2012 and prior tax years as of October 31, 2015.

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>Total Decrease</u>	<u>% Collected</u>
\$ 111,397.26	\$68,479.13	\$179,876.39	\$558,543.31	76%

2013 & 2014 property taxes received through October 31, 2015:

<u>Year</u>	<u>Invoiced to include Personal &amp; Real Property</u>	<u>Real Property Balance to be Collected</u>	<u>Personal Property Balance to be Collected</u>	<u>Total Collected</u>	<u>% Collected</u>
2013	\$2,181,347.60	\$55,376.79	\$10,102.75	\$2,115,868.06	97%
2014	\$2,217,301.56	\$82,840.96	\$23,517.83	\$2,110,942.77	95%

As you can see by these charts there is a total of \$179,876.39 remaining receivables from the 2012 and prior year Real and Personal Property accounts. In comparison, there is only \$65,479.54 for 2013 and \$106,358.79 for 2014 remaining in receivables from Real and Personal property taxes. Combining all the years together results in a total of \$351,714.72 in Real and Personal property tax receivables remaining to be collected.

With that being said attached statements reflect the City's financial status as of October 31, 2015.

*Our Vision. By 2015 to have an infrastructure that supports a sustainable, diversified and growing economy. \* We will take a leadership role and partner with others to achieve economic development and other common goals. \* We will develop a high quality City workforce to serve the community. \* We will promote excellence in education.*

City of Dillingham  
 Revenues and Expenditures As of  
 Unaudited Figures

October 31, 2015

October 31, 2014

REVENUES:	Budget - FY16	MTD	YTD	Percent	YTD	INC/(DEC)
<b>General Fund Revenues</b>						
General Sales Tax	\$ 2,700,000	164,535	723,381	27%	\$ 839,735	\$ (116,354)
Alcohol Sales Tax	300,000	26,123	66,151	22%	98,985	(32,834)
Transient Lodging Sales Tax	85,000	7,397	28,065	33%	33,447	(5,382)
Gaming Sales Tax	75,000	-	10,722	14%	10,370	352
Total Sales Tax	3,160,000	198,055	828,319	26%	982,537	(154,218)
Real Property Tax	1,600,000	(1,231)	1,683,870	105%	1,657,132	26,738
Personal Property Tax	550,000	(9,046)	595,396	108%	563,253	32,143
Total Property Taxes	2,150,000	(10,277)	2,279,266	106%	2,220,385	58,881
Telephone Gross Receipts State Tax	75,000	-	-	0%	-	-
Raw Fish Tax	300,000	-	-	0%	-	-
Shared Fisheries	20,000	-	-	0%	-	-
Revenue Sharing	198,898	-	201,764	101%	210,165	(8,401)
Payment in Lieu of Taxes (PILT)	420,000	-	408,982	97%	446,844	(37,862)
State Jail Contract	508,000	263,426	263,426	52%	328,282	(64,857)
Admin Overhead	377,214	-	137,951	37%	100,206	37,745
PERS on Behalf	486,183	17,766	106,876	22%	215,681	(108,805)
Other Revenues	415,771	41,474	116,436	28%	120,189	(3,753)
Total	2,801,066	322,665	1,235,434	44%	1,421,367	(185,933)
<b>Total General Fund Revenues</b>	<b>\$ 8,111,066</b>	<b>\$ 510,443</b>	<b>\$ 4,343,019</b>	<b>54%</b>	<b>\$ 4,624,289</b>	<b>\$ (281,270)</b>
	2,436,932	-	891,999	37%	952,959	-
	<b>\$ 10,547,998</b>		<b>\$ 5,235,018</b>	<b>50%</b>	<b>\$ 5,577,248</b>	
<b>Special Revenue Funds Revenues</b>						
Nushagak Fish Tax	-	-	-	-	13,727	(13,727)
Water	186,496	13,296	236,501	127%	68,258	168,243
Sewer	313,166	25,086	105,462	34%	120,128	(14,666)
Landfill	602,344	9,259	231,596	38%	95,658	135,938
Dock	564,559	72,479	87,751	16%	446,919	(359,168)
Dock Insurance Payment	244,864	3,357	85,660	35%	62,708	22,952
Boat Harbor	-	-	-	-	-	-
Asset Forfeiture Fund	-	-	-	-	-	-
E-911 Service	76,760	5,921	23,910	31%	27,276	(3,366)
Library Grants	108,685	7,690	14,604	13%	23,591	(8,987)
Senior Center (Grant)	134,459	32,615	32,615	24%	35,425	(2,810)
Senior Center (Non-Grant)	205,599	3,674	73,900	36%	59,269	14,631
<b>Total Special Revenue Funds Revenues</b>	<b>\$ 2,436,932</b>	<b>\$ 173,377</b>	<b>\$ 891,999</b>	<b>37%</b>	<b>\$ 952,959</b>	<b>\$ (60,960)</b>
Misc. Grants	-	-	133,425	-	907,570	(774,145)
Fisheries Infrastructure	-	-	-	-	-	-
Borough Study Fund	-	-	(234)	-8%	(575)	341
Mary Carlson Estate Permanent Fund Revenue	3,000	-	-	-	-	-
Ambulance Reserve Capital Project Fund Revenue	60,500	-	52,854	76%	115,000	(62,146)
Equipment Replacement Capital Project Fund	70,000	-	-	-	135	(134)
School Bond Project	-	-	1	#DIV/0!	20,000	(20,000)
Public Safety Planning	-	-	-	-	273,045	(15,750)
Debt Service Fund Revenue	1,179,590	-	257,295	22%	-	-
Landfill Closure Fund	-	-	-	-	-	-

Total Capital Project Revenues	\$ 1,313,090	\$ -	\$ 443,341	34%	\$ 1,315,175	\$ (871,834)
Total Revenues	\$ 11,861,088	\$ 683,820	\$ 5,678,358	48%	\$ 6,892,423	\$ (1,214,065)

City of Dillingham  
 Revenues and Expenditures As of  
 Unaudited Figures

October 31, 2015

	October 31, 2015			October 31, 2014	
	Budget - FY16	MTD	YTD	Actual	INC/(DEC)
<b>EXPENDITURES:</b>					
General Fund Expenditures					
City Council	\$ 74,350	\$ 6,665	\$ 16,568	\$ 25,603	\$ (9,035)
City Clerk	138,638	9,092	44,529	45,383	(854)
Administration	321,478	19,718	110,913	103,861	7,052
Finance	633,685	40,789	221,555	201,347	20,208
Legal	109,000	9,627	18,000	21,655	(3,655)
Insurance	122,082	450	62,576	110,637	(48,061)
Non-Departmental	187,675	9,791	67,513	78,634	(11,121)
Planning	141,331	36	2,914	39,368	(36,454)
Foreclosures	15,000	9,781	80,697	8,832	71,865
Meeting Hall above Fire Station	3,000	230	710	888	(178)
Public Safety Administration	177,277	9,374	49,159	78,428	(29,269)
Dispatch	495,228	28,394	151,705	150,758	947
Patrol	892,426	45,804	226,199	242,364	(16,165)
Corrections	600,800	41,997	197,818	231,129	(33,311)
DMV	54,810	3,046	14,583	48,523	(33,940)
Animal Control Officer	106,881	6,373	35,471	34,830	641
PS IT	14,000	1,005	4,434	9,623	(5,189)
Fire	297,591	14,372	55,866	82,653	(26,787)
Public Works Administration	203,921	11,406	45,731	60,083	(14,352)
Building and Grounds	348,178	15,360	77,352	89,088	(11,736)
Shop	398,006	18,521	133,720	55,851	77,869
Street	502,817	23,645	162,853	161,507	1,346
Library	125,265	8,963	34,323	38,540	(4,217)
City School	1,300,000	-	650,000	650,000	-
Transfers to Other Funds	1,043,201	-	713,878	246,351	467,527
<b>Total General Fund Expenditures</b>	<b>\$ 8,306,640</b>	<b>\$ 334,440</b>	<b>\$ 3,179,069</b>	<b>\$ 2,815,936</b>	<b>\$ 363,133</b>
<b>Percent</b>					
					<b>38%</b>
<b>Special Revenue Funds Expenditures</b>					
Nushagak Fish Tax	-	-	-	-	-
Water	218,252	11,617	236,667	74,705	161,962
Sewer	268,183	14,745	92,353	94,185	(1,832)
Landfill	602,344	42,491	268,942	114,929	154,013
Dock	583,153	39,541	219,479	363,714	(144,235)
Dock (ATD Damages)	-	-	-	-	-
Boat Harbor	244,864	6,866	91,911	74,219	17,692
Asset Forfeiture Fund	-	-	-	-	-
E-911 Service	53,071	-	-	7,130	(7,130)
Library Grants	108,685	9,589	43,080	18,437	24,643
Senior Center (Grant)	134,459	3,980	38,564	47,682	(9,118)
Senior Center (Non-Grant)	205,599	7,763	46,244	87,892	(41,648)
<b>Total Special Revenue Fund Expenditures</b>	<b>\$ 2,418,610</b>	<b>\$ 136,593</b>	<b>\$ 1,037,241</b>	<b>\$ 882,893</b>	<b>\$ 154,348</b>
<b>Percent</b>					
					<b>43%</b>
<b>Total Expenditures</b>	<b>10,725,250</b>	<b>471,033</b>	<b>4,216,309</b>	<b>3,698,829</b>	
<b>Percent</b>					
					<b>39%</b>
Misc. Grants	-	329,905	445,415	1,629,793	(1,184,378)
Fisheries Infrastructure Fund	-	-	-	-	-
Borough Study	-	-	-	-	-
Mary Carlson Estate Permanent Fund	6,780	53	473	1,234	(761)
Ambulance Reserve Capital Project Fund	259,000	-	620	-	620
Equipment Replacement Capital Project Fund	-	-	52,854	-	52,854

School Bond Project									
Public Safety Planning	20,000						11,918		(11,918)
Debt Service Fund	1,179,590						273,045		(15,750)
Landfill Closure Fund						257,295			
<b>Total Capital Project Funds Expenditures</b>	<b>\$ 1,465,370</b>	<b>\$ 329,958</b>	<b>\$ 766,656</b>				<b>\$ 1,915,990</b>		<b>\$ (1,159,334)</b>
<b>Total All Expenditures</b>	<b>\$ 12,190,620</b>	<b>\$ 800,991</b>	<b>\$ 4,972,966</b>				<b>\$ 5,614,819</b>		<b>\$ (641,853)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (329,532)</b>	<b>\$ (117,171)</b>	<b>\$ 705,392</b>				<b>\$ 1,277,604</b>		<b>\$ (572,212)</b>

City of Dillingham  
 Revenues and Expenditures As of October 31, 2015  
 Preliminary Figures - Unaudited

	<u>Fund Bal.</u> <u>6/30/2015</u>	<u>FY'16</u> <u>Revenues</u>	<u>FY'16</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal.</u> <u>10/31/2015</u> <u>Unaudited</u>
General Fund	\$ 4,547,050	\$ 4,343,019	\$ 3,179,069	\$ 1,163,950	\$ 5,711,000
Nushagak Fish Tax	299,795	0	0	0	299,795
Fisheries Infrastructure Fund	67,023	-	-	0	67,023
Borough Study	37,188	-	-	0	37,188
Water	(14,708)	236,501	236,667	(166)	(14,874)
Sewer	21,294	105,462	92,353	13,109	34,403
Landfill	(126,126)	231,596	268,942	(37,346)	(163,472)
Dock	525,323	87,751	219,479	(131,728)	393,595
Boat Harbor	16,722	85,660	91,911	(6,251)	10,471
Asset Forfeitures Fund	6,072	-	-	-	6,072
E-911 Service	148,000	23,910	0	23,910	171,910
Library Grants (Books, Erate, etc.)	(24,606)	14,604	43,080	(28,477)	(53,083)
Senior Center	(78,127)	106,515	84,808	21,707	(56,420)
Mary Carlson Estate Permanent Fund	382,467	(234)	473	(707)	381,760
Ambulance Reserve Capital Project Fund	616,232	-	620	(620)	615,612
Equipment Replacement Capital Project Fund	216,652	52,854	52,854	-	216,652
School Bond Project Capital Project Fund	65,007	1	-	1	65,008
Public Safety Planning	31,826	-	-	-	31,826
Debt Service	(277,390)	257,295	257,295	-	(277,390)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	(438,877)	133,425	445,415	(311,990)	(750,867)
<b>Total</b>	<b>\$ 6,192,861</b>	<b>\$ 5,678,358</b>	<b>\$ 4,972,966</b>	<b>\$ 705,392</b>	<b>\$ 6,898,253</b>



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** January 26, 2016  
**To:** Rose Loera, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** December and January Monthly Report

---

We continued to look for a new School Librarian throughout December and then into January as city staff filled in while the classes came to the Library for their literacy time. Thankfully, one week after school started again, Rachel Aaberg-Darrough was hired on January 19<sup>th</sup>. She started her training last week and is off to a great start.

Our library was offered an Early Literacy Mini-Grant from the State Library. We applied for it, and we will be receiving \$998 worth of children's equipment to encourage learning amongst our youngest patrons. We look forward to this "Christmas Present" as we still anticipate its arrival. We also received some of the bookshelves from the Carlson House to accent our rows of shelving. This gives us a nice "bookstore" look, increasing our shelf space capacity by allowing us to display more materials effectively.

GCI SchoolAccess responded to our 470 posting requesting Internet Service for FY 17. Nushagak should also provide a proposal and then a decision can be made regarding who will be our technology partner in providing internet service for our patrons and staff. With the strong possibility of the OWL funding disappearing which supplemented this expense, we need to budget accordingly. Our Library heavily depends on e-rate funding to help cover 80% of the internet costs.

"Friday Night Movie at the Library" has been enjoyed by patrons young and old. During the month of December, we showed "Inside Out" on the 4<sup>th</sup> and "Mr. Holmes" on the 11<sup>th</sup>. Since the city closed at 2pm on Friday the 18<sup>th</sup> due to blizzard conditions in town, no movie was shown that night. In January, we showed "Minions" on the 8<sup>th</sup>; "Ant-Man" on the 15<sup>th</sup>; "PAN" on the 22<sup>nd</sup>; and will show "War Room" on the 29<sup>th</sup>. In February, we will be showing "Hotel Transylvania 2" on the 5<sup>th</sup>; "Shaun the Sheep Movie" on the 12<sup>th</sup>, and "The Man from U.N.C.L.E." on the 19<sup>th</sup>. We encourage all to see these free movies.

---

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The Friends of the Library Board met on Saturday, January 9<sup>th</sup> to plan their annual "Love your Library Month." Books will be wrapped again for the "Blind Date with a Book" event. There will be weekly drawings throughout the month for book gift bags for those patrons who check out books during the month. The FOL are also raffling off an amazing Basket "Live, Love, Local" full of wonderful items donated by local artists and businesses. Tickets will be \$10 each. Thanks to all the Friends who have given so generously of their time and talents for this fundraiser.

**Library Stat report for November 23<sup>rd</sup>, 2015 - January 23<sup>rd</sup>, 2016:**

**Patron Visits: 4,664    Computer Use: 1,244    Wireless Use: 706  
Story Hour: 54    Other Visits (including students): 662    Museum Use: 43  
Movies Shown: 5    AWE Station Use: 41    Volunteer hours logged: 23**

**The Library was closed Wednesday, December 23<sup>rd</sup> from 2 - 6 pm for the annual City Christmas Party at the Senior Center. It was also closed Thursday, December 24<sup>th</sup> for Christmas Eve and Friday, December 25<sup>th</sup> for Christmas Day**

**Library was closed Thursday, December 31<sup>st</sup> for New Year's Eve and Friday, January 1<sup>st</sup> for New Year's Day**

**In February, the Library will be closed Monday, February 15<sup>th</sup> for President's Day and Friday, February 26<sup>th</sup> for Beaver Roundup**

**Next Library Advisory Board meeting scheduled for Tuesday, March 1<sup>st</sup> at 5:30 pm in the Library**

---

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## MEMORANDUM

**Date:** January 25, 2016  
**To:** Rose Loera, City manager  
**From:** Jean Barrett, Port Director  
**Subject:** December 2015 / January 2016 monthly staff report

December and January are inevitably the slowest months at the Port Department. I have been catching up on some projects and making plans for the upcoming season.

### Dock

I have been able to get some things done at the dock for next summer despite the winter months and some things have been happening even without me.

- Spending a large amount of time working with AMLJIA and PN&D Engineering on the repair plan on the all tide dock. Two summers ago a Northland owned barge that was piloted by Dunlap Towing slammed into the dock causing damage to the most upriver bumper piling. We had some issues coming to an agreement as to who needed to pay for what. The City of Dillingham, PND and AMLJIA have come up with a repair plan and a price to fix the damage, along with the installation of a dolphin bumper to help protect the dock from sustaining more damage in the future.
- Discussed making some revisions and corrections to the Port Tariff, but have since decided that we would wait a year to make any more revisions other than the already planned 20% increase to the fish container price and a few grammatical changes to help clarify some of the descriptions.
- Working with HR on revising a job description for the dock. After losing our office person early last season we made due without, however, this caused us to be overdue on getting some billing done. After talking to the dock personnel we have decided we would keep Dean in the office in addition to his other duties in the yard and add a person who could help in unloading of containers, work on projects and learn how to move towards a long term position in event we have someone retire in the near future.

---

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- Last month when we experienced some very big winds, a double stack of containers fell over on the T dock. They are a different size than most and this contributed to them being blown over. Three questions have come up about the containers:

**Q.** Why do we have so many containers left here for the winter?

A. The barge company left them here for one reason or another, either no room on the boat south or they just didn't need them this winter. And yes! they are paying storage fees.

**Q.** Why are they stacked so high?

A. We have, with our equipment, the ability to handle three containers at a time. This allows us to stack containers up to six high.

**Q.** Are we worried that they may fall into the bay?

A. No. The containers interlock and with them stacked wide and long they work together to hold themselves up. The containers that fell over were not stacked wide enough and were between the two large stacks which made a perfect wind tunnel.

### **Harbor**

I have been working on some housekeeping projects from our move into our present office last summer, things that didn't take a priority over day-to-day duties.

- Made room in the warehouse to fit the boat and tractor for the winter.
- Working on moving all of the harbors tools and equipment into the warehouse and finding permanent homes for all of it.

### **Other**

- Working long and hard getting the rekeying supplies organized so I can start the changeover process. This will happen this week I am happy to say!
- I have been in contact with the Cook Inlet Keeper, they are the organization that is helping me work to get the Dillingham Small Boat Harbor certified as an Alaska Clean Harbor, I will be starting the online process next month.
- As a Director on the AAHPA board I have had had a couple of teleconferences concerning State funding of Alaska's harbors and the implementation of a scholarship for any high school senior interested in the maritime industry.

If I had to state what accomplishments in my job stood out in 2015, they are:

- Working toward a safer atmosphere for the fishermen that use the harbor, including new LED harbor lighting, more signage to help control and direct the areas of the harbor;
- Almost done with the rekeying project; and
- Made a large dent in the former Bingman property clean up.

That is all from the Port department.

[Port of Dillingham Advisory Committee Meeting.](#) Nothing scheduled at this time.

---

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Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** February 4, 2016  
**To:** City Manager Rose Loera  
**From:** Chief Dan Pasquariello  
**Subject:** **Public Safety 2015 summary and February 2016 report**

---

### Public Safety Activity for year 2015

#### Police:

- ❖ 4,429 Calls for service
- ❖ 517 Incident reports
- ❖ 312 Persons arrested
- ❖ 189 Title 47/Protective custody
- ❖ 330 Citations issued
- ❖ 9 Police officers assaulted

#### Corrections:

- ❖ 446 Total Inmates
- ❖ 184 Title 47/Protective custody
- ❖ 73 Days jail was above our 8 bed capacity (20% of year)
- ❖ 3 Corrections officers assaulted

#### Dispatch:

- ❖ 5,729 Calls for service
- ❖ 75% Dispatched to Dillingham Police
- ❖ 19% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Fire
- ❖ 2% Dispatched to Animal Control
- ❖ 1,629 911 calls received

#### Animal Control:

- ❖ 57 animals impounded
- ❖ 33 animals returned to owners
- ❖ 12 animals adopted from shelter
- ❖ 46 animals sent to rescue groups in Alaska
- ❖ 218 rabies/parvo shots given
- ❖ 84 dog licenses sold

---

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- ❖ 6 owner requested compassionate euthanasia
- ❖ 4 shelter animals euthanized
- ❖ 35 citations issued

DMV:

- ❖ 1,119 Registrations/Titles
- ❖ 1,033 Driver's License/IDs
- ❖ 77 CDLs
- ❖ 60 Road tests

**2015 accomplishments**

- ❖ All divisions of Public Safety fully-staffed;
- ❖ Closed out a \$74,000 Homeland Security grant for radio encryption upgrades, tactical response equipment, and oil spill response equipment;
- ❖ Closed out a \$28,000 JAG grant for drug investigator salary;
- ❖ Obtained a new \$35,000 JAG grant for drug investigator salary;
- ❖ During President Obama's visit, worked with the US Secret Service to provide security for the motorcade and site visits;
- ❖ Partnered with BBAHC with a Drug Take-back event where persons turned in unused prescription drugs;
- ❖ Hosted a spay and neuter clinic at pound;
- ❖ Held a Rabies vaccination clinic during Beaver Round-up;
- ❖ Obtained cement pads for outside shelter kennels through donations of local citizens and businesses;
- ❖ Shortened DMV hours and at the same time eliminated a staff position by combining duties of DMV clerk and administrative assistant;
- ❖ Changed to a higher speed internet which resulted in significant cost savings;
- ❖ Participated in a multi-agency emergency drill at Dillingham Airport;
- ❖ Made several arrests of heroin dealers, and continue to do so, despite local WAANT office closure; and
- ❖ Officers visiting with students during school lunch periods.

**February 2016 report**  
(reporting period 1-01-16 to 1-26-16)

Police:

- ❖ 236 Calls for service
- ❖ 32 Incident reports
- ❖ 13 Persons arrested
- ❖ 6 Title 47/Protective custody
- ❖ 21 Citations issued

We are currently adapting to new procedures resulting from the vacant prosecutor position at local District Attorney's office. We now have to interact with an Anchorage based prosecutor, and the issues associated with long-distance communications. Fortunately, our newly assigned prosecutor is experienced and hard-working.

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We made two major arrest of heroin dealers this reporting period. We seized \$19,000 and a substantial amount of drugs.

Corrections:

- ❖ 22 Total Inmates
- ❖ 6 Title 47/Protective custody

One of our corrections officers is attending the Municipal Corrections Academy in Palmer. This will allow him to become APSC certified.

Dispatch:

- ❖ 370 Calls for service
- ❖ 78% Dispatched to Dillingham Police
- ❖ 15% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 2% Dispatched to Animal Control
- ❖ 76 911 calls received

Animal Control:

- ❖ 4 animals impounded
- ❖ 7 rabies/parvo shots given
- ❖ 1 citations issued

DMV:

- ❖ 36 Registrations/Titles
- ❖ 45 Driver's License/IDs
- ❖ 3 CDLs
- ❖ 1 Road tests

---

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Alice Ruby

**Manager**  
Rose Loera



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Paul Liedberg

## MEMORANDUM

**Date:** December 19, 2015  
**To:** Rose Loera, City Manager  
**From:** Francisco Garcia, Public Works Director  
**Cc:** Dillingham City Council  
**Subject:** Monthly Staff Report

---

Public Works Department:

As 2015 comes to an end, I would like to touch on some of our accomplishments:

- Landfill Incinerator. We took over operation of the incinerator in May and at first we were going thru quite a bit of fuel (450 gal/day). After we tweaked the temperatures settings, we were able to bring it down to 200 gal/day on an 8 hour shift. Once we went to burning 24hrs/7days a week the fuel consumption went down to 60 gals/day and we were able to keep up with the amount of refuse coming into the landfill. On our last landfill inspection we received a 90.1% out of 100%. (Copy of inspection results is attached.) We were at 63% in 2013.
- Sea Wall Protection. Over 864 tons of rip rap was hauled from 19 mile pit to the sea wall at Snag Point to protect the sheet piling from further erosion. More rip rap will be needed to prevent further erosion.
- Water Leak Repaired. We also repaired a water leak at the Bristol Express parking lot that has been troublesome for some time. We are glad to say that it is not an issue any longer.
- Dock Lift Station. Work has begun and the septage receiving tanks were put in place. The blower motor that was installed was not putting out enough air to the sewer lagoon. A new pump was ordered and we are in the process of fabricating a mount and piping for it. We are also in the process of addressing several issue with other lift stations with the help of CRW Engineering Group.

- New Generator Installed at Public Safety Building. The new generator replaced a very antiquated generator that was not working properly. DPD can now function without skipping a beat if we do lose power there.

Happy New Year and may 2016 be prosperous.

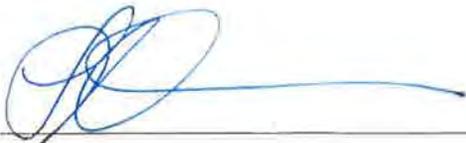
# Class I or II MSWLF Inspection Checklist



Alaska Department of  
Environmental Conservation  
Division of Environmental Health  
Solid Waste Program

**Landfill:** Dillingham Landfill      **Weather Conditions:**  
**Date of Inspection:** November 12, 2015      Cold, partially cloudy, calm  
**ADEC Inspector:** Lori Aldrich  
**Participants:** Pancho Garcia  
Rose Loera  
**Past Month Rainfall:** 1 Inch

Scoring	
<b>Total points awarded:</b>	<u>322</u>
<b>Total possible points:</b>	<u>355</u>
<b>Final Score (percent):</b>	<u>90.1%</u>

**ADEC Signature:**   
**Printed Name:** Lori Aldrich  
**Title:** Regional Program Manager





THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

Department of Environmental  
Conservation

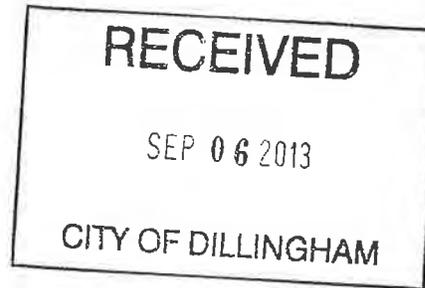
DIVISION OF ENVIRONMENTAL HEALTH  
Solid Waste Program

555 Cordova Street  
Anchorage, Alaska 99501  
Main: 907.269.7622  
Fax: 907.269.7600

Certified Mail # 7012 1010 0003 0389 6384  
Return Receipt Requested

August 30, 2013

Claude Bocatch  
Public Works Department  
City of Dillingham  
P.O. Box 889  
Dillingham, Alaska 99576



Subject: City of Dillingham Landfill Inspection, June 27, 2013

Dear Mr. Bocatch:

On June 27, 2013 the Alaska Department of Environmental Conservation (ADEC) Solid Waste Program conducted an inspection of the City of Dillingham (City) Class II Municipal Solid Waste Landfill (MSWLF) (Permit No. SW2A015-14). Claude Bocatch, Public Works Administrator, facilitated the inspection along with the landfill operators on duty at the time. I would also like to thank Rose Loera, the City Manager, for meeting with us in regards to the June 1, 2014 permit and burning waiver expiration and recent Request for Proposal to seek proposals for the manufacture and installation of a thermal oxidizing gasification system.

**The score for the June 2013 inspection is 203 out of 320, or 63%.**

The score reflects recent efforts to improve landfill records management, more effectively covering waste with the required 6-inches of material daily and processing recyclable waste and non-burnable waste in a timely manner. Efforts to monitor waste brought to the landfill in order to control disposal of non-burnable waste and hazardous waste do not appear to have improved. Excessive smoke and burning of waste that is not recommended to be burned continues to be a problem. In June a fire was intentionally started in the metals pile, caught a pile of tires on fire, and smoldered for over a week. Burn units and the electric fence continue to be in disrepair creating public health and safety hazards due to fly ash and vector attraction to the landfill. Metals-pile slopes continue to be steep and a potential hazard to members of the public salvaging from the waste.

In June, Dillingham requested a permit modification to allow co-disposal of sewage solids at the landfill in Cell 2 with plans to accept dewatered sewage sludge from the wastewater treatment lagoon during the months of July and August. Sludge disposal had not begun at the time of the inspection.

The attached Dillingham Class II MSWLF Inspection Checklist outlines inspection findings and provides an explanation for each item where points were deducted. Please review the checklist and take note of the following action items and deadlines.



**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
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Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** January 27, 2016  
**To:** Rose Loera, City Manager  
**From:** Francisco Garcia, Public Works Director  
**Cc:** Dillingham City Council  
**Subject:** Monthly Staff Report

---

### Street Dept.:

- Sanding roads and the bike paths;
- Grading in front of the post office and L&M;
- Pouring calcium chloride into culverts to keep them open so roads do not flood;
- Assisting at the landfill with burying the metal; and
- Scraping ice off of city roads.

### Water/Sewer Dept.:

- Conducted monthly water and sewer sampling;
- Keeping lift stations, sewer treatment and water treatment plant cleaned;
- Completing monthly DMR reports and turning them in to D.E.C.;
- Received pumps for Tennyson's lift station and it's in operation now; and
- Dock lift station pump was not seated properly but the crew was able to fix the issue.

### Shop Dept.:

- Keeping up with equipment and vehicle maintenance;
- Fabricating mounting plate for air pumps at the sewer lagoon;
- Tried to repair Balderson attachment on the landfill 960 loader, but it is beyond repair and must order a new one at a cost of about \$15,000.

### B&G Dept.:

- Maintaining city buildings;
- Inspection with Yukon fire equipment resulted in finding some deficiencies at the Senior Center and at DPD building. They need some sprinkler heads, gauges, safety relay, heat sensors and batteries.

- Received new door locks and tumblers for all city building and will be working on installing them; and
- Repaired siding at on City Hall building that was caused by high winds.

Landfill Dept.:

- Incinerating garbage with no problems;
- Collecting money and keeping up with paper work;
- Hired a new operator and we are back to burning 16 hours a day 3 days a week and they are keeping up with the refuse coming in; and
- Cleaning up the shop and organizing it.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Misty Savo  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** January 26, 2016  
**To:** Rose Loera  
**From:** Ida Noonkesser  
**Subject:** Staff Report

---

During the month of December, the Senior Center served 242 congregate meals to 43 individuals, 154 home delivered meals to 13 individuals, gave 178 assisted rides to 24 individuals and 129 unassisted rides to 18 individuals.

We had five individual renters in the month of December. We also had our regular groups; the Pinochle players group who rent the dining room every Friday and the Quilter's Group who rents the Center every third Saturday.

The Month of December was a busy month with renters decorating the building with the help of Isaac Wood and Mary Kapatok, and the MAP school kids.

City office had their Christmas party for the employees on December 23<sup>rd</sup>. Thank you to everyone that bought food and helped clean after the Christmas Party.

During the month of January, the Senior Center served a normal number of congregate meals, home delivered meals, and gave assisted and unassisted rides like we do each month. I will not have counts for January for these services until the end of the month, but will report them in next month's report.

Besides the usual groups, we had three renters in the month of January. Our usual renters, the Pinochle player's group continues to rent the dining room every Friday and every third Saturday the Quilters rent the Senior Center.

The Senior Center had three Slavi groups that came and sang for the elders. Elders were happy to have them come. Dillingham, Ekuk, and Koliganek all visited with their stars. After the Russian Christmas was over we had the MAP school students and other volunteers put the Christmas decorations away.

I am in the process of getting my monthly report done this weekend for the State of Alaska. By the end of the month, I will also be doing the mid-year report for our NTS (Nutrition & Transportation Services) grant.

Our next Advisory Board meeting is on February 12, 2016.



**1. CALL TO ORDER**

The Carlson House Advisory Committee met on Tuesday, December 1, 2015, in the Council Chambers, Dillingham, AK. Chair Holly Johnson called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Committee Members present:

Holly Johnson                      Rose Loera                      Keggie Tubbs                      Rae Belle Whitcomb

**3. APPROVAL OF MINUTES**

A. Minutes of October 29, 2015

MOTION: Keggie Tubbs moved and Rae Belle Whitcomb seconded the motion to approve the minutes of October 29, 2015.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Rose Loera moved and Keggie Tubbs seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

a. Inventory Update

1) Recommendation for Moving Forward with Sale of Inventory Items

a) Proposed Advertisement

Manager Loera noted the inventory would be revised, because some of the bookshelves were going to the library.

MOTION: Keggie Tubbs moved and Rae Belle Whitcomb seconded the motion to approve the advertisement as presented.

VOTE: The motion passed unanimously by voice vote.

b. Property Discussion

Manager Loera reported the City's Attorney had clarified the deed restrictions, and advised that it could be used by charitable organizations, or by general public for charitable, literary scientific and educational purposes.

The group assigned an alphabet letter to each suggestion on the spreadsheet and identified those items that they felt did not meet the deed restrictions. The three items that remained were: item A, Donate building and land to American Legion Post 442, Landscape a Memorial Park combined with item D, Destroy building and use land for Veteran’s Memorial Park; item C, Restore building and grounds for historic preservation; and item E, Site for additional office building for Togiak National Wildlife Refuge.

MOTION: Keggie Tubbs moved and Rae Belle Whitcomb seconded the motion to consider items A&D combined, items C and E, and remove B, F, and G, H & I from consideration.

VOTE: The motion passed unanimously by voice vote.

Discussion ensued:

- Requested staff contact Ted Krieg and US Fish & Wildlife and ask if they could be available to make a presentation at the next meeting; and
- Requested more information on the Bethel Veteran’s Memorial for the next meeting.

**6. NEW BUSINESS**

- a. Schedule the Next Meeting

The next meeting was scheduled for January 20.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

Alan Miller, representing U.S. Fish & Wildlife, noted their office area included a classroom which was set up for education purposes, both public and internal. He noted their agency had been looking at other properties, including the Carlson House, and would be interested in a tour of the Carlson property.

Rae Belle:

- Stated she appreciated the committee being kept on task.

Rose Loera:

- Stated she would bring back information on how the deed restrictions applied to the three remaining suggestions.

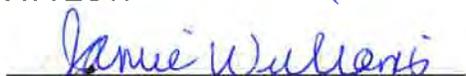
**8. ADJOURNMENT**

The meeting adjourned at 6:06 p.m.



\_\_\_\_\_  
Holly Johnson, Chair

ATTEST:



\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: 1/20/16

**1. CALL TO ORDER**

The Carlson House Advisory Committee met on Wed., January 20, 2016, in the Council Chambers, Dillingham, AK. Chair Holly Johnson called the meeting to order at 5:31 p.m.

**2. ROLL CALL**

Committee Members present:

Holly Johnson                      Rose Loera                      Keggie Tubbs  
Rae Belle Whitcomb – attended via teleconference

**3. APPROVAL OF MINUTES**

A. Minutes of December 1, 2015

MOTION: Keggie Tubbs moved and Rose Loera seconded the motion to approve the minutes of December 1, 2015.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Keggie Tubbs moved and Rae Belle Whitcomb seconded the motion to amend the agenda to include item c. Bethel Memorial under Unfinished Business.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

a. Inventory Update – Sale #2 scheduled for January 30

Rose Loera reported Sale #2 would be conducted in the same manner as Sale #1, a drawing and prices are set.

b. Property Discussion

Rose Loera clarified restrictions on the property applied to leasing; was not recommending selling the property. No action was taken.

c. Bethel Memorial

This item will be taken up at the next meeting.

**6. NEW BUSINESS**

a. Presentations

## 1) Ted Krieg

Ted Krieg spoke in favor of saving the building, at the very least the original log cabin, and keep it as a historical property. He referred to Mary Carlson's wishes to keep it as a museum, that he had previously recommended getting local builders to assess the foundation again, and, if it needed to be taken down, look at building another museum on the property.

## 2) U.S. Fish &amp; Wildlife

Susanna Henry explained their agency was looking at purchasing property, and would want to continue to be located where they were visible to the community. One thought was to lease the Carlson House property, look at purchasing the adjacent properties if the owners would be willing to sell, build a new headquarters, preserve the log cabin for a visitor center and display some of the historical items from the home.

## b. Schedule the Next Meeting

The next meeting was scheduled for February 18, 2016.

Discussion ensued:

- Noted the committee would be prepared to look at the three proposals [American Legion Post, U.S. Fish and Wildlife, & Ted Krieg), look at the Bethel Memorial information, and come up with a recommendation to the Council.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

Jerry Liboff:

- Spoke in support of keeping the property in the City's possession and maintain it as a historical/cultural center including a museum.

David Nicholson:

- Spoke in favor of preserving the building and suggested possibly there were volunteers willing to construct a new foundation.

Ted Krieg:

- Noted maybe some of the Carlson House money could be set aside to look at seeking grants, and he would be willing to offer his time at some point.

Keggie Tubbs:

- Requested that the prior documentation distributed up to now be in the next packet.

Rose Loera:

- Asked for clarification if the recommendation from the chosen proposer as presented would be brought before the Council.

Discussion ensued:

- Agreed the committee would bring forward the proposal as presented.

Rae Belle Whitcomb:

- Noted she would bring information on the Bethel Memorial to the next meeting;
- Noted, for the record, to bring forward the sale amount to the next meeting of the items that were sold; concerned some of the proposals are to preserve some of the equipment.

Manager Loera clarified a majority of the items for the next sale are homemade not 1940 vintage, but there are some vintage wooden boxes.

Rae Belle Whitcomb:

- Noted she appreciated attending by teleconference and hearing the various testimony that was being recorded to provide a true and accurate record; and
- Noted she, also, would appreciate getting a full packet in advance of the next meeting.

Keggie Tubbs:

- Noted, for the record, at the next meeting make it clear that sale of the property was probably not the way the committee was looking at, but a long term lease.

Rae Belle Whitcomb:

- Noted for the audience's sake if the recommendation chosen is a long term lease, the Council will decide on how the Carlson House funds are spent.

Ted Krieg:

- Noted he was still interested in looking at the existing property items to see if there was anything of historical value that might be retained.

Gorden Isaacs was given a copy of the City Attorney's advisement regarding the deed restrictions on the property.

**8. ADJOURNMENT**

The meeting adjourned at 6:26 p.m.

\_\_\_\_\_  
Holly Johnson, Chair

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_



**1. CALL TO ORDER**

The Code Review Committee met on Thursday, January 14, 2016, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:28 p.m.

**2. ROLL CALL**

Committee Members present:

Chris Maines	Rose Loera	Holly Johnson	Misty Savo
Mayor Alice Ruby	Janice Williams		

**3. APPROVAL OF MINUTES**

- a. Minutes of October 7, 2015

MOTION: Holly Johnson moved and Rose Loera seconded the motion to approve the minutes of October 7, 2015.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Holly Johnson moved and Misty Savo 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
- b. C20/15, Amend Code to Add Personnel Records are Confidential and Not Open to Public Inspection in Title 2

MOTION: Holly Johnson moved and Alice Ruby seconded the motion to recommend the proposed ordinance to the City Council.

VOTE: The motion passed unanimously by voice vote.

**6. NEW BUSINESS**

- a. C22/15, Review Exempting Tax on A/C Value Over \$300,000

Rose Loera reviewed the recent legislation that was adopted requiring aircraft owners storing their aircraft outside of Dillingham to file a personal property return if the aircraft is brought to Dillingham and receiving city services.

Follow-up:

- Analyze the potential loss of revenue if capped at \$300,000;

- Contact the aircraft owners that would be affected to identify reasons for making the recommendation;
- For the next meeting, present the analysis supporting the exemption of recreational boats and motors from personal property tax;
- City will be pursuing foreclosure on personal property; and
- Request Council add a task to review commercial boats stored outside Dillingham be required to file a personal property return based on no. of days receiving services in Dillingham.

b. C23/15, Review Vicious Animals

Rose Loera reported the code identifies an animal who bites a person or animal without provocation as vicious, and the animal will be euthanized. However, the city’s practice has been to allow the owner to remove the animal permanently to outside city limits.

Follow-up:

- Review the City’s court case regarding the outcome of an animal deemed vicious and how it fits in with the City’s current practice; and
- Review if the City needs to develop an administrative process.

c. Liquor License Renewals

- 1) Dillingham Liquor Store
- 2) Willow Tree Inn

Follow-up:

- Ask State of Alaska Alcohol and Marijuana Control office if the City can get an extension past the 60 days allowed to present an objection, which for Dillingham Liquor Store will be February 7; and
- Schedule a special meeting of the Code Committee prior to the Council meeting if the City cannot get an extension.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

The committee agreed to change the meeting time to the second Monday of the month which was more agreeable with personal schedules.

**8. ADJOURNMENT**

The meeting adjourned at 7:00 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams  
Janice Williams, City Clerk

Approval Date: 1/25/16

**1. CALL TO ORDER**

The Code Review Committee met on Monday, January 25, 2016, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the special meeting to order at 5:28 p.m.

**2. ROLL CALL**

Committee Members present:

Chris Maines	Holly Johnson	Misty Savo
Mayor Alice Ruby	Janice Williams	Navin Bissram

Rose Loera was absent and excused.

**3. APPROVAL OF MINUTES**

- a. Minutes of January 14, 2016

MOTION: Mayor Alice Ruby moved and Holly Johnson seconded the motion to approve the minutes of January 14, 2016.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Mayor Alice Ruby moved and Holly Johnson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

- a. Liquor License Renewals
  - 1) Dillingham Liquor Store

Staff updated the City's Liquor License Application Review form for the Dillingham Liquor Store:

- Owner had filed for their State Business License on January 21;
- City could now issue the City of Dillingham Business License since the State Business License had been filed;
- Owner was contacted and asked to file personal property returns by February 1 that had not been filed for the years 2013-2015; and
- City had received the business licensing fees for 2013-2015, but could not find why the licenses were never issued for those same years.

If the City is going to protest the liquor license renewal, they will need to do so by February 5, which is 60 days from December 7, the date the owner filed for a liquor license renewal.

**MOTION:** Mayor Ruby moved and Misty Savo seconded the motion to recommend to the Council to protest the Dillingham Liquor Store liquor license renewal based on the personal property returns were not filed for 2013, 2014 and 2015.

**VOTE:** The motion passed unanimously by voice vote.

As part of the review process, Manager Loera will provide an update at the February 4 Council meeting.

2) Willow Tree Inn

Staff updated the City's Liquor License Application Review form for the Willow Tree:

- City had received the business licensing fees for 2013-2015, but could not find why the licenses were never issued for those same years.

Kim Parker, an owner of the Willow Tree Inn, asked the committee if they would wait on taking any action since the liquor license had yet to be applied for with the State.

The State allows for a 60 day grace period from the date of expiration of the license, December 31, 2015, to file for a renewal. The last day to apply is February 29, postmark date.

**MOTION:** Mayor Alice Ruby moved and Holly Johnson seconded the motion to recommend the Council delay taking any action until the license is applied for.

**VOTE:** The motion passed unanimously by voice vote.

**6. PUBLIC COMMENT/COMMITTEE COMMENTS**

Mayor Ruby stated she appreciated there was a process since this was not an easy task.

Chris Maines thanked Kim Parker and Navin Bissram for participating in the meeting.

**7. ADJOURNMENT**

The meeting adjourned at 5:56 p.m.

\_\_\_\_\_  
Chris Maines, Chair

**ATTEST:**

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_

**1. CALL TO ORDER**

The Finance and Budget Committee met on Monday, January 18, 2016, in the City Council Chambers, Dillingham, AK. Mayor Alice Ruby, Acting Chair, called the meeting to order at 5:34 p.m.

**2. ROLL CALL**

Committee Members present:

Mayor Alice Ruby	Paul Liedberg –attended via teleconference	Rose Loera
Andy Anderson	Curt Armstrong	Navin Bissram

**3. APPROVAL OF MINUTES**

- a. November 30, 2015

MOTION: Andy Anderson moved and Rose Loera seconded the motion to approve the minutes of November 30, 2015.

VOTE: The motion passed unanimously by general consent.

**4. APPROVAL OF AGENDA**

MOTION: Curt Armstrong moved and Andy Anderson seconded the motion to approve the agenda with the addition of two items under New Business: item b. Bond for a Public Safety Building and item c. CIP List.

VOTE: The motion passed unanimously by general consent.

**5. STAFF REPORTS**

- a. October Financial Reports

The committee reviewed the October financial statements.

**Follow-up:**

- Present a proposed mid-year budget amendment at the February F&B meeting for recommendation to the Council at their March Council meeting.

**6. UNFINISHED BUSINESS**

- a. Fiscal Policy Development
  - 1) Review Internal Controls (*Placeholder*)

There was nothing to discuss at this time.

- b. Rate Review
  - 1) General Fees

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the recommended changes to the general fees schedule.

VOTE: The motion passed unanimously by voice vote.

Follow-up:

- Add a column to the table of contents that records the date each fee has last been reviewed.
  - 2) Ord. No. 2016-01, Increase Animal Control Fees

Rose Loera reviewed the proposed ordinance recommended by the committee at the previous meeting that will be introduced to the Council at their February 4 meeting.

- 3) E-911

Follow-up:

- Will bring forward a cost analysis of the E-911 rate to the next meeting.
  - c. Tobacco Tax (*Postponed for now*)

There was nothing to discuss at this time.

- d. Sales Tax Exemption

Navin Bissram reported staff was in the process of sending letters to businesses that were not attaching a tax exemption log to their sales tax filing. He was asking the committee to review enforcement for non-filing.

Follow-up:

- For the next meeting outline a campaign to educate tax exempt organizations on their filing requirements and responsibilities, such as asking for proof of exemption; and
- Report on efforts underway at the next Council meeting.

## 7. NEW BUSINESS

- a. Budget for a Sales Tax Audit for 2017

Follow-up:

- Retain this item on the agenda; staff to develop a plan for conducting the sales tax audits, hiring a contractor or using staff.
  
- b. Bonding for a Public Safety Building

Rose Loera reported the City has informed the State that it is interested in considering bonding options for funding a public safety building. This is only a letter of interest and would not obligate the City. It is anticipated that a committee will be appointed to revisit the Public Safety Building and Fire Hall feasibility study to see if it was still a viable option.

- c. CIP List

Rose Loera reported the Council will be presented with the proposed Capital Improvement Projects List for FY 2017 at their Feb. 4, meeting.

**8. PUBLIC/COMMITTEE COMMENT(S)**

A copy of the draft CIP List was shared with audience member Wanda Fulton. The CIP List will be included in the February 4 Council packet.

There were no other public/committee comments.

**9. ADJOURNMENT**

The meeting adjourned at 6:41 p.m.

\_\_\_\_\_  
Paul Liedberg, Chair

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approved: \_\_\_\_\_



**1. CALL TO ORDER**

A regular meeting of the Dillingham Planning Commission was held on Wednesday, December 16, 2015, at the Dillingham City Council Chambers, Dillingham, Alaska. Chair Julie Baltar called the meeting to order at 5:42 p.m.

**2. ROLL CALL**

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

Julie Baltar                      Brad Archer                      William Corbett                      Andy Anderson  
Gregg Marxmiller – attended via teleconference at 6:12 p.m.

Members absent:      Sabrina Savo (excused)

Staff in attendance:                      Rose Loera

Guests present:      Isaac Pearson of BESC – attended via teleconference

**3. APPROVAL OF MINUTES**

- a.      Regular Planning Commission Meeting, May 13, 2015

MOTION:      Andy Anderson moved and William Corbett seconded the motion to approve the minutes of May 13, 2015.

VOTE:      The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION:      Brad Archer moved and Andy Anderson seconded the motion to approve the agenda with the addition of the draft Hazard Mitigation Plan under item 7, Unfinished Business.

VOTE:      The motion passed unanimously by voice vote.

**5. COMMUNICATIONS**

- a.      Communications to the Planning Commission

City Manager Loera reported activities being addressed [in the absence of a planner] include:

- Staff has been handling requests for burial permits and copies of maps;
- Interactive Web Map: has become a really good resource; have been instructing people on its availability;
- Electronic storage: most of the Planning resolutions, minutes, and encroachments since 2012, have been scanned and archived;
- Land Use permits filed.

- b.      Planner’s Report

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City Manager Loera read from the Planner's report. She also recommended holding quarterly meetings for the time being, unless a meeting was necessary to act on something that was time sensitive.

Discussion ensued regarding the possibility of scheduling a strategic planning session, and a workshop on the transportation system. Manager Loera responded it would have to wait until a planning director came on board.

c. Citizen's Comments on Items Not on the Agenda

There were no citizen comments.

## 6. PUBLIC HEARINGS

Julie Baltar opened the hearing on the replat of Lots 1 & 2 of Block 1 of Floatplane Subdivision.

a. Replat of Lots 1 & 2 of Block 1 of Floatplane Subdivision

It was noted Dillingham Bible Fellowship owned both lots. The request was to remove the common lot line, and make it one big lot.

There being no other comments, the public hearing closed.

## 7. UNFINISHED BUSINESS

a. Draft Hazard Mitigation Plan

Manager Loera clarified some of the meetings mentioned in the report were conducted by teleconference. The draft plan would be presented to the Council at their January Council meeting, and submitted to the State by the deadline to allow the City to apply for FEMA funds. It could be revised later as necessary.

## 8. NEW BUSINESS

a. Adopt Resolution No. 2015-14, Approving a Long Term Encroachment at the City Dock Lift Station to Adjust Height of Transformer and Vault

MOTION: Andy Anderson moved and William Corbett seconded the motion to adopt Resolution No. 2015-14.

VOTE: The motion to adopt Resolution No. 2015-14 passed unanimously by voice vote.

b. Adopt Resolution No. 2015-15, Approving a Long Term Encroachment to Bury Communication Corridor in Order to Remove Harbor Spur Road Crossing

MOTION: Andy Anderson moved and William Corbett seconded the motion to adopt Resolution No. 2015-15.

VOTE: The motion to adopt Resolution No. 2015-15 passed unanimously by voice vote.  
c. Adopt Resolution No. 2015-16, Approving a Long Term Encroachment to Install a Street Light at Lot 2, Block 18, White Subdivision

MOTION: Andy Anderson moved and Brad Archer seconded the motion to adopt Resolution No. 2015-16.

VOTE: The motion to adopt Resolution No. 2015-16 passed unanimously by voice vote.

d. Adopt Resolution No. 2015-17, Recommending Replat of Lots 1 & 2 of Block 1 of Floatplane Subdivision

MOTION: Gregg Marxmiller moved and William Corbett seconded the motion to adopt Resolution No. 2015-17.

VOTE: The motion to adopt Resolution No. 2015-17 passed unanimously by voice vote.

e. Nerka Road 95% Design and Teal Lane Extension

Isaac Pearson reported BESC was under contract with Curyung Tribe to provide engineering services to upgrade five roads in Nerka Subdivision. One of the proposed roads is the connection of Teal Lane to Widgeon Lane. The design process has been underway for a number of years, and there is an existing platted right of way. Due to a number of concerns with that connection, other egresses out of Nerka Loop were looked at, but they could not get the needed right-of-ways and/or the construction cost was more problematic. He noted Teal Lane was the lowest priority, that the proposed road project could be built in phases and didn't have to build every road noted in the design.

(Notes from the Nov. 9, 2015 public meeting in Dillingham were included in the packet.)

Richard Thompson noted he was all for progress, but the proposal would bisect a residential subdivision and turn it into a major traffic feeder road. He felt there were alternative routes, including improving Emperor Way. He also asked to add the word more to his comment on page 45; if all other work was done except Teal Lane Extension Richard Thompson would be more in support of the project.

Discussion ensued:

- Noted there would be a proposed creek realignment and would fill some wetlands;
- Noted the existing right-of-way cut along Lisac's property line;
- Stated the City had no funding for the project, but Nerka Road was on the city's CIP list;
- Noted street lighting and a wider shoulder for walking, with rumble strips, were included in the design;
- Noted the total estimated construction cost was \$7.5M, est. \$5M without asphalt.
- Noted Curyung Trube was looking for input from the City on Teal Lane; they were not interested in spending design funds if it was not going to be an acceptable route.

MOTION: Andy Anderson moved and William Corbett seconded the motion to recommend to the City Council they have no objection to the 95% design alignment as presented [page 48], but do not provide an opinion for moving on to construction at this time.

VOTE: The motion passed unanimously by voice vote.

**9. CITIZEN COMMENTS**

There were no citizen comments.

**10. COMMISSIONER COMMENTS**

The commissioners welcomed Brad Archer to his first meeting and thanked Isaac and the audience for their participation.

**11. ADJOURNMENT**

The meeting adjourned at 7:16 p.m.

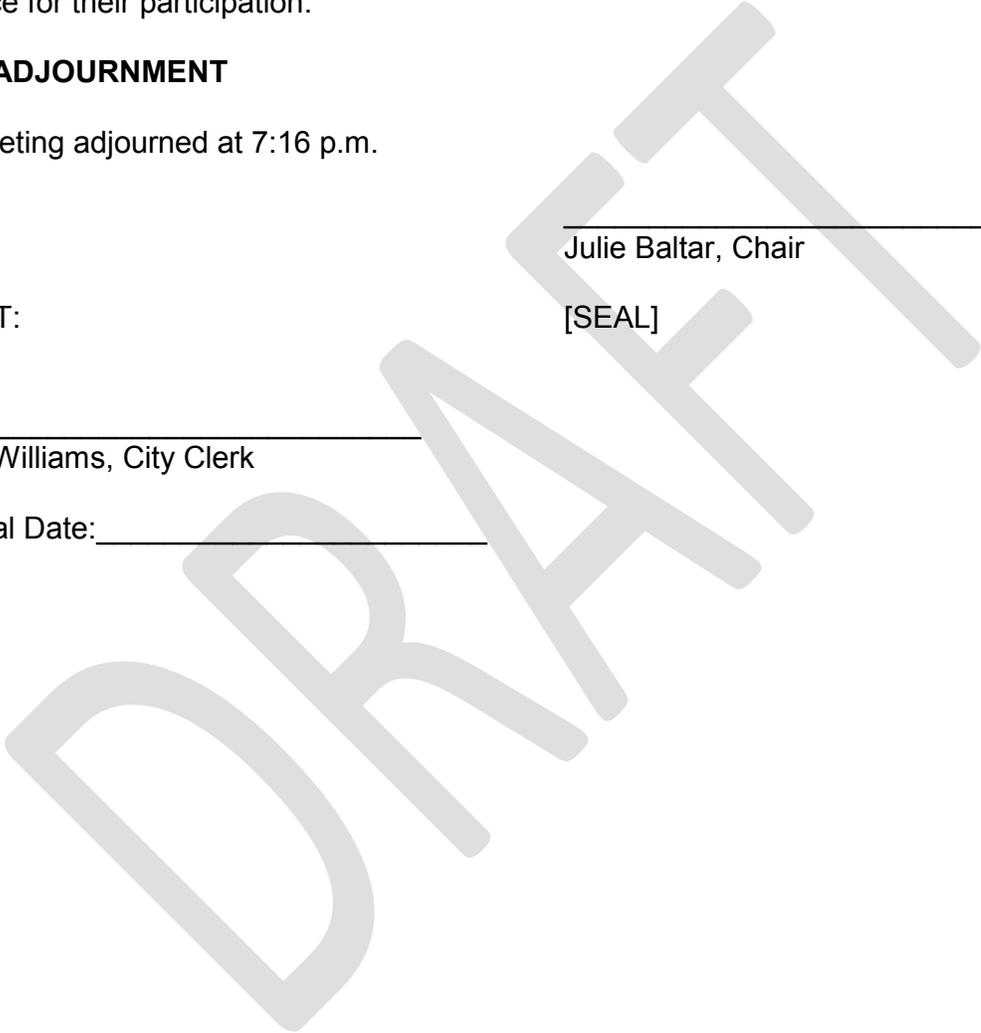
\_\_\_\_\_  
Julie Baltar, Chair

ATTEST:

[SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_



**1. CALL TO ORDER**

The School Facility Committee met on December 17, 2015, at the Dillingham Council Chambers, Dillingham, AK. Mayor Ruby called the meeting to order at 12:19 p.m.

**2. ROLL CALL**

Committee Members present:

Mayor Alice Ruby	Danny Frazier	Rose Loera
Chris Napoli	Andy Anderson	Corey Evans
Russell Nelson		

Committee Members absent: Robin Samuelson (excused) Francisco Garcia (excused)

**3. APPROVAL OF AGENDA**

MOTION: Chris Napoli moved and Danny Frazier seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES**

a. Minutes of April 23, 2015

MOTION: Russell Nelson moved and Chris Napoli seconded the motion to approve the minutes of April 23, 2015.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

a. Track In-Kind Contributions

City to implement a process to start recording in-kind contributions. Suggestion is to have City staff provide a receipt for each activity.

- Sanding the parking lot;
- Bulky items delivered directly to the landfill;
- Internet usage at the library provided for school use.

b. Update the CIP List and Prioritize Projects

Manager Loera will be initiating an abbreviated CIP process for FY2017. The school's CIP list will be attached to the City's resolution adopting the City's CIP list that will be brought before the Council January 13.

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The committee reviewed the school's CIP list and the projects being proposed to be paid from the city's FY16 contribution of \$100,000 for school maintenance projects.

Manager Loera reported the school at a minimum should be providing the City with a copy of their year-end audit, and recommended posting their audit on the school's website. The audit should identify the projects that are being funded from the city's maintenance contribution.

Follow-up:

- School staff to ensure all invoices for projects completed by the school bond monies have been submitted to the City for payment;
- School staff to name their top two priority projects that will be identified in the City's CIP resolution for legislative review.

c. Teacher Housing Concerns

Superintendent Frazier noted the biggest reason this was getting attention was because they needed to be able to attract and retain teachers, and housing was a big issue. They were looking for the school to strategize with the city, before any commitments were made to rent apartments or other options.

Discussion ensued:

- City was not interested in being a landlord;
- City attempted to host a meeting to address teacher housing concerns, but was not able to find an agency willing to take it on;
- City could partner with the school to encourage partnerships with a local apartment owner without being a landlord;
- School foresaw addressing teacher housing as transitional housing for the first year or so;
- City sees housing as a problem for retaining police officers; and
- Suggested a future meeting of a small group to talk about opportunities available and how to proceed.

**7. NEW BUSINESS**

a. Review DMC.2.72.070 School District – Facilities for Possible Amendments

The committee reviewed the proposed changes to the code:

- 2.72.070 B. accepted
- 2.72.070 C. accepted
- 2.72.070 D.1 accepted
- 2.72.070 D.2 accepted

School undergoes a series of regular inspections: boiler inspector comes in once a year; elevator inspection; insurance inspection; fire alarm sprinkler inspection.

Follow-up:

- For the next meeting, suggest researching a legislative mandated school inspection.

2.72.070 D.3 ~~accept the changes and strike language presented at a joint work session of the school board and city council based on the annual inspection conducted as set out in subsection (D)(2), of this section.~~

2.72.070 D.5 accept the changes and amend Oversee to Monitor

2.72.070 D.6 strike language six-year

2.72.070 D.7 not accepted; retain as is; not interested in seeing the work orders.

Follow-up:

- School facility director to provide a general preventative maintenance report as a standard item on the agenda, report similar to what is shared with the school board; and
- Bring back a revised ordinance to include all of the proposed changes to the next meeting.

**Question: Facility Modifications Policy 04-10, How can we keep track of this document?**

Discussion ensued:

- Bring back this item to a future meeting.
- b. Schedule Annual Inspection

The next annual inspection is scheduled for October 2016. In the past this process has been conducted as a combined effort between the school's facility director and superintendent, and the city's project manager and public works director to review and rank the school projects.

- c. Schedule Next Meeting

The next meeting is scheduled for Wednesday, January 20.

**8. PUBLIC COMMENT/COMMITTEE COMMENTS**

There were no public or committee comments.

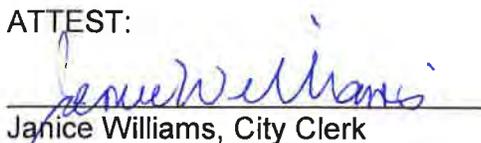
**9. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 2:00 p.m.



Alice Ruby, Chair

ATTEST:



Janice Williams, City Clerk

Approval Date: 1/20/16



**1. CALL TO ORDER**

The School Facility Committee met on January 20, 2016, at the Dillingham Council Chambers, Dillingham, AK. Mayor Alice Ruby called the meeting to order at 12:15 p.m.

**2. ROLL CALL**

Committee Members present:

Mayor Alice Ruby	Danny Frazier	Rose Loera
Chris Napoli	Andy Anderson	Corey Evans
Russell Nelson	Francisco Garcia	Robin Samuelsen

**3. APPROVAL OF AGENDA**

MOTION: Robin Samuelsen moved and Chris Napoli seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES**

- a. Minutes of December 17, 2015

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to approve the minutes of December 17, 2015.

VOTE: The motion passed unanimously by voice vote.

**5. UNFINISHED BUSINESS**

- a. Prioritize CIP Projects

The three projects identified for FY 2017 were:

- Insulate science wing beams;
- Replace heat exchanger at the elementary school; and
- Expand tank and piping in the heat exchange room at the high/middle school.

- b. Status of Invoices for Completed Projects Using School Bond Funds

Rose Loera noted the invoices had been submitted to the city and a check issued for reimbursement to the school.

- c. Teacher Housing - Update on Planning a Future Meeting

Mayor Ruby noted there was a meeting planned with several members of the committee to formulate a plan to engage providers in the community to help address teacher housing.

- d. Review Proposed Ord. No. 2016-XX

This ordinance would bring DMC Section 2.72.070 School district – facilities, in line with actual practice.

**MOTION:** Chris Napoli moved and Robin Samuelsen seconded the motion to recommend the ordinance to the City Council.

**VOTE:** The motion passed unanimously by voice vote.

- e. Facility Modifications Policy 04-10

Follow-up:

- Will ask the Executive Secretary to send the School Facilities report and board minutes of the meeting to city clerk for inclusion in School Facility Committee packet.

**6. NEW BUSINESS**

- a. Schedule Next Meeting

The next meeting is scheduled for Wednesday, March 16, at the school, and plan for a walk around the school.

**7. PUBLIC COMMENT/COMMITTEE COMMENTS**

Russell Nelson:

- Noted a representative from State of Alaska School Finance and Facilities will be visiting the school Feb. 2 to inspect the facilities; and will mostl likely provide report on things that need to be fixed;
- Noted a representative from Cool Air Mechanical visited the school facilities and gave them an estimate to replace the heat exchanger.

Rose Loera:

- Recommended when the school plans to bring Cool Air Mechanical to town to give the City a heads up, might be able to use them as well and share the travel expense.

Danny Frazier:

- Noted the transportation costs may be cut in the governor’s proposed budget; and
- Noted there is a teacher shortage, other districts offer teacher housing, trying to stay competitive.

Mayor Ruby:

- Stated that she would work with Rose and Chris to schedule a joint School Board/Council meeting at the school; could do a walk-through and present a progress report on the facilities and programs; and

- Noted the school had offered a resolution to support maintaining enrollment for small rural schools, but the city had been advised to wait for the outcome of the legislative session.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 12:54 p.m.

\_\_\_\_\_  
Mayor Alice Ruby, Chair

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: \_\_\_\_\_

DRAFT



CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-01

**INTRODUCE ORDINANCE NO. 2016-01, AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING AN INCREASE IN ANIMAL REGISTRATION, KENNEL PERMIT, AND EUTHANIZATION FEES IN TITLE 7 ANIMALS**

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WHEREAS, the City Council has determined that reviewing the rates and fees is necessary to help provide adequate funding for the operation, maintenance, and future replacement of its facilities; and

WHEREAS, the animal control fees were last reviewed and amended in 1996 with the adoption of Ordinance No. 1996-10; and

WHEREAS, this ordinance would recommend an increase in registration, kennel and euthanization fees to recover expenses; and

WHEREAS, to preserve the existing exemption for cats to go unregistered if the owner prefers, but it is encouraged, language was added to Section 7.030.010 (J);

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

**Section 2. Amendment of Section 7.03.010 (J).** Section 7.03.010 (J), Domestic Animal Registration, is amended. New language is shown as **emboldened** and underlined.

**7.03.010 Domestic animal registration.**

J. Notwithstanding any other ordinance, registration of cats is not required but is encouraged.

**Section 3. Amendment of Section 7.16.010, Fees.** Section 7.16.010 is hereby amended. Added language is shown as **emboldened** and underlined. Deleted language is seen as ~~strikethrough~~.

(Note: Table of fees is on page 2.)

**7.16.010 Fees**

Registration Valid one year after date of purchase. Fees reflect per year and are available for advanced purchase up to three years.	
<u>a.</u> Unsterilized animal <del>and cats*</del>	<del>\$4.00</del> <b>\$10.00</b>
<u>b.</u> Sterilized animal <del>and cats*</del>	<del>\$2.00</del> <b>\$5.00</b>
<u>c.</u> Duplicate	\$1.00
Adoption Plus registration fee above	\$35.00
Impound per day, from the time of impoundment	\$25.00
Pick-up	
<u>a.</u> Unregistered animal <del>and cats*</del>	\$50.00
<u>b.</u> Registered animal <del>and cats*</del>	\$35.00
Plus impound fee per day	
Kennel permit new, extended, or re-issued (3 year period)	<del>\$10.00</del> <b>\$25.00</b>
Owner release	\$25.00
Euthanize <del>or request for</del>	<del>\$25.00</del> <b>\$50.00</b>

**\* Section 7.03.010 (J) – Not withstanding any other ordinance, registration of cats is not required, but is encouraged.**

**Section 4. Effective Date.** This ordinance if adopted 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: February 4, 2016

Attachment to:

Ordinance No. 2016-01 / Resolution No. \_\_\_\_\_

**Subject:**

Increase animal control fees and clarify cats are included in the definition for animals

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City Manager: Recommend Approval

Signature: \_\_\_\_\_

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Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- copy of existing Fee Schedule 7.16.010

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**Summary Statement:**

The Finance and Budget Committee as part of their standing item to periodically review rates, evaluated the animal control fees and are recommending increases to registration, kennel, and euthanization fees. The fee schedule was restructured to combine fines as applicable.

The fee schedule also removed cats from the phrase animals and cats, since this made for some confusion, cats being animals. In its place reference was made to Section 7.03.010 that states registration of cats is not required, but it is encouraged.

Attachment to:  
Ordinance No. 2016-01 / Resolution No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

## Chapter 7.16 FEES, FINES, AND FAILURE TO COMPLY

### Sections:

- 7.16.010 Fees.
- 7.16.020 Violations—Penalties.
- 7.16.030 Allocation of fees.
- 7.16.040 Failure to comply to notice of infraction of this title.

### **7.16.010 Fees.**

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Adoption	\$35.00
Plus	
Registration is valid one year after date of purchase and fees reflect per year and are available for advanced purchase up to three years.	
Unsterilized animal and cats	\$4.00
Sterilized animal and cats	\$2.00
Duplicate	\$1.00
Pick-up	
Unregistered animal and cats	\$50.00
Registered animal and cats	\$35.00
Plus	
Impound per day, from the time of impoundment	\$25.00
Kennel permit new, extended, or re-issued	\$10.00
Owner release	\$25.00
Euthanize or request for	\$25.00

(Ord. 03-06 § 1 (part), 2003.)

### **7.16.020 Violations—Penalties.**

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A person who violates any provision of this title is guilty of an infraction and subject to a fine as set forth in Section 1.20.040, in addition to any surcharge required by AS 12.55.039(a)(4). (Ord. 13-19 § 10, 2013.)



CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-02

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 2 TO CLARIFY CITY LAW REGARDING MANAGEMENT OF PUBLIC DOCUMENTS AND RECORDS AND TO IDENTIFY CITY RECORDS THAT ARE NOT OPEN TO PUBLIC INSPECTION DUE TO PRIVACY CONCERNS**

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WHEREAS, the City's public records ordinances are general and in need of clarification; and

WHEREAS, state law regarding public records applies to municipalities, and it is therefore appropriate to reflect those laws in the City's code of ordinances and also to supplement those laws with provisions tailored to suit the City's local record keeping policies;

WHEREAS, the City's personnel regulations state that personnel files are confidential and open only to limited members of City staff, including the employee; and

WHEREAS, other categories of records are likewise regarded as confidential and not subject to inspection or production under city, state, or federal law; and

WHEREAS, existing City code is not clear that personnel records and other categories of records are confidential; and

WHEREAS, the City wishes to clarify its laws regarding records retention and production, as well as those documents that are not subject to inspection;

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

**Section 1. Repeal and Reenactment of Chapter 2.01.** Chapter 2.01 of the Dillingham Municipal Code is hereby repealed and reenacted to read as follows:

Chapter 2.01 CITY RECORDS

- 2.01.010 Definitions.
- 2.01.020 Documents requiring assent of the city.
- 2.01.030 City records declared public property.
- 2.01.040 Policy of the city.
- 2.01.050 City Records subject to inspection and copying by public.
- 2.01.060 Exceptions to inspection and copying of city records.
- 2.01.070 City records related to litigation.
- 2.01.080 Request for city records - Response by city agency.
- 2.01.090 Fees for city record requests.
- 2.01.100 Records retention and disposal schedule.
- 2.01.110 Code to be kept on file—Copies furnished.

### **2.01.010 Definitions.**

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

“City agency” means the City of Dillingham and any department, division, office, board, commission, or other instrumentality of the city.

“City record” means any book, paper, file, account, writing, including drafts and memorializations of conversations, or other item, regardless of format or physical characteristics, that is developed or received by a city agency, and that is preserved for its informational value or as evidence of the organization or operation of the city agency; “city record” does not include a proprietary software program.

“Confidential information” means information the disclosure of which is restricted by a city, state, or federal statute, ordinance, regulation, rule or judicial decision or by a written agreement between the city and a third party.

“Litigation” or “involved in litigation” means a party to litigation or representing a party to litigation, including obtaining city records for the party.

“Requester” means a person who requests to inspect or obtain a copy of a city record.

### **2.01.020 Documents requiring assent of the city.**

All legal documents requiring the assent of the city shall be:

- A. Approved by the city council;
- B. Signed by the mayor on behalf of the city, or in the mayor’s absence, by the mayor pro tempore; and
- C. Attested to with the seal affixed by the city clerk, or in the absence of the city clerk, by the deputy clerk.

### **2.01.030 City records declared public property.**

A. All city records are property of the city. Unless otherwise permitted or required by law, no person may:

- 1. Deface, alter or destroy a city record;
- 2. Remove a city record from the city’s possession;
- 3. Disclose confidential information in a city record; or
- 4. Except for a city employee in the course of performing official duties, inspect or copy confidential information in a city record.

B. In addition to any other penalty provided by law, violation of subsection A of this section by a city employee may be cause for disciplinary action.

C. The city may initiate a civil action to recover a city record that has been unlawfully removed from the city's possession.

**2.01.040 Policy of the city.**

A. It is the policy of the city to provide access to city records to serve the interest of the public in being informed about the business and affairs of the city. The purpose of this chapter is to carry out that policy while avoiding unwarranted invasions of personal privacy and recognizing the public interest in confidentiality in limited areas of city affairs. This chapter should be construed to require disclosure of all city records except those specifically exempted by city, state, or federal law.

B. The provisions of this chapter govern all matters pertaining to city records. Any matter pertaining to city records that is not directly addressed herein shall be governed by Alaska statute chapter 40.25.

**2.01.050 City Records subject to inspection and copying by public.**

A. Except as provided in DMC 2.01.060, 2.01.070, and chapter 2.60, or by other provisions of city, state, or federal law, a city agency shall make city records open to inspection during regular business hours by any person and provide copies of requested city records, subject to reasonable restrictions regarding the place and manner of inspection and payment of any fee that is applicable under Section 2.01.090.

B. Nothing in this chapter requires the city to create city records, or to compile, summarize, outline or in any other way create information from existing city records in order to respond to a records request by a member of the public.

C. The city is not required to produce city records for inspection, or to copy records, in the exact form or medium in which they are stored; provided, that any alteration of the form or medium of a city record shall not change the substantive content of the information contained in the city record.

**2.01.060 Exceptions to inspection and copying of city records.**

A. The following city records are not subject to inspection or copying under this chapter:

1. City personnel records that are confidential under Section 2.60.020.
2. Records pertaining to juveniles unless disclosure is authorized by law.
3. Medical and related public health records.
4. Records required to be kept confidential by a federal law or regulation, or by state law or this code.
5. Records or information compiled for law enforcement purposes, but only to the extent that the production of the law enforcement records or information:
  - a. Could reasonably be expected to interfere with enforcement proceedings;
  - b. Would deprive a person of a right to a fair trial or an impartial adjudication;
  - c. Could reasonably be expected to constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness;