

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

**2.01.070 City records related to litigation.**

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

**2.01.080 Request for city records - Response by city agency.**

- A. A requester shall submit a written request to inspect or obtain a copy of a city record to the city agency that is the custodian of the city record. When required under Section 2.01.090, the request shall be accompanied by the applicable fee.
- B. A city agency that receives a request to inspect or provide a copy of a city record shall respond as follows:
  - 1. If the city record is subject to inspection under this chapter and is readily available, the city agency may permit the requester to inspect the city record, and provide the requester with a copy of the city record, at the time the inspection is made.
  - 2. If the requested city record is subject to inspection under this chapter but either the city record is not immediately available, or staff resources of the city agency are not sufficient to respond to the request when it is made, the city agency shall provide the city record for inspection or provide a copy of the record as requested within ten (10) business days after receiving the request.
  - 3. If the city agency must determine whether the city record is subject to inspection under this chapter, the city agency shall make that determination within ten (10) business days after receiving the request, and at that time either:
    - a. Provide the city record for inspection or provide a copy of the record as requested; or
    - b. State in writing that the city record is not subject to inspection, including a citation to the provision of city, state or federal law that authorizes or requires the withholding of the city record from inspection.
- C. The city agency may extend the initial ten (10) business day period established under subsection B of this section for a period not to exceed ten (10) additional business days by providing notice to the requester within the initial ten (10) business day period. The notice must state the reason for the extension and the date by which the city agency expects to be able to furnish the requested record or to issue a determination that the record is not subject to disclosure.

**2.01.090 Fees for city record requests.**

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

**2.01.100 Records retention and disposal schedule.**

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

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

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

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

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

#### **2.01.110 Code to be kept on file—Copies furnished.**

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

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

#### **2.60.020 Personnel records and files.**

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

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

B. **Access to Personnel Records.**

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_  
Alice Ruby, Mayor  
[SEAL]

ATTEST:

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



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. 2016-02

/ Resolution No. \_\_\_\_\_

**Subject:**

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

---

City Manager: Recommend Approval

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

*Rose Doera*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- copy of Personnel Regulations regarding Personnel Records 1.20

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**Summary Statement:**

The purpose of this ordinance is to provide clear guidance for staff and management in managing public records by incorporating state law into the City's Municipal Code.

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

Attachment to: 2016-02 / Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

## I. INTRODUCTIONS AND GENERAL PROVISIONS

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

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

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

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

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

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

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



## CITY OF DILLINGHAM, ALASKA

## ORDINANCE NO. 2016-03

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

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

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

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

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

**2.72.070 School district—Facilities.**

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

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

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

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

D. The committee shall:

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

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

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

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

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

\_\_\_\_\_  
Alice Ruby, Mayor  
[SEAL]

ATTEST:

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

**City of Dillingham Information Memorandum**      Agenda of: February 4, 2016  
Attachment to: \_\_\_\_\_  
**Ordinance No.** 2016-03 / **Resolution No.** \_\_\_\_\_

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

---

City Manager: Recommend Approval

Signature: Rose Riera

---

**Fiscal Note:**     Yes     No      **Funds Available:**     Yes     No

**Other Attachments:**

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**Summary Statement:**

The purpose of this ordinance is to bring the code in line with existing practices.

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

Attachment to: 2016-03 / Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

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**

---

WHEREAS, Curyung Tribal and the City of Dillingham has been working with Bristol Engineering Services Corporation (BESC) to design improvements to the roads in the Nerka Subdivision; and

WHEREAS, Curyung Tribal has identified the Nerka Roads as their top priority for their BIA Indian Reservation Road funds of which they have approximately \$1.5 million set aside for the project; and

WHEREAS, BESC is now at 95% design of the project which includes the extension of Teal Lane to Emperor Way; and

WHEREAS, the City of Dillingham will maintain ownership and maintenance of this road once improved and Curyung Tribal wants the City's concurrence on the design by BESC to include Teal Lane; and

WHEREAS, at the public presentation of the 95% design by BESC there was a number of people that voiced opposition to the extension of Teal Lane to Emperor Way and the plan forward was to bring the discussion to the Planning Commission to make a recommendation to the City Council; and

WHEREAS, at the December 16, 2015 Planning Commission meeting the Commissioners were presented with the 95% design by BESC and heard the opposition for the extension; and

WHEREAS, after some discussion the Planning commission recommended to the City Council that they have no objection to the 95% design to include Teal Lane extension, but they did not provide any opinion for moving on to construction at this time;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council concurs with the Dillingham Planning Commission's recommendation to allow BESC to complete the design for the improvements of Nerka Road to include the Teal Lane extension.

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

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

ATTEST:

[SEAL]

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



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-02

**Subject:**

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

---

City Manager: Recommend Approval

Signature: Rose Doera

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Bristol Environmental Services Corporation (BESC) information on 95% design and notes from November 9, 2015 public meeting held in Dillingham

---

**Summary Statement:**

BESC was contracted by Curyung Tribal to provide engineering services to design improvements to the Nerka Roads, a project that has been underway for the past few years. The City has been involved in the various phases of the design and changes recommended by City staff have been incorporated into the 95% design. A portion of the design is an extension of Teal Lane to Emperor Way which has a designated right-of-way in place.

When BESC first presented the design to the public, there was opposition to the Teal Lane extension, and they were encouraged to look at alternative routes that could be used to exit Nerka Subdivision. One in particular was through Kingfisher Lane which they were not able to get concurrence from the native allotment owner. Therefore, Teal Lane continued to be in the design plans.

Since there was opposition voiced, Curyung Tribal wanted the City's concurrence with the extension before the design work could be completed. On December 16, 2015, the Planning Commission met and discussed the project and made the recommendation to the Council that they had no objection to the 95% design with Teal Lane included.

Curyung Tribal has about \$1.5 million set aside from BIA Indian Reservation Road funds for this project. The entire project is about \$7.5 M with the extension and the paving. There has been discussion of phasing in the project, but nothing is planned at this time.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-02 \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

## Trip Report

**Project:** Nerka Road Design (#211056)  
**Subject:** Public Meeting

**Date of Visit:** November 9, 2015  
**Prepared By:** Isaac Pearson, P.E.



This trip report summarizes the 95% Design public meeting held in Dillingham for the Nerka Subdivision Road Project. The purpose of the meeting was to provide an update of major changes that occurred between the 65% and 95% design phase of the project. Prior to the meeting public meeting invitation was mailed to all the residents of Nerka Subdivision. The invitation letter is included as Attachment A.

The meeting began at 6:00pm and concluded at approximately 7:30pm at the City Hall Building. A total of twenty attendees were at the meeting, a sign in sheet is included as Attachment B. A handout was provided for attendees, which is included as Attachment C. The format of the meeting was a slide show presentation, prepared by Bristol, with questions and comments fielded as the meeting progressed. The slides from the presentation are included as Attachment D.

### Comments from Public Meeting

*Question:* Does the Tribe have a priority list for the road construction?

*Answer:* Not at this time but it will be looked into.

*Question:* Has guardrail been looked at on the north side of Nerka Drive at the top of the hill near Nerka Intersections?

*Answer:* No, it was not. Guardrail is typically only installed if it warranted to protect driver safety.

*Question:* Were any traffic studies done to determine if any upgrade were needed to the roads?

*Answer:* No, but the general conditions of the road prism and drainage warrant repairs.

*Question:* Is an alternative exit from the subdivision required by law or code?

*Answer:* No.

*Question:* Could the Kingfisher alternative be looked at with an easement for use in emergencies only?

*Answer:* Possibly.

*Question:* Why is Kingfisher included when it is only accessing one home?

*Answer:* The road improvements are occurring within the Right of Way. However, this will be considered as we move forward.

*Question:* Will the sidewalk shift the road from the center of the ROW?

*Answer:* No.

*Question:* What kind of road preparation will be done?

*Answer:* Typically about a 3-foot deep excavation with good gravel placed back in trench.

*Question:* Will the road excavation hurt our water wells?

*Answer:* No. Ditching and drainage improvements should improve water quality.

*Question:* Will Emperor Way to Waskey be improved as part of this project?

*Answer:* No.

*Question:* Has the overall project been looked at with a gravel alternative only?

*Answer:* Yes. The roads could be surfaced and not pavement.

*Question:* Will the temporary construction easement's (TCE's) remain on my property forever?

*Answer:* No, just during the project. All improvements will be done within the ROW with the exception of minor back slope work on property.

*Question:* Will the yield sign at Nerka Drive and Nerka Loop remain?

*Answer:* No. A stop sign will be installed.

*Question:* The Design Study Report states that the road improvements will increase safety. Has any studies been done to prove this.

*Answer:* No. In general providing the improved drainage, site lighting, and pedestrian facilities will improve safety.

*Question:* Can Nushagak's easement down Kingfisher be used for an emergency exit?

*Answer:* No.

*Question:* What is the difference between maintenance between the paved and the gravel road?

*Answer:* Paving is easier to maintain.

*Question:* Who own the property for the Teal Lane Extension (TLE)?

*Answer:* The City owns the Right of Way. The State owns the creek bed. Chog owns lands beyond the ROW.

*Question:* Does the TLE need to be constructed in order to construct the other roads?

*Answer:* No.

*Question:* How do you keep traffic going one-way on TLE if Alternative 3 is chosen?

*Answer:* By signage.

*Question:* What's TLE alternative is more expensive Alt. 1 or Alt 3?

*Answer:* About the same.

*Question:* Can an access gate be put on the TLE?

*Answer:* Yes. Up to the City.

*Question:* Can you cross the salmon spawning stream safely?

*Answer:* We are not establishing precedence crossing the creek. It has been done before.

*Question:* What is our recourse if we do not want TLE?

*Answer:* Write Isaac a letter and attend the other public comment opportunities listed in presentation.

*Comments:*

- Don't want to build the road elevation up to prevent drainage down to properties
- Asphalt will make traffic go faster which will decrease safety.
- Asphalt is slicker than gravel.
- Improved drainage is a huge plus of this project. Drainage would help reduce pot holes tremendously Stop signs and walkways are great for safety
- Teal lane should not be extended until Widgeon is improved.
- The TLE would make the subdivision unsafe due to the racetrack effect, i.e more traffic through the residential area.
- This project will turn Nerka Road into a feeder road from a residential road and increase traffic to decrease safety Opposed to the TLE.
- TLE will disrupt snow machine trails. Some kind of ramping should be installed to make it safer.
- The TLE is not worth it for the damage it will do to a residential area for a fire that happened 20 years ago.
- To use the TLE as an exit only will turn Nerka Loop into a speed way. Especially if the TLE is done before Emperor is fixed.
- If Nerka Road turns into a feeder road for lots in Emperor Way what is that going to do to my property value.
- If all the other work was done except Teal Lane Extension, Richard Thompson would be in support of the project

In order to get an idea of the public's opinion about the Teal Lane extension informal votes were taken by a show of hands. The questions and results are as follows.

1. How many people favor Alternative 1 of the Teal Extension? 4 Votes
2. How many people favor Alternative 3 of the Teal Extension? 14 Votes
3. How many people are opposed to the Teal Extension? 12 Votes
  - a. It should be noted that only 3 of the 12 votes were from residents that would be directly affected by the extension, i.e. lived on Teal Lane or Emperor Way the remainder were residents throughout the subdivision.

**Attachments:**

- Invitation Letter
- Sign in Sheet
- Meeting Handout
- Slide Show

Cc: File, Curyung Tribal Council, City of Dillingham

# Bristol



111 W. 16<sup>th</sup> Avenue, Third Floor  
Anchorage, AK 99501-5169  
phone (907) 563-0013  
fax (907) 563-6713  
www.bristol-companies.com

## 95% Public Meeting - Informational Packet 11/09/2015

Participant;

Thank you for attending the public meeting for the Nerka Subdivision Road Project. Your comments and participation are very important to the design process. We appreciate any feedback you may have on this meeting or the project in general.

The project is at the 95% design stage. Please log on to Bristol's FTP site at: <https://ftp.bristol-companies.com/> to download the 95% Design Submittal. Username: **nerkarddes** Password: **nerkarddes102015**

The following roads are currently part of the project:

1. Nerka Drive
2. Widgeon Lane
3. Mallard Lane
4. Nerka Loop Road
5. Kingfisher Lane
6. Sandhill Lane
7. Teal Lane
8. Teal Lane Extension (see attached extension alternatives)

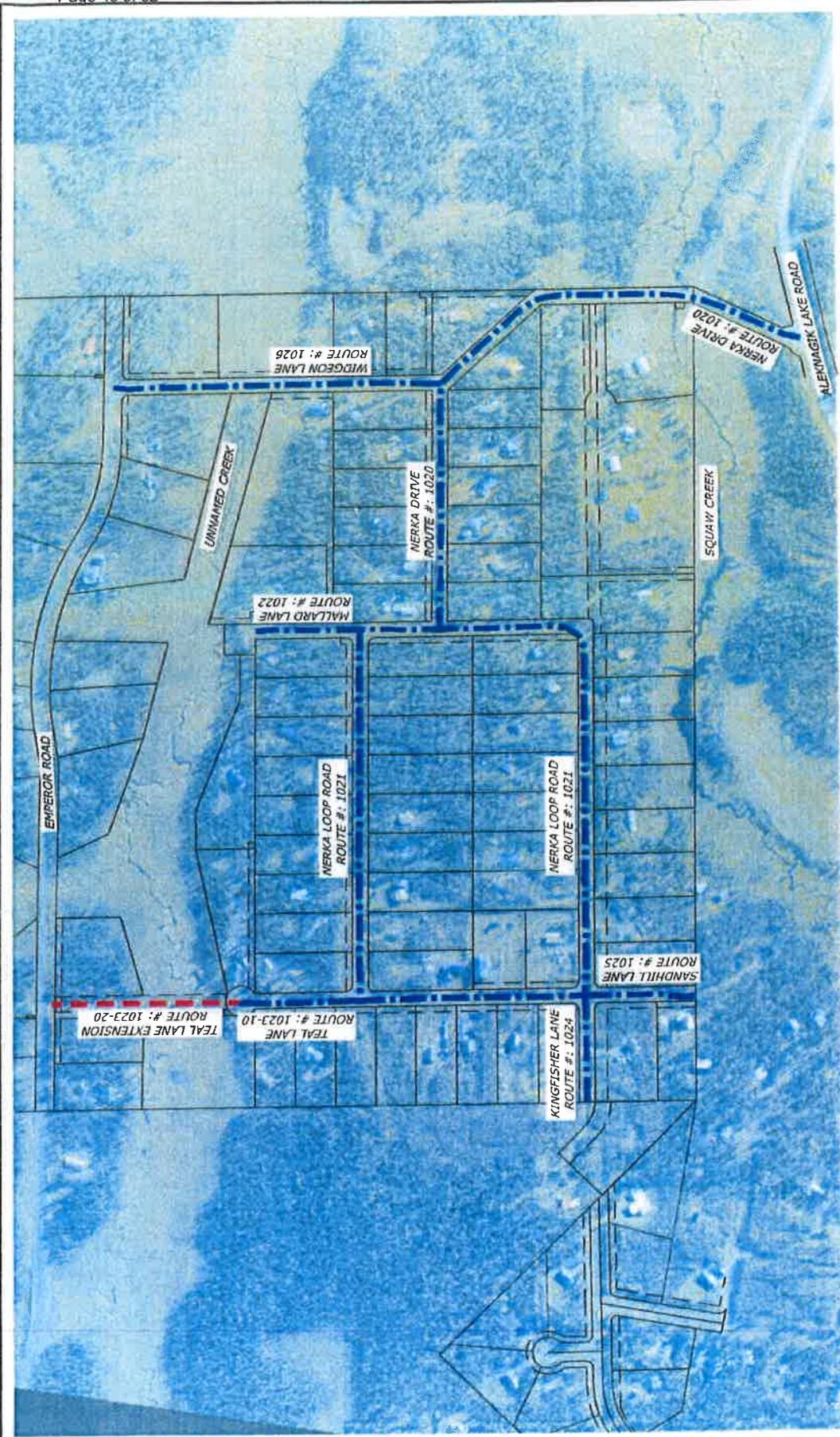
Major work items for the project include; drainage improvements, asphalt sidewalks, the addition of an access point to subdivision with the Teal Extension, and intersection reconstructions. The overall length of the road project is 1.7 miles. The final surface treatment is asphalt pavement.

Public comment is key to a successful project. Please feel free to contact me directly with any comments of concerns. My email is [ipearson@bristol-companies.com](mailto:ipearson@bristol-companies.com).

Sincerely,

Isaac Pearson, P.E.  
Civil Engineer

Drawing: HA\DRS\211056\_NERKA\_PC\_DESIGN\ACAD\_DESIGN\ROW ACQUISITION\2015-10-26\211056\_FIG1.DWG - Layout: FIG1-8.5X11  
 User: CCHRISTIANSON Oct: 27, 2015 - 5:41pm Xref: BR\_11X17L.DWG 2013-05-08 MAPAD\_CONNECTOR.DWG 2011-05-09 DUC\_NERKA\_ROADS\_SURVBASE\_ROWBASE\_NCS-365.DWG BR\_85X11L.DWG - Image: 2010\_NERKA\_SUB\_DLOGRSD01.TIF



**FIGURE 1**  
 DILLINGHAM, ALASKA  
 NERKA SUBDIVISION ROADWAY IMPROVEMENTS  
**SITE PLAN**

DATE	OCT 2015	SHEET	1
DWN.	CLC	of	1
SCALE	NTS	of	1
APPRVD.	IPP		

DATUM: N/A  
 PROJECTION: N/A  
 PROJECT No: 211056

**Bristol**  
 ENGINEERING  
 SERVICES CORPORATION

**LEGEND:**  
— NEW ROAD CONSTRUCTION  
- - - EXISTING ROAD REHABILITATION

**MAP SOURCE:**  
 AERIAL IMAGE PROVIDED BY AERO-METRIC, INC.  
 OCT 03, 2005.

Nerka Subdivision – Teal Lane Extension Alternatives- 95% Public Meeting  
November 2015

Nerka Subdivision – Teal Lane Extension Alternatives

**Alternative 1:**      Engineer's Estimate: **\$1,021,710.00**

*Bristol Rank: #1*

Pros:

- Two-lane, two-way road;
- HMA finished road surface;
- 50-foot crossing culvert;

Cons:

- Requires abandonment of a section of existing creek;
- Construction of new creek channel section;
- Right-of-way (ROW) acquisition is required.

**Alternative 2:**      Engineer's Estimate: **\$1,196,460.00**

*Bristol Rank: #4*

Pros:

- Two lane, two-way road;
- Continuous public access;
- HMA finished road surface;

Cons:

- Most costly alternative;
- Largest required crossing culvert length;
- Skewed crossing culvert;
- Requires abandonment of a section of existing creek;
- ROW acquisition is required.

Nerka Subdivision – Teal Lane Extension Alternatives- 95% Public Meeting  
November 2015

**Alternative 3:**      Engineer's Estimate: **\$970,720.00**

*Bristol Rank: #2*

Pros:

- Provides one-way emergency access from Nerka Subdivision;
- Reduced cost with gravel surface;
- Reduced embankment fill required;
- 30-foot crossing culvert;
- ROW acquisition is not required;
- Crossing culvert installed along existing creek channel;
- Minimal creek disturbance.

Cons:

- One-way, exit only road;
- Gravel finished road surface;
- Requires retaining wall and guardrail.

**Alternative 4:**      Engineer's Estimate: **\$897,140.00**

*Bristol Rank: #3*

Pros:

- Reduced cost with gravel surface;
- Reduced embankment fill required;
- 50-foot crossing culvert;
- Crossing culvert installed along existing creek channel;
- Riprap slope protection;
- Minimal creek disturbance;
- Most cost effective alternative.

Cons:

- Single-lane, emergency only road;
- Access Gates Required;
- Gravel finished road surface;
- Emergency only access gates;
- ROW acquisition is required;
- Horizontal & vertical geometry prevents continuous access by public.

## ▶ Schedule

- Design completed by end of 2016
- Environmental permits in hand by summer 2017
- Construction as early as summer 2017
  - Construction spanning 1 – 2 years
  - Construction is funding dependent
  - Currently not enough funding available



## ► Cost Estimates

Construction Cost Estimate Summary – By Route	
Description	Priority Cost
Base Cost Units	\$2,316,600
R1 – Nerka Drive	\$1,077,215
R2 – Nerka Loop Road	\$1,945,015
R3 – Mallard Lane	\$168,060
R4 – Teal Lane	\$433,510
R4 – Teal Lane Extension	\$1,021,710
R5 – Kingfisher Lane	\$111,610
R6 – Sandhill Lane	\$110,980
R7 – Widgeon Lane	\$364,135
<b>TOTAL ESTIMATE</b>	<b>\$7,548,835</b>





CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-03

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING A LONG TERM PERMIT FOR NUSHAGAK COOPERATIVES TO ADJUST THE HEIGHT OF THE TRANSFORMER AND VAULT AT THE CITY DOCK LIFT STATION**

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way, or other property dedicated to a public use; and

WHEREAS, Nushagak Cooperatives wishes to adjust the height, placement and feed for the 45 KVA transformer and vault that feeds the City Dock Lift Station; and

WHEREAS, the provision of utilities is considered a long term encroachment in the public right of way; and

WHEREAS, the proposed encroachment was reviewed by the City's Public Works Director with no opposition or further requirements; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way, or other property dedicated to a public use for longer than one year; and

WHEREAS, the application for the encroachment permit was filed with the City on November 6, 2015, and was approved by the Planning Commission at their December 16, 2015 meeting;

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

- 1. Approves the long term encroachment to adjust the height of the transformer and vault at the City Dock Lift Station; and
- 2. Accepts the conditions as laid out in Planning Commission Resolution No. 2015-14.

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

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

ATTEST: [SEAL]

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



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-03

**Subject:**

A Long Term Encroachment permit for Nushagak Cooperatives to adjust the height of the transformer and vault at the City Dock lift station

---

City Manager: Recommend Approval

Signature: Rose Koera

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- PC Resolution No. 2015-14

---

**Summary Statement:**

Nushagak Cooperatives wishes to adjust the height of the transformer and vault at the City Dock lift station to accommodate fill being brought in during the lift station renovation.

This long term encroachment application was reviewed by Public Works and recommended for approval by the Planning Commission, December 16, 2015.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-03 \_\_\_\_\_

**Summary Statement continued:**

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

DILLINGHAM PLANNING COMMISSION

PC RESOLUTION 2015-14

**RECOMMENDING APPROVAL OF A LONG TERM ENCROACHMENT PERMIT FOR NUSHAGAK COOPERATIVES TO ADJUST HEIGHT OF THE TRANSFORMER AND VAULT AT THE CITY DOCK LIFT STATION**

---

WHEREAS, Nushagak Cooperative wishes to adjust height of the transformer and vault at the City Dock Lift Station to accommodate fill being brought in during lift station renovation; and

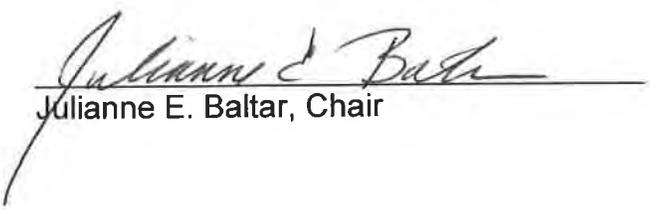
WHEREAS, there is no objection to the adjustment as proposed; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

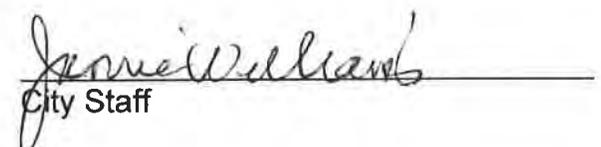
NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve Long Term Encroachment permit 2015-08 to adjust height of the transformer and vault at the City Dock Lift Station, with the following conditions:

- That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
- That the road be returned to its original condition and compaction,
- That prior to working in the street, at least 48 hours' notice be given to the City of Dillingham Administration, Public Works, and Public Safety departments.

ADOPTED by the Dillingham Planning Commission December 16, 2015.

  
Julianne E. Baltar, Chair

ATTEST:

  
City Staff



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-04

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING A LONG TERM PERMIT FOR NUSHAGAK COOPERATIVES TO BURY A COMMUNICATION CONDUCTOR IN ORDER TO REMOVE THE HARBOR SPUR ROAD CROSSING**

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way, or other property dedicated to a public use; and

WHEREAS, Nushagak Cooperatives wishes to bury a communication conductor in order to remove the Harbor Spur Road crossing; and

WHEREAS, the provision of utilities is considered a long term encroachment in the public right of way; and

WHEREAS, the proposed encroachment was reviewed by the City's Public Works Director with no opposition or further requirements; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way, or other property dedicated to a public use for longer than one year; and

WHEREAS, the application for the encroachment permit was filed with the City on November 17, 2015, and was approved by the Planning Commission at their December 16, 2015 meeting;

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

- 1. Approves the long term encroachment to bury the communication conductor in order to remove the Harbor Spur Road crossing; and
- 2. Accepts the conditions as laid out in Planning Commission Resolution No. 2015-15.

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

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

ATTEST: [SEAL]

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



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-04

**Subject:**

A Long Term Encroachment permit for Nushagak Cooperatives to bury a communication conductor in order to remove the Harbor Spur Road crossing

---

City Manager: Recommend Approval

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

*Rose Deera*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- PC Resolution No. 2015-165

---

**Summary Statement:**

Nushagak Cooperatives wishes to bury a communication conductor in order to remove the Harbor Spur Road crossing.

This long term encroachment application was reviewed by Public Works and recommended for approval by the Planning Commission, December 16, 2015.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-04 \_\_\_\_\_

**Summary Statement continued:**

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

DILLINGHAM PLANNING COMMISSION

PC RESOLUTION 2015-15

**RECOMMENDING APPROVAL OF A LONG TERM ENCROACHMENT PERMIT FOR NUSHAGAK COOPERATIVES TO BURY A COMMUNICATION CONDUCTOR IN ORDER TO REMOVE THE HARBOR SPUR ROAD CROSSING**

---

WHEREAS, Nushagak Cooperative wishes to bury communication conductor in order to remove the Harbor Spur Road crossing; and

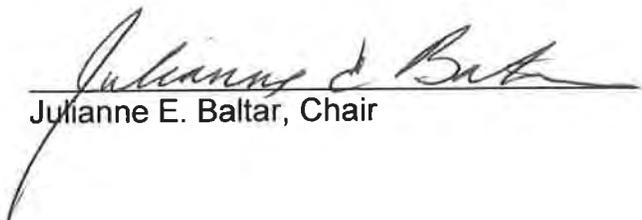
WHEREAS, there is no objection to the burial as proposed; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

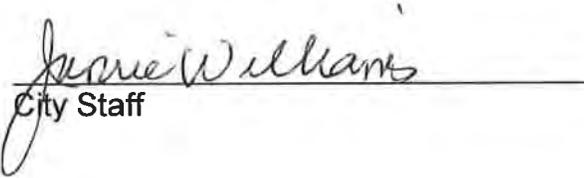
NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve Long Term Encroachment permit 2015-09 to bury communication conductor in order to remove the Harbor Spur Road crossing, with the following conditions:

- That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
- That the road be returned to its original condition and compaction,
- That prior to working in the street, at least 48 hours' notice be given to the City of Dillingham Administration, Public Works, and Public Safety departments.

ADOPTED by the Dillingham Planning Commission December 16, 2015.

  
Julianne E. Baltar, Chair

ATTEST:

  
City Staff



CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2016-05**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING A LONG TERM PERMIT FOR NUSHAGAK COOPERATIVES TO INSTALL A STREET LIGHT AT LOT 2B BLOCK 18 OF THE WHITE SUBDIVISION**

---

WHEREAS, according to Dillingham Municipal Code 12.08.010 an encroachment is considered as any object above ground or below belonging to a private owner other than the municipality which has been or caused to be constructed or located within streets, public rights of way, or other property dedicated to a public use; and

WHEREAS, Nushagak Cooperatives wishes to install a streetlight at Lot 2B Block 18 of White Subdivision; and

WHEREAS, the provision of utilities is considered a long term encroachment in the public right of way; and

WHEREAS, the proposed encroachment was reviewed by the City's Public Works Director with no opposition or further requirements; and

WHEREAS, DMC 12.08 requires City Council and Planning Commission approval for any object belonging to a private owner other than the municipality that is placed in streets, public rights-of-way, or other property dedicated to a public use for longer than one year; and

WHEREAS, the application for the encroachment permit was filed with the City on August 7, 2015, and was approved by the Planning Commission at their December 16, 2015 meeting;

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

1. Approves the long term encroachment to install a streetlight at Lot 2B Block 18 of White Subdivision; and
2. Accepts the conditions as laid out in Planning Commission Resolution No. 2015-16.

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

---

Alice Ruby, Mayor

ATTEST:

[SEAL]

---

Janice Williams, City Clerk



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-05

**Subject:**

A Long Term Encroachment permit for Nushagak Cooperatives to install street lighting at Lot 2B Block 18 White Subdivision

---

City Manager: Recommend Approval

Signature: Rose Dera

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- PC Resolution No. 2015-16

---

**Summary Statement:**

Nushagak Cooperatives wishes to install street lighting at Lot 2B Block 18 White Subdivision.

This long term encroachment application was reviewed by Public Works and recommended for approval by the Planning Commission, December 16, 2015.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-05 \_\_\_\_\_

**Summary Statement continued:**

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

DILLINGHAM PLANNING COMMISSION

PC RESOLUTION 2015-16

**RECOMMENDING APPROVAL OF A LONG TERM ENCROACHMENT PERMIT FOR NUSHAGAK COOPERATIVES TO INSTALL A STREET LIGHT AT LOT 2B BLOCK 18 OF THE WHITE SUBDIVISION**

---

WHEREAS, Nushagak Cooperative wishes to install a streetlight at Lot 2B Block 18 of white Subdivision; and

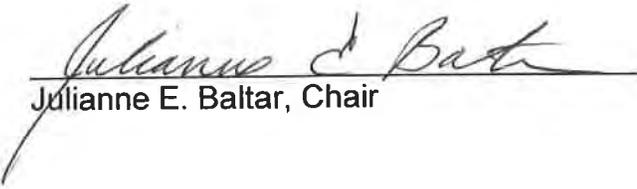
WHEREAS, there is no objection to the installation as proposed; and

WHEREAS, the Dillingham Planning Commission is required to make a recommendation to the city council for long term encroachments and for excavation and construction in city rights-of-way and city property per DMC 12.08.020 (C) and DMC 12.08.070;

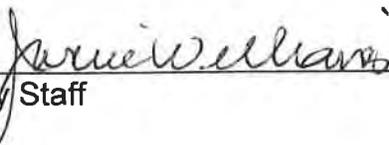
NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Dillingham, Alaska, recommends the City Council approve Long Term Encroachment permit 2015-05 to bury communication conductor in order to remove the Harbor Spur Road crossing, with the following conditions:

- That one form of location information be provided after the installation, whether an as-built or GPS coordinates;
- That the road be returned to its original condition and compaction,
- That prior to working in the street, at least 48 hours' notice be given to the City of Dillingham Administration, Public Works, and Public Safety departments.

ADOPTED by the Dillingham Planning Commission December 16, 2015.

  
Julianne E. Baltar, Chair

ATTEST:

  
City Staff



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-06

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPOINTING AN ALTERNATE COMMUNITY REPRESENTATIVE TO THE BBEDC BOARD OF DIRECTORS**

---

WHEREAS, the City of Dillingham is the duly authorized city government for the community of Dillingham, Alaska; and

WHEREAS, the U.S. Secretary of Commerce has established the Community Development Quota (CDQ) program for eligible Western Alaska communities, including seventeen (17) Bristol Bay communities; and

WHEREAS, the seventeen (17) eligible communities from the Bristol Bay area have organized Bristol Bay Economic Development Corporation (BBEDC) to participate in the CDQ Program; and

WHEREAS, the community of Dillingham, Alaska is one of the seventeen (17) communities in Bristol Bay eligible to participate in the CDQ program. Under BBEDC bylaws the village tribal council shall appoint the primary community representative and the city government shall appoint the designated alternate to the BBEDC Board of Directors;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham, Alaska has appointed Curt Armstrong as the alternate community representative to the BBEDC Board of Directors for the term of the Council Seat which expires October 2017.

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

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

ATTEST:

[SEAL]

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

**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-06

**Subject:**

Appointing an alternate community representative to the BBEDC Board of Directors

---

City Manager: Recommend Approval

Signature: Rose Poern

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

---

**Summary Statement:**

This resolution is being requested by BBEDC. In communities that have a tribal entity as well as a city council, the village tribal council may appoint the primary board member and the city council appoints the alternate. Robin Samuelsen sits as the primary board member. Curt Armstrong was appointed in 2015 based on his fishing background.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-06 \_\_\_\_\_

**Summary Statement continued:**

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



## CITY OF DILLINGHAM, ALASKA

## 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**

---

WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, the Planning Commission adopted Resolution No. 2015-09 recommending the 2015 update of the Six Year Capital Improvement Plan 2016-2021; and

WHEREAS, the City Council adopted Resolution No. 2015-45 approving the 2016-2021 CIP and the FY2017 legislative priorities; and

WHEREAS, a determination was made to reevaluate the existing CIP list since the information used to evaluate several of the projects had changed substantially; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City's capital project funding needs;

NOW, THEREFORE, BE IT RESOLVED that the City of Dillingham 2016-2021 Capital Improvement Plan is hereby amended and adopted as the current official six year capital improvement plan for the City of Dillingham.

BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2017 State Legislative Request:

1	Wastewater System Upgrades	\$1,000,000
2	Public Safety Building Replacement	\$21,000,000
3	Outfall Protection	\$100,000
4	Downtown Street Paving	\$1,032,360
5	Landfill Cell Expansion	\$95,700
6	Water System Improvements	\$1,365,000
7	All Tide Dock Protection	\$95,700
8	Sewer Expansion	\$2,100,000
9	Harbor Float Replacement	\$100,000
10	Public Works Mechanics Truck	\$35,000
11	Public Safety Vehicle	\$44,000
12	Dillingham City School Energy Efficient Improvement	\$75,000

2. Projects for the FY2017 Federal Legislative Request will be selected from this list; and

- 3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2017 capital project priorities and take appropriate steps to provide necessary background information.

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

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

ATTEST:

[SEAL]

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

**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-07

**Subject:**

Amending the 2016-2021 Capital Improvement Plan and the FY2017 Legislative Priorities List that was adopted August 6, 2015, Resolution No. 2015-45

---

City Manager: Recommend Approval

Signature: Rose Doera

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- copy of Resolution No. 2015-45

---

**Summary Statement:**

The capital projects are entered into the State's online CAPSIS program that is sponsored by the Alaska Division of Legislative Finance.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-07 \_\_\_\_\_

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

## CITY OF DILLINGHAM, ALASKA

## RESOLUTION NO. 2015-45

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE 2016-2021 CAPITAL IMPROVEMENT PLAN AND ADOPTING THE FY2017 LEGISLATIVE PRIORITIES LIST**

---

WHEREAS, Dillingham Municipal Code 2.68.160 requires that the Dillingham Planning Commission prepare and recommend to the City Council an annual update of a six year capital improvements plan; and

WHEREAS, an update of the six year capital improvements plan and was conducted with the help of staff and public input; and

WHEREAS, public works staff and the planning director ranked all projects based on the set of criteria; and

WHEREAS, the Planning Commission held a Public Hearing May 13, 2015, and following the public hearing the Planning Commission adopted Resolution No. 2015-09, Recommending the 2015 update of the Six Year Capital Improvement Plan 2016-2021; and

WHEREAS, it is the intent of the Dillingham City Council to provide the Governor, the State Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding sources with adequate information regarding the City's capital project funding needs,

NOW, THEREFORE, BE IT RESOLVED that the "City of Dillingham 2016-2021 Capital Improvement Plan" is hereby adopted as the current official six year capital improvement plan for the City of Dillingham.

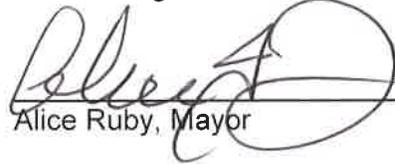
BE IT FURTHER RESOLVED that:

1. The following capital improvement projects and project funding needs are identified as priorities for the FY2017 State Legislative Request:

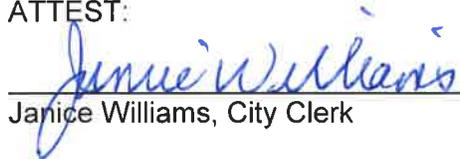
1	Wastewater System Upgrades	\$1,500,000
2	Landfill Improvements	\$225,000
3	Public Safety Building Replacement	\$21,364,552
4	All Tide Dock Dolphins	\$ 1,050,000
5	Harbor Revetments and Breakwater/Emergency Bank Stabilization (Potential 35:65 Match for USACOE Construction Ready Project)	\$7,525,000
6	Water and Sewer Master Plan Phases 1.3 and 1.4 (Match for Municipal Matching Grant 28305)	\$625,000
7	Nerka Roads	\$4,230,000
8	Alternate Emergency Operations Center Phase I	\$445,000
9	Snag Point Bulkhead and Harbor Beach Protection	\$1,152,000
10	Emergency Response Boat	\$85,000
11	Territorial School Rehabilitation	\$1,800,000

2. Projects for the FY2017 Federal Legislative Request will be selected from this list; and
3. The City Manager is hereby instructed to advise appropriate State and Federal representatives and personnel of the City's FY2017 capital project priorities and take appropriate steps to provide necessary background information.

PASSED and ADOPTED by the Dillingham City Council on August 6, 2015.

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

ATTEST:

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

[SEAL]

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-08

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL FORMALLY ADOPTING  
THE HAZARD MITIGATION PLAN**

---

WHEREAS, the City of Dillingham is vulnerable to damages from natural hazard events which pose a threat to public health and safety and could result in property loss and economic hardship; and

WHEREAS, the renewal of the 2008 Hazard Mitigation Plan (the Plan) was developed through the work of City of Dillingham's Planning Team, and interested parties within the planning area; and

WHEREAS, the Plan recommends hazard mitigation actions that will protect people and property affected by natural hazards that face the City, that will reduce future public, private, community, and personal costs of disaster response and recovery; and that will reinforce City of Dillingham's leadership in emergency preparedness efforts; and

WHEREAS, the Disaster Mitigation Act of 2000 (P.L. 106-390) (DMA 2000) and associated Federal regulations published under 44 CFR Part 201.6 require the City Council to formally adopt a Hazard Mitigation Plan subject to the approval of the Federal Emergency Management Agency to be eligible for federal hazard mitigation projects and activities funds; and

WHEREAS, the City held meetings to receive Plan comment as required by DMA 2000;

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

1. The Plan is hereby adopted as an official plan of the City of Dillingham.
2. The City's officials identified in the Planning Process (Section 3) and the Mitigation Action Plan (Section 7) are hereby directed to implement the recommended actions assigned to them. These officials will report quarterly on their activities, accomplishments, and progress to the City Council.
3. The City's Hazard Mitigation Planning Team will provide annual progress reports on the status of the implemented Mitigation Action Plan's projects to the Planning Team Leader. The Planning Team shall submit this report to the City Council annually by the Plan's adoption anniversary date.
4. The Planning Team will complete periodic updates as indicated in the Plan Maintenance Section (Section 3), but no less frequently than every five years.

NOW, BE IT FURTHER RESOLVED that the Dillingham City Council adopts the Hazard Mitigation Plan, dated September 2015 as this jurisdiction's Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

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

---

Alice Ruby, Mayor

ATTEST:

[SEAL]

---

Janice Williams, City Clerk

**City of Dillingham Information Memorandum**      Agenda of: February 4, 2016  
Attachment to:  
**Ordinance No.** \_\_\_\_\_ / **Resolution No.** 2016-08

**Subject:**  
A RESOLUTION OF THE DILLINGHAM CITY COUNCIL FORMALLY ADOPTING THE HAZARD MITIGATION PLAN (HMP)

---

City Manager: Recommend Approval

Signature: Rose Doern

---

**Fiscal Note:**     Yes     No      **Funds Available:**     Yes     No

**Other Attachments:**  
- Letter dated Dec. 15, 2015 from St. of Ak. Dept. of Military & Veteran Affairs

---

**Summary Statement:**

In order for the City to be eligible for funding from FEMA, the City of Dillingham is required to renew its Hazard Mitigation Plan dated March 2008. The renewal process began in early 2015 with the City Planner and a planning team consisting of City department heads, Curyung Tribe, School District and the State. Following the City Planner's resignation, this project was taken up by the Fire Department Coordinator.

The State identified Dillingham as one of the communities they would work with to update its plan funded from a federal grant. A draft was presented to the City in November and a couple meetings took place to review the document which was attended by reps from BBNA and BBAHC and City department heads. There was some discussion about revising the draft by moving some of the sections around to make the plan easier to follow, but after discussing further with the State they encouraged the City to accept it in its current form and revise it throughout the year to refine the plan closer to Dillingham's needs.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-08 \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

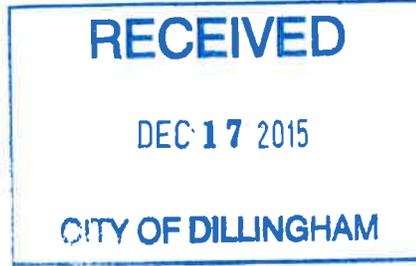


THE STATE  
of ALASKA  
GOVERNOR BILL WALKER

Department of Military and  
Veterans Affairs

Division of Homeland Security  
and Emergency Management

P.O. Box 5750  
JBER, AK 99505-0750  
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Fax: 907.428.7009  
www.ready.alaska.gov



December 15, 2015

The Honorable Alice Ruby, Mayor  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576

RE: Letter encouraging the City of Dillingham’s adoption of FEMA approved Hazard Mitigation Plan

Dear Mayor Ruby:

As requested by the City of Dillingham, we used a Federal Emergency Management Agency Pre-Disaster Mitigation (PDM) grant to fund the update of the City’s Hazard Mitigation Plan (HMP). We acquire PDM grants to provide rural Alaskan communities an equal opportunity to FEMA funded Hazard Mitigation Assistance (HMA) grants.

HMPs are not regulatory and neither require any action of the community nor burden residents with additional taxes, fees, or directives. However, FEMA requires HMP updates every five years to continue eligibility for FEMA HMA grants. Using the following criteria, desire to participate, population, geographic vulnerability and local economy and infrastructure we prioritized and selected the City of Dillingham from a large pool of applicants

Culminating a successful collaborative effort between the City of Dillingham and our plan contractor, we submitted a City-approved HMP draft for FEMA review. FEMA approved the plan on November 19, 2015, pending adoption by the Dillingham City Council. The City of Dillingham now has one calendar year from that date to adopt this plan by resolution. I encourage your community to adopt the HMP at their earliest convenience as we currently have an open HMA project application period through July 30, 2016.

If the Dillingham City Council fails to adopt the HMP by November 19, 2016, the plan will expire, and the community will be ineligible for FEMA HMA grants. Additionally, the City’s expired HMP status may affect its prioritization for other State and federal grants.

If you have any questions or need assistance, contact Scott Nelsen at (907) 428-7010 or [scott.nelsen@alaska.gov](mailto:scott.nelsen@alaska.gov).

Sincerely,

Michael F. O’Hare  
Director



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-09

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE A REQUEST FOR PROPOSAL TO DESIGN REMAINING REPAIRS OF THE CITY LAGOON SYSTEM**

---

WHEREAS, the City's has been working for the past three years on improvements to the City's sewer system with grant funding; and

WHEREAS, the existing grant funding does not cover all the work needed for the City lagoon system that was identified in the Wastewater Treatment Plant Facility Plan; and

WHEREAS, the City is advertising for a qualified engineering firm for the purpose of designing the remaining lagoon repairs needed for the air dispersion system, relocation of force main, outlet manhole replacement and flow meter installed for DEC data collection; and

WHEREAS, we would like the remaining work that needs to be done at the lagoon to be designed and prioritized for completion as funding allows; and

WHEREAS, when the City is ready to address the prioritized work the procurement process will be followed per Dillingham Municipal Code; and

WHEREAS, the City initiated the advertising process for a RFP to design and prioritize the remaining repairs of the City Lagoon System with a deadline for submittal of Monday February 29, 2016, with a date to award the contract set for the March 2016 Council meeting;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to continue advertising the RFP for an engineering firm to design remaining repairs of the City Lagoon System.

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

---

Alice Ruby, Mayor

ATTEST:

[SEAL]

---

Janice Williams, City Clerk



**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-09

**Subject:**

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE A REQUEST FOR PROPOSAL TO DESIGN REMAINING REPAIRS OF THE CITY LAGOON SYSTEM

---

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

---

**Summary Statement:**

The City lagoon system still has deficiencies that will need to be completed as identified in the Wastewater Treatment Plant Facility Plan dated 6/17/13. The City has received grants from the State DEC and AK. Native Tribal Health Consortium for the work, but we believe that the funds remaining are not adequate to complete all projects.

Our Project Manager recommended that the City advertise a RFP that will design and prioritize the projects so that we can better plan what will be needed to be done next with any remaining funds.

The RFP has a deadline of 2/29/16 for bids and will be brought to the March Council meeting to award a contract.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-09 \_\_\_\_\_

**Summary Statement continued:**

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

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2016-10**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE PURCHASE RESTRICTIONS AND AWARDING A TASK ORDER TO CRW ENGINEERING GROUP LLC TO PREPARE A REQUEST FOR PROPOSAL FOR THE REPLACEMENT OF EQUIPMENT IN SIX LIFT STATIONS**

---

WHEREAS, the City's lift stations are in dire need of equipment replacement and upgrades; and

WHEREAS, the City is currently replacing the dock lift station with DEC & ANTHC funds, but have six others that need attention; and

WHEREAS, at the October 15, 2015, Council meeting, the Council awarded a contract to CRW Engineering Services to provide engineering services for Lift Station Equipment Replacement, and the next step is to get the project out for bid to meet the City's goal to have the work commence this summer; and

WHEREAS, the work that is needed is technical in nature and the City wanted to be assured that the Request for Proposal documents covered everything that is needed for replacing the equipment in as many lift stations that grant funding allows; and

WHEREAS, CRW Engineering completed the design for the replacement equipment and is familiar with the lift stations and their needs; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130 allows waiving of purchase restrictions if the City Council determines that the public interest would best be served by waiving the sealed bid requirement for awarding contracts over \$20,000; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions B. 1, Restrictions and provisions of this chapter shall not apply, 1. An emergency exists where the delays required for compliance with this section would jeopardize the public health, safety or welfare;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council waives the purchasing restrictions as stated above;

BE IT FURTHER RESOLVED that:

1. The Dillingham City Council approves Task Order No. 1 to prepare the RFP documents for the replacement of equipment in six lift stations;
2. The payment of services will be for an amount not to exceed \$35,400; and
3. The City Council authorizes the Mayor or City Manager to sign said Task Order No. 1 on behalf of the City of Dillingham, Alaska.

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

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

[SEAL]

ATTEST:

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

**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-10

**Subject:**

Approval to waive the purchase restrictions and award a task order to CRW Engineering Group LLC to prepare a RFP for the replacement of lift stations

---

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

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**Summary Statement:**

All of the City's lift stations are in dire need of equipment replacement and upgrades. At the October 15, 2015 Council meeting, the Council approved awarding a contract to CRW Engineering Group LLC to provide engineering services for lift station equipment replacement. The City is currently replacing the dock lift station with AkDEC and ANTHC funds, but have six others that need attention.

The goal was to commence work on the other lift stations this summer as funds allowed. The work is technical in nature and the City wanted to be assured that the RFP documents covered everything that was needed for replacing the equipment in the six lift stations. To meet the timeline, the City awarded Task Order #1 to CRW Engineering Group, in the amount of \$35,400 to prepare the RFP documents. We had intended to bring the request to the Council in January, but the meeting was canceled. We are currently spending operating funds to replace and fix the old equipment. Just recently, we spent about \$7,636 on replacing and rebuilding two pumps at the lift station located near the Tennysons. Unlike our current situation, our goal is to have equipment that can be interchangeable between each station.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-10

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
X	City Clerk	





CITY OF DILLINGHAM, ALASKA

**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**

---

WHEREAS, the State Division of General Services sent out a notice for a temporary Federal Surplus Price Reduction for a 1987 Grove RT-760 Crane reduced from \$75,000 to \$45,000 with only 2,712 hours and an original purchase price of \$790,040; and

WHEREAS, the State provides opportunities to municipalities to purchase equipment at reduced rates and this particular piece of equipment will be very useful for City operations and is offered at a price that is extremely reasonable; and

WHEREAS, the City owned an older Grove Crane that was sold, because the maintenance on it was becoming too expensive to maintain as it was not in the best condition; and

WHEREAS, this piece of equipment was used to drive piling, move the harbor float arms, put the harbor floats in and out of the water, dock used it for moving container vans and public works used it in various capacities; and

WHEREAS, we are currently using Peter Pan's small crane to move the float arms which it barely has the capacity, and we use our loader to place the floats which is not the ideal way to place them; and

WHEREAS, we have had to rent a crane this past year to place the incinerator at the landfill; and

WHEREAS, this large of a crane is not available here in Dillingham and contractors needing it has had to bring one into town for use on their projects such as the Dental building at the hospital; and

WHEREAS, we can include this crane into our equipment rental options in the future; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.120, allows waiving of purchase restrictions if the City Council finds that it is not in the public interest to follow the procurement procedures as established for the contracting of professional services, the City Council may, following approval of a resolution stating such, proceed to negotiate with a selected supplier or suppliers for subject services; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions, A. 3, to supplies, materials, equipment or contractual services which can only be furnished by a single dealer, or which has a uniform published price; and

WHEREAS, if approved for purchase we will ask a crane inspector in Anchorage to go and look at the crane for us before we finalize the purchase; and

WHEREAS, the 1987 Grove Crane with only 2,712 hours has a very reasonable cost at \$45,000 plus an estimated \$10,000 in freight with the funding coming from the Dock fund will be very beneficial for the City to own;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to waive the competitive bid process and purchase the 1987 Grove Crane for \$45,000 from the State of Alaska – Division of General Services plus freight at an estimated amount of \$10,000 as long as the inspection warrants the purchase.

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

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

ATTEST:

[SEAL]

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

**City of Dillingham Information Memorandum**

Agenda of: February 4, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-11

**Subject:**

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

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- None

**Summary Statement:**

The City has an opportunity to purchase a 1987 Grover Crane for \$45,000 that is being advertised by the State of Alaska Federal Surplus program. This equipment was used in the military and has only 2,712 hours and appears to be in excellent shape.

The Public Works and Port Director both concur that it would enhance the City's ability to perform work around the harbor, dock and public works. It can also be used to replace piling at the bulkheads at the harbor which we are in need of now. We can also add it to our rental equipment rates for use by others in the community.

The City owned a crane in the past that was used throughout the City, and it was sold because of its condition and increased maintenance cost. Since sold we have needed it on a yearly basis, and have had to rent smaller cranes that barely meet our needs such as moving the harbor floats in and out of the water.

We estimate the freight to be about \$10,000. We would purchase it landed here for about \$55,000 from the Dock funds which has about a \$520,000 balance.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-11 \_\_\_\_\_

**Summary Statement continued:**

<b>Route to</b>	<b>Department Head</b>	<b>Date</b>
	Finance Director	
X	City Clerk	

January 6, 2016

Honorable Alice Ruby  
Mayor, City of Dillingham  
City Hall  
P.O. Box 889  
Dillingham, AK 99576

RECEIVED

JAN 06 2016  
CITY OF DILLINGHAM  
CITY CLERK

Re: Letter of Interest, Planning Commission

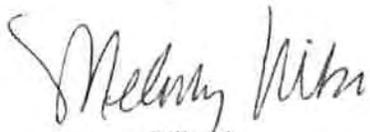
Dear Mayor Ruby:

I am writing to express interest in a potential appointment to Seat G of the Planning Commission.

I believe I meet the membership requirements and am able to fulfill the demands of the appointment as referenced in Chapter 2.68 of the Dillingham Municipal Code. I have been a resident of Dillingham for several years, and have been working with local governments (municipalities and tribes) in the Bristol Bay region on a variety of issues as an employee of the Division of Community and Regional Affairs with the State of Alaska. I have reviewed the duties and functions of the commission written in code, and the meeting agenda and packets linked to the city's website for 2015. To that end, I am aware of at least some of the requirements an appointment would involve and feel prepared to meet them. I am particularly interested and enthusiastic about the duties associated with the Comprehensive Plan, and the process of working together as a team to further the goals and objectives of the plan.

Thank you for your consideration.

Sincerely,



Melody Nibeck  
P.O. Box 84  
Dillingham, AK 99576



To: City Council  
From: Alice Ruby  
Date: January 19, 2016  
Re: Recommended appointments to  
the Marijuana Advisory Committee

The Marijuana Advisory Committee Nominating Committee (made up of myself, Curt Armstrong, Misty Savo and Rose Loera) met on two separate occasions and reviewed the letters of interest submitted by residents interested in being appointed to the Marijuana Advisory Committee.

Thanks to all of the citizens that expressed interest.

The nominating committee voted unanimously on January 19 to recommend the following:

Misty Savo, Council representative and Chair of the Committee  
Tracy Hightower  
Kendra Horan  
Gorden Isaacs  
Tim McCambly  
Jason Munster  
Nicholas Rossi

The nominating committee also agreed that the council should carefully craft the assignments for this committee so that their time is most effectively used. Further that the first task should be to become knowledgeable about municipal obligations and options. Education should begin as soon as late February or early March. Staff can assist in developing the agenda for as many meetings as may be appropriate for this education stage. Memorandums that have been drafted by our attorney, Brooks Chandler, will be provided.

While the committee is becoming educated, we can prepare an outline of the tasks/assignments for the committee for review and concurrence by the council.

/ar

Date: January 19, 2016  
To: Marijuana Nominating Committee  
From: Janice Williams, City Clerk

The Committee will consist of **one Council member** and **six community members**.

The following is a list of people who submitted letters of interest.

The cut-off date for the extended deadline was January 7, 2016, at noon.

	<u>Resident of Dillingham</u>	<u>Registered Voter</u>	
Jon Corbett	Yes	Yes	
Tracy Hightower	Yes	Yes	
Kenda Horan	Yes	Yes	
Philip Hulett	Yes	Yes	rec'd 1.8.2016
Desmond Hurley	Yes	Yes	
Gorden Isaacs	Yes	Yes	
DuWayne Johnson	Yes	Yes	
Ray Kase Jr.	Yes	Yes	
Danielle Larsgaard	Yes	Yes	
Tim McCambly	Yes	Yes	
Jonathan Mears	Yes	Registered	1.19.2016
Jason Munster	Yes	Yes	
Rick Murphy	Yes	Yes	
Nicholas Rossi	Yes	Yes	

Action Memorandum No. 2016-01

**Subject:**

Award a contract to Agnew::Beck for Planner Services

---

City Manager: Recommend Approval

Signature: Rose Deera

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- None

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**Summary Statement:**

The City advertised for a Planning Director for over 6 months. The one applicant we were interested in took a position with another municipality. We did not have any other qualified applicants. We then advertised a RFP to contract for planning services as required by DMC 4.30.100 for contracts over \$20,000. The City received two bids: Bristol Engineering Services Corporation and Agnew::Beck.

The submitted bids were evaluated by two staff members and Agnew::Beck was selected as the firm that would best suit the City's current needs, and they were the low bidder. Agnew::Beck is assigning Adam Smith to this contract, who has about 15 years of city planning experience, and was involved in the Public Safety / Fire Hall Feasibility Study.

The contract is for an hourly rate of \$115 for Adam Smith and rates from \$75 - \$170 for other team members when needed. Out of pocket expenses such as travel costs to Dillingham from Anchorage will also be reimbursed. The plan at this time is to have an onsite visit at least once a quarter for meetings with the Planning Commission. The contract will be for six months with a possibility of extending an additional six months.

The services will be paid from the operating budget for the Planning Department.

Action Memorandum No. 2016-01

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

This review covers the period January 2014 to January 2015

Route to FINANCE December 7, 2015 Information Available as of January 25, 2015  
 Date Date

ACTIVITY	STATUS	N/A
<b>Sales Tax Filings</b>	<input type="checkbox"/> Over 90 days Due Amount Due _____ <u>0</u> No. of times account was over 90 days due since the license was renewed. Comment:	<input type="checkbox"/>
<b>Real Property Tax</b>  Owns the property? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Over 90 days Due Amount Due _____ <u>0</u> No. of times account was over 90 days due since the license was renewed. Comment:	<input type="checkbox"/>
<b>Personal Property Tax</b> (Inventory, Supplies, Office Equipment)	<input type="checkbox"/> Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment: No filing since 2012. *As of Jan. 27, 2016, filings were presented for 2013, 2014, 2015.	<input type="checkbox"/>
<b>Utility Bill</b>  Responsible for utilities? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Over 90 days Due Amount Due _____ <u>0</u> No. of times account was over 90 days due since the license was renewed. Comment:	<input type="checkbox"/>
<b>Most Current DLG Business License</b>	<u>2016</u> <u>December 16, 2015</u> License Year Date Applied Comment:	<input type="checkbox"/>
<b>Most Current State of Alaska Business License</b>	<u>2016</u> <u>January 21, 2016</u> License Year Date Applied Comment:	<input type="checkbox"/>



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

This review covers the period January 2014 to January 2015.

Route to PUBLIC SAFETY December 7, 2015 Information Available as of January 25, 2015  
Date Date

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

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

Additional comments:



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Dillingham Liquor Store	Package Store	Brannon Rentals LLC	312 Main Street East

Reviewed by: Code Review Committee

Date: January 14, and January 25

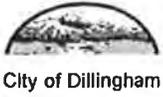
*Explain the reason(s) the application is being protested.*

The City received notification from State Alcohol and Marijuana Board on December 7, 2015, of the Dillingham Liquor Store liquor license renewal. The City has 60 days or until February 5 to file a protest.

At the January 25, 2016, Code Review Committee meeting the committee moved to protest the liquor license renewal based on no personal property returns had been filed for the years 2013, 2014, and 2015.

On January 27, 2016, the business filed property returns with the Finance Dept. for each of those three years. A personal property return for 2016 is due by February 1, 2016.





**LIQUOR LICENSE APPLICATION REVIEW**

TYPE	License Renewal	New License	Transfer
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree Inn	Beverage Dispensary	Alaska '49 LLC	513 Wood River Road

This review covers the period January 1, 2014 to December 31, 2015.

Route to FINANCE January 4, 2016 Information Available as of January 25, 2016  
 Date Date

ACTIVITY	STATUS	N/A
<b>Sales Tax Filings</b>	<input type="checkbox"/> Over 90 days Due Amount Due _____ <u>8</u> No. of times account was over 90 days due since the license was renewed. Comment:	<input type="checkbox"/>
<b>Real Property Tax</b>  Owns the property? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> Over 90 days Due Amount Due <u>\$3,062.57</u> _____ No. of times account was over 90 days due since the license was renewed. Comment: Promissory note was executed in January 2016.	<input type="checkbox"/>
<b>Personal Property Tax</b> (Inventory, Supplies, Office Equipment)	<input checked="" type="checkbox"/> Over 90 days Due Amount Due _____ _____ No. of times account was over 90 days due since the license was renewed. Comment: No filing in 2015.	<input type="checkbox"/>
<b>Utility Bill</b>  Responsible for utilities? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> Over 90 days Due Amount Due <u>\$2,261.98</u> <u>Multiple</u> No. of times account was over 90 days due since the license was renewed. Comment: Promissory note was executed in January 2016.	<input type="checkbox"/>
<b>Most Current DLG Business License</b>	<u>2016</u> <u>January 5, 2016</u> License Year Date Applied Comment:	<input type="checkbox"/>
<b>Most Current State of Alaska Business License</b>	<u>2016</u> <u>2/5/2014 expires 12/31/2016</u> License Year Date Applied Comment:	<input type="checkbox"/>



LIQUOR LICENSE APPLICATION REVIEW

<b>TYPE</b>	<b>License Renewal</b>	<b>New License</b>	<b>Transfer</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Doing Business As</b>	<b>License Type</b>	<b>Licensee</b>	<b>Physical Address</b>
Willow Tree Inn	Beverage Dispensary	Alaska '49 LLC	513 Wood River Road

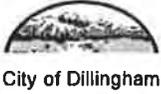
This review covers the period January 1, 2014 to December 31, 2015.

Route to PUBLIC SAFETY January 4, 2016 Information Available as of January 25, 2016.  
Date Date

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

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

Additional comments:



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doing Business As	License Type	Licensee	Physical Address
Willow Tree Inn	Beverage Dispensary	Alaska '49 LLC	513 Wood River Road

Reviewed by: Code Review Committee

Date: January 14, and January 25, 2016

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

Lacking the filing of a State liquor license renewal as of January 28, 2016, the committee recommended taking no action at this time.

The Willow Tree Inn will have until February 29, 60 days from the expiration of their license, which is December 31, 2015, to apply for the state liquor license. The State considers this as a grace period. A fine of \$500 will be assessed by the State for a late filing past December 31.