



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

WORKSHOP TO REVIEW FY17 PROPOSED BUDGET	6:00 P.M.	JUNE 2, 2016
REGULAR MEETING	7:00 P.M.	JUNE 2, 2016

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, May 12, 2016page 5
- b. Board of Equalization Regular Meeting, May 18, 2016page 13
- c. Special Council Meeting, May 20, 2016page 15

4. APPROVAL OF CONSENT AGENDA

- a. Resolution No. 2016-32, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Maryanne Dickey..... page 17
- b. Resolution No. 2016-33, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Jim McMurray..... page 19

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reports.....page 21
- b. Standing Committee Reports.....page 51

6. PUBLIC HEARINGS

- a. Adopt Ordinance No. 2016-08, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 8.30 – Marijuana Regulation by the Addition of a Section Limiting Operating Hours for Retail Marijuana Establishmentspage 55

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

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2016-08, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 8.30 – Marijuana Regulation by the Addition of a Section Limiting Operating Hours for Retail Marijuana Establishmentspage 55
- b. Introduce Ordinance No. 2016-09, An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2017 City of Dillingham Budget (*Clerk Note: This item will be distributed under separate cover early next week.*)page
- c. Introduce Ordinance No. 2016-10, An Ordinance of the Dillingham City Council Amending Title 4 to Establish Fixed Costs to be Paid by Delinquent Taxpayers in Order to Remove a Property from the Annual Real Property Foreclosure List or to Redeem Such a Property After Foreclosurepage 59
- d. Adopt Resolution No. 2016-34, A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Date for Calendar Year 2014, and Accepting the Certification of the Tax Roll (*Clerk Note: This item will be distributed under separate cover early next week.*) ..page
- e. Adopt Resolution No. 2016-35, A Resolution of the Dillingham City Council Requesting FY17 Payment in Lieu of Taxes Funding from the Department of Commerce, Community, and Economic Development.....page 69

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open
 - 2) Senior Advisory Commission, 1 Seat Open
- b. Annexation Update
- c. Interim Task Force Borough Feasibility Study Update

10. NEW BUSINESS

- a. Action Memorandum 2016-12, Authorizing Task Order No. 2 to CRW Engineering to Provide Construction Support Services for the Dillingham Lift Station Improvements Projectpage 75

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

12. COUNCIL COMMENTS

13. MAYOR’S COMMENTS

14. EXECUTIVE SESSION

a. Legal Matter

- 1) Bingman Foreclosure Sale
- 2) Dillingham & Manokotak Annexation Petitions

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, May 12, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:00 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Misty Savo Chris Maines Curt Armstrong Paul Liedberg
Andy Anderson

Council members absent and excused:

Holly Johnson

Staff in attendance:

Rose Loera Dan Pasquariello Janice Williams

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, April 7, 2016
- b. BOE Organizational Meeting, April 27, 2016

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to approve the minutes of April 7, 2016, and April 27, 2016.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

- a. Adopt Resolution No. 2016-25, A Resolution of the Dillingham City Council Expressing Thanks and a Commendation to Francisco “Pancho” Garcia
- b. Adopt Resolution No. 2016-26, A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Public Safety Employee William “Bill” Bauer for His Many Years of Service as a Corrections Sergeant and Police Officer
- c. Adopt Resolution No. 2016-27, A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Public Safety Employee Gail Norden for Her Many Years of Service in Her Role as the Department of Motor Vehicles Agent

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to approve the consent agenda.

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

a. City Manager and Staff Reports

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

- Pancho Garcia will be available to work on the sewer outfall line at least for the next couple of weeks;
- Grover crane freight cost: est. at \$10K, came in over \$28K; funded from the Equipment Replacement Fund;
- Emergency repairs on main crane: est. at less than \$29K; will inspect the crane recently purchased as well;
- Request to refer to Code a review of the six year period allowed to make retroactive adjustments; and
- Army Corp Visit: Corps provided the name of someone who could make annual inspections of the lagoon erosion; the rip rap installed in 2011 is doing fine, still need to evaluate the rip rap installed in 2015; outfall exposure is about sixty feet, had noted ten feet in the resolution in the packet.

b. Standing Committee Reports

Code Review Committee: Chris Maines reported staff was waiting to hear back from the Alcohol Board on enforcement issues; reviewed personal property items outboards and recreational skiffs, and not recommending any changes at this time; Misty had provided a summary of the issues the Marijuana Advisory Committee had vetted.

Finance and Budget Committee: Paul Liedberg reported a review of the FY17 draft budget was ongoing; also reviewed an alternative accounting method to allocate foreclosure expenses that can be passed on to the property owners in a more timely manner.

Marijuana Advisory Committee: Misty Savo reported the committee found State law regarding marijuana regulations was very tight and left little room for making them less restrictive. The committee was asking the Council to lobby the State to help solve how rural communities off the road system can legally get marijuana tested. Several recommendations had been sent to Code: 1) allow marijuana use on a boat when it is in dry dock; 2) regulate the hours retail stores can be open for business.

6. PUBLIC HEARINGS

Mayor Ruby opened the hearing on Ordinances 2016-06 and 2016-07. There being no comments the hearing closed.

- a. Adopt Ordinance No. 2016-06, An Ordinance of the Dillingham City Council Amending Section DMC 4.15.030, Exemptions, to Provide a Cap on Personal Property Tax for Aircraft if the Assessed Valuation is More Than \$300,000
- b. Adopt Ordinance No. 2016-07, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property by Lease

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

- a. David McNease

David McNease had asked earlier to be on the agenda, but was not at the meeting.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2016-06, An Ordinance of the Dillingham City Council Amending Section DMC 4.15.030, Exemptions, to Provide a Cap on Personal Property Tax for Aircraft if the Assessed Valuation is More Than \$300,000

MOTION: Chris Maines moved and Misty Savo seconded the motion to adopt Ordinance No. 2016-06.

VOTE: The motion to adopt Ordinance No. 2016-06 passed unanimously by voice vote.

- b. Adopt Ordinance No. 2016-07, An Ordinance of the Dillingham City Council Authorizing the Disposal of Municipal Property by Lease

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Ordinance No. 2016-07.

VOTE: The motion to adopt Ordinance No. 2016-07 passed unanimously by voice vote.

- c. Introduce Ordinance No. 2016-08, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 8.30 – Marijuana Regulation by the Addition of a Section Limiting Operating Hours for Retail Marijuana Establishments

MOTION: Misty Savo moved and Chris Maines seconded the motion to introduce Ordinance No. 2016-08.

VOTE: The motion to introduce Ordinance No. 2016-08 passed unanimously by voice vote.

- d. Adopt Resolution No. 2016-28, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Purchase Rip Rap from Amanka Lake Construction

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to adopt Resolution No. 2016-28.

VOTE: The motion to adopt Resolution No. 2016-28 passed unanimously by voice vote.

- e. Adopt Resolution No. 2016-29, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Use PND Engineers to Design the Dolphins for the Dock and to Develop the RFP Documents for the Repair to the Dock and Installation of the Dolphins

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to adopt Ordinance No. 2016-29.

VOTE: The motion to adopt Resolution No. 2016-29 passed unanimously by voice vote.

- f. Adopt Resolution No. 2016-30, A Resolution of the Dillingham City Council Establishing a Fund for Accepting Contributions for Rewarding Those Who Provided Information that Led to the Resolution of a Crime

MOTION: Paul Liedberg moved and Misty Savo seconded the motion to adopt Ordinance No. 2016-30

VOTE: The motion to adopt Ordinance No. 2016-30 passed unanimously by voice vote.

9. UNFINISHED BUSINESS

- a. Territorial School

This item will next be placed on the August Council agenda.

- b. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open

There were no letters of interest submitted.

- 2) Library Advisory Board, 2 Seats Open

MOTION: Chris Maines moved and Misty Savo seconded the motion to concur with the Mayor and appoint Lacey Calvert and Dane Grondin to the Library Advisory Board.

VOTE: The motion passed unanimously by voice vote.

- 3) Senior Advisory Commission, 2 Seats Open

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to concur with the Mayor and appoint Frank Nicholson and VI Braswell to the Senior Advisory Commission.

VOTE: The motion passed unanimously by voice vote.

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

This item will be taken up under the Executive Session.

- d. Interim Task Force Borough Feasibility Study Update

Mayor Ruby reported BBNA was soliciting representatives from each community. The first meeting was being planned for May 25.

- e. Manokotak/Dillingham Road Feasibility Study

All of the parties have signed a Memorandum of Agreement except BBNA, whose understanding is they are responsible for administering the funds.

10. NEW BUSINESS

- a. Action Memorandum No. 2016-08, Authorizing an Award of a Contract to CRW Engineering for Water System Design and Testing

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve Action Memorandum No. 2016-08.

VOTE: The motion to approve Action Memorandum No. 2016-08 passed unanimously by voice vote.

- b. Action Memorandum No. 2016-09, Authorizing the Award of a Contract to Elite Mechanical for Lift Station Improvements

MOTION: Andy Anderson moved and Chris Maines seconded the motion to approve Action Memorandum No. 2016-09.

VOTE: The motion to approve Action Memorandum No. 2016-09 passed unanimously by voice vote.

- c. Action Memorandum No. 2016-10, Reappointment of Chief Dan Pasquariello as Chief of Police.

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to approve Action Memorandum No. 2016-10.

VOTE: The motion to approve Action Memorandum No. 2016-10 passed unanimously by voice vote.

- d. Action Memorandum No. 2016-11, Authorize an Award of a Contract to PND Engineering for Engineering Services to Design a Fish Waste Grinder

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve Action Memorandum No. 2016-11.

VOTE: The motion to approve Action Memorandum No. 2016-11 passed unanimously by voice vote.

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

There was no citizen’s discussion.

12. COUNCIL COMMENTS

Chris Maines:

- Stated he was glad to see Chief Pasquariello would be serving another three years.

Curt Armstrong:

- Spoke in favor of the City drafting a letter to the State asking to help solve how rural communities can legally meet the testing facility regulations.

Misty Savo:

- Thanked Gail Norden, Pancho Garcia, and Bill Bauer for doing a wonder job serving the community; and
- Noted some of the committee members wanted a higher tax rate than 6%, but it was decided it would be better to evaluate it after the businesses were up and running.

MOTION: Misty Savo moved and Chris Maines seconded the motion to have the Council write a letter to the commission overseeing marijuana regulations and express our concern with legally meeting the testing regulations.

VOTE: The motion passed unanimously by voice vote.

Paul Liedberg:

- Echoed Misty’s praise for Gail, Pancho, and Bill and thanked them for their service;
- Thanked the Marijuana Advisory Committee as well as all other committee volunteers who serve the community; and
- Thanked City staff for all their hard work and getting some projects done.

Andy Anderson:

- Echoed hard work being done by various committee noting it helped to make the Council’s job easier.

13. MAYOR’S COMMENTS

Mayor Ruby:

- Reported she appreciated that Andy Anderson had volunteered to represent the City on Pen Air’s inaugural flight;
- Reported she and Chief Pasquariello were asked to present at the Mental Health Trust and State Drug and Alcohol Advisory Board meetings being held in Dillingham;
- Reminded everyone of Community clean up days;
- Noted she appreciated Bill, Gail and Pancho for their dedication to the community, and wished them well; and
- Asked everyone to join together in a moment of silence to recognize those lost since the last meeting.

14. EXECUTIVE SESSION

a. Legal Matter

- 1) Dillingham & Manokotak Annexation Petitions
- 2) Update from Public Safety Department

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to enter into executive session to discuss Legal Matters, Dillingham & Manokotak Annexation Petition and Update from Public Safety Department. [8:03 p.m.]

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

The Council was joined by Manager Loera, Chief Pasquariello, and Janice Williams.

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to come out of executive session [8:59 p.m.].

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

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 9:00 p.m.

ATTEST:

 Mayor Alice Ruby
 [SEAL]

 Janice Williams, City Clerk
 Approval Date: _____

1. CALL TO ORDER

A regular meeting of the Board of Equalization was held on Wednesday, May 18, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:30 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Holly Johnson
Chris Maines
Andy Anderson

Staff in attendance:

Janice Williams, City Clerk

Guest:

Robert Dudley, Alaska Assessment Assistance – attended via teleconference

3. APPROVE THE AGENDA

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

VOTE: The motion passed unanimously by voice vote.

4. ASSESSOR'S COMMENTS

Robert Dudley reported on the one appeal that was identified as unsettled, P-09-16, Robert Strub, for F/V Kulakak Chief. The property owner had shown interest in protesting the taxes, but agreed with the settled amount.

5. APPEALS FOR CONSIDERATION

a. Personal Property - Refer to Attached List

1) Appeals Not Settled

MOTION: Chris Maines moved and Holly Johnson seconded the motion to concur with the assessor's comments on P-09-16, Robert Strub, for F/V Kulakak Chief.

VOTE: The motion passed unanimously.

2) Settled Appeals

MOTION: Holly Johnson moved and Chris Maines seconded the motion to concur with the assessor’s comments and approved the settled personal property appeals.

VOTE: The motion passed unanimously.

- b. Real Property – Refer to the Attached List
 - 1) Appeals Not Settled

There were no unsettled real property appeals.

- 2) Settled Appeals

MOTION: Holly Johnson moved and Chris Maines seconded the motion to concur with the assessor’s comments and approved the settled real property appeals.

VOTE: The motion passed unanimously.

6. CITIZEN DISCUSSION (Prior Notice or Agenda Items)

There was no citizen’s discussion.

7. MAYOR/COUNCIL COMMENTS

Committee thanked the assessor for all his preparation work prior to the BOE meeting.

8. ADJOURNMENT

Mayor Ruby adjourned the meeting at 5:37 p.m.

ATTEST:

 Mayor Alice Ruby
 [SEAL]

 Janice Williams, City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on Friday, May 20, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 12:15 p.m.

2. ROLL CALL

Mayor Alice Ruby - present

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

Holly Johnson	Paul Liedberg – attended via teleconference
Chris Maines	Andy Anderson

Council Members absent and excused:

Curt Armstrong	Misty Savo
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Staff in attendance:

Rose Loera	Courtenay Carty	Jean Barrett	Eric Suttles
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3. APPROVAL OF AGENDA

MOTION: Andy Anderson 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. Adopt Resolution No. 2016-31, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Repair the Manitowoc Crane

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2016-31.

Manager Loera reported:

- during an inspection on the brakes, it was found the gear assembly had a number of fractures;
- the insurance company was contacted; may be able to cover repairs;
- crane is a 1967 model.

Staff reported:

- resale value once fixed will be around \$400,000;

- newly purchased Grove Crane does not have the same load capacity;
- cost to lease or rent would probably not be workable due to the shipping costs;
- loss of the main crane will be an inconvenience at times for the barge owners; some jobs will require help from other crane owners, such as Bristol Alliance;
- contractor conducts an annual inspection, but may not find the problems a mechanic would; and
- recommend budgeting for an annual maintenance conducted by a factory person.

Discussion ensued:

- suggest soliciting bids for repair costs from other firms, and research the price of a new or used model and when a replacement model could be available;
- allow several weeks [target June 2 meeting] for staff to do their research, recognizing staff will be looking for models 10-15 years old, and evaluate if more capacity might be needed; and
- schedule a special meeting if the information can be available earlier than two weeks.

MOTION TO POSTPONE: Holly Johnson moved and Chris Maines seconded the motion to postpone adoption of Resolution No. 2016-31 to the next meeting.

VOTE: The motion to postpone adoption of Resolution No. 2016-31 passed unanimously.

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

There were no mayor’s comments.

9. ADJOURNMENT

Mayor Ruby adjourned the meeting at 1:01 p.m.

ATTEST:

Mayor Alice Ruby
[SEAL]

Janice Williams, City Clerk

Approval Date: _____

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-32

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL EXPRESSING THANKS AND A COMMENDATION TO MS. MARYANNE DICKEY

WHEREAS, Ms. Maryanne Dickey was appointed to the Dillingham Senior Advisory Commission in 2006; and

WHEREAS, Ms. Dickey contributed countless hours as a volunteer Commission member including serving as the Chair of the Commission; and

WHEREAS, Ms. Dickey demonstrated her commitment to the Dillingham Senior Center by volunteering her time to advocate for services for senior citizens in Dillingham including making public presentations and representing the Commission for visiting officials and dignitaries; and

WHEREAS, Ms. Dickey is truly an asset to the community of Dillingham and its residents; and

WHEREAS, the Council wishes to recognize Ms. Dickey's contribution to the community and citizens of the City of Dillingham;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council offers this commendation to Ms. Maryanne Dickey with sincere thanks for sharing her time and talent with the citizens of Dillingham and making it a better place to live.

PASSED and ADOPTED by the Dillingham City Council on_____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-33

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL EXPRESSING THANKS
AND A COMMENDATION TO JAMES "JIM" MCMURRAY – RADIO CALL #76**

WHEREAS, Jim McMurray has lived in Dillingham for over 35 years; and

WHEREAS, during that time Jim joined the Dillingham Fire Department in 1977 and the following year was one of the main founders of the Dillingham Rescue Squad and was heavily involved in recruitment and training for new members; and

WHEREAS, Jim also became well versed in the finer points of fire engineering and water supply and remains the most knowledgeable department member on those subjects; and

WHEREAS, Jim was also the lead engineer on almost every fire call that the Dillingham Volunteer Fire Department answered; and

WHEREAS, he also taught many other engineers over the years; and

WHEREAS, Jim started driving the ambulance on rescue squad calls, and within a few years had earned the EMT II level; and

WHEREAS, Jim was elected Assistant Fire Chief in 1980, and 2001 was named Firefighter of the year; and

WHEREAS, the Council wishes to formally recognize Jim's tireless service to the community and citizens of the City of Dillingham;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council offers this commendation to Jim McMurray with sincere thanks for sharing his time and talent with the citizens of Dillingham and making it a better place to live.

PASSED and ADOPTED by the Dillingham City Council on June 2, 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: May 27, 2016
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: May Monthly Report

Vacancies –Wastewater/Water Operator

We hired a public works director after being interviewed by a team of four. We were all very pleased with our recommendation. His background consists of working for DOT for about 26 years. He is a civil engineer with tons of experience in RFP's, contract negotiations, procurement, management and is willing to obtain certification in the individual services we provide. He grew up in Nome and obtained his undergraduate and masters in Fairbanks. He wants to get back into doing hands on work in a rural community! Yeah!!!

Contracts/Agreements Signed – Signed an agreement with BESC for Landfill Sampling/Reporting for \$16,993 for the Spring 2016 period. We are required by DEC to do a spring and fall sampling and report for the Landfill which is in our 2016 budget.

Signed the task order for PND to Design the Dolphins for the City Dock.

Budget – Finance & Budget Committee completed the development of the FY 17 budget which will be introduced at the June 2nd council meeting.

Grants – Agnew:Beck is working on our BBEDC Infrastructure grant for \$1,000,000 for paving the road to the School and the road connecting to Lil' Larry Road.

Request for Proposals (RFPs) – Assessment Services is currently being advertised.

Fish Grinder – the design for the fish grinder is currently on hold pending a meeting with Curyung Tribal Council. Our first estimate for building the fish grinder was \$250,000 and after a closer look the engineers are thinking more like \$500,000. Before we spend the money to design we would like to see if Curyung Tribal is still interested in having the City pursue this project.

BBEDC Seasonal Interns – we were awarded 2 landfill operators, 1 librarian and 1 harbor assistant seasonal interns. We had applied for 8 positions.

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

Hazard Mitigation Plan – will be presented to the council at the June 16, 2016 Council meeting.

Personnel Policy Revisions – the approved revisions of the Personnel Policy will not go into effect until after the Unions negotiations are complete. If they have any issues with the changes we proposed we may need to bring them back to the council for further action.

Annexation – Brooks is recommending hiring a consultant to assist us in our annexation efforts. The last time around with annexation we used George Cannellos who was able to speak about the importance of a strong regional hub to rural Alaska in general. The cost shouldn't be more than \$2,500.

Dillingham Housing Development – according to the Bristol Bay Housing Authority in 2017 they will be developing 4 homes and 2 acquisitions. They are currently looking for property for the homes. Curyung Tribe provided them a resolution at their May meeting in support of the development.

The Finance Director and I will be meeting with BBHA staff to get a better understanding of their conveyance process to the owners of the homes. Both organization's staff are new to the process so the meeting is to get us all on the same page.

Out of the Office – June 6 & 7 and FMLA tentative from June 27 – July 22

City of Dillingham
House District 37 / Senate District S

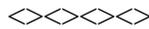
~ 5/26/16 ~

29th Alaska State Legislature ~ 4th Special Session
Day 125 (4th Day of Special Session)

MAY 2016 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ Alaska Government Shutdown Looms on July 1st / Layoffs Notices go out June 1st ~



What seems like a replay of last year, the Legislature has failed to pass a budget for the upcoming fiscal year. Layoff notices are likely, as there doesn't seem to be any sense of urgency on the part of legislators.

The extended session finally adjourned Sine Die on May 18th – the 121st day. The governor immediately called them back into a special session beginning May 23rd in Juneau. Little has been accomplished since the opening bell. Counting last year, the 29th Legislature has now spent over 100 extra days of debate and partisanship. For a review of the “call” go to the following websites.

Proclamation issued on May 19, 2016

<http://gov.alaska.gov/newsroom/2016/05/fourth-special-session-of-the-twenty-ninth-alaska-state-legislature>

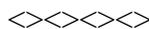
First Supplemental Proclamation issued on May 23, 2016

<http://gov.alaska.gov/newsroom/2016/05/fourth-special-session-first-supplemental-proclamation>

With 11 bills to consider, it is perhaps the largest agenda for a special session since statehood. The operating and capital budgets are both on the table along with a host of taxes for consideration. In addition, the Alaska Permanent Fund restructuring has to be passed out this session to even fund government. Other subjects include foster care, adoption, health care, and major medical coverage. An oil and gas infrastructure development program will be deliberated along with revising the tax credit program for these commodities.

A shimmer of light did appear for Dillingham before they adjourned as the joint conference committee on the budget did close out the Dept. of Law budget. They finally approved the House number of \$340,000 for the attorney general's office in your community. We can only hope that this item stays safely tucked in bed when the budget is finally approved.

On the dark side of the budget dilemma is the looming shutdown of funding for Fish & Game personnel should a budget not be approved by July 1st. If there is any disruption at all, the impacts will be immediate and painful as there are 100's of state employees that are involved in all aspects of Alaska's fisheries. This says nothing of the Revenue personnel that would not be there to process fish taxes.



BILLS ON THE MOVE

Passed Legislation – Awaiting Transmittal to the Governor

The legislation below was noted in my last report, but had not yet passed out of conference committee or had a floor vote. These bills can be found at <http://www.akleg.gov/basis/start.asp> for a more detailed explanation.

I've listed pertinent bills below that may have an impact on the City of Dillingham or the community in general. There may be others that I haven't flagged. See the entire list awaiting transmittal at: HTTP://WWW.LEGIS.STATE.AK.US/BASIS/PASSED_LEG.ASP?SESSION=29&SEL=4

Besides an abbreviated title for the bill, I've provided a very brief synopsis of what the bill hopes to achieve. Once a law is signed, if there is an effective date clause, then the intent of the legislation is not recognized until that date is met. In addition, it also takes the affected departments time to write regulations concerning a bill to ensure the intent is carried out.

HB 75 / Regulation of Marijuana by Municipalities

An opt-in provision was finally agreed upon as a compromise in this bill. These new sections are for unincorporated communities, Native villages and the unorganized borough. However, I would suggest that your city attorney review all the provisions of this new law to see how it might affect you. This legislation attempts to further define and clarify provisions of the original marijuana ballot measure and provide additional processes for implementing AS 17.38 at the municipal level.

HB 137 / Hunting, Fishing, Trapping License Fees Increase

This legislation basically raises the fees on residents and nonresidents alike for licenses and tags in the harvesting of fish and game. This bill is projected to raise an additional \$9 million in revenue every year. The exemptions for these activities used to read under the age of 16, but now residents under the age of 18 do not have to have a license for these activities. Nonresident fishing licenses has also increased in age to 18. The provisions for a free permanent identification card (PID) for residents over 60 have not changed, although some language was added to specify these individuals must process a valid ID card, i.e. drivers license, along with their PID.

HB 156 / School Accountability Measures and Sex Education

This bill deletes statutory language that requires the Board of education to "CONFORM TO..." or to "IMPLEMENT..." NCLB (No Child Left Behind), which is amended federal law over K-12 education (ESEA (Every Student Succeeds Act), 1965). It does not affect the current state testing infrastructure and assessment systems except that parents will have the immediate option to opt out of that testing. This ensures parental control through elected local school board members and state legislators instead of the far-off federal government. The final version contains certain prohibitions against sex education in the classroom. Governor Walker has been encouraged to veto this bill from a broad spectrum of people primarily because of the sex education clause.

SB 91 / Omnibus Crime Bill

This legislation is an exhaustive rewrite of the criminal justice statutes. Proponents of this bill say it will provide savings through improved treatment services, sentencing restricting, intensified prison re-entry programs and triage of other measures. The hope is that it will also reduce recidivism.

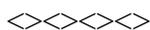
SB 196 / PCE Fund

This bill creates a revenue stream for the “new” Community Assistance Program (SB 210) through excess funds from the Power Cost Equalization fund. When there are excess funds in the PCE, up to \$30 million will be appropriated to the Community Assistance Program and distributed to communities using the new formula. The conference committee version changed the balance where the excess funds go first, but it maintains the same general principal with 70% of excess going to the Community Assistance Program and 30% going back into the PCE to strengthen the fund. While it is not a perfect solution, it will sustain the program and help support those smaller rural communities who have a lesser ability to raise revenue from other sources such as property or sales taxes.



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

The governor’s office will continue to post press releases and other items of interest at the website above.

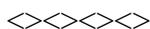


IMPORTANT DATES / DEADLINES

Governor’s Deadlines once a bill has been transmitted

Fifteen days, Sundays excluded, to act on a bill if the Legislature is in session.

If the Legislature has adjourned, the Governor has twenty days, excluding Sundays.



COMMITTEE HEARINGS / FLOOR SESSIONS

Go to the BASIS – <http://www.legis.state.ak.us> ‘Click’ on the appropriate section – Right side of page

Live on the Web [www.360north.org]

Most committee hearings can be seen and heard on Gavel Alaska/360 North.

Streaming Video

Meetings streamed outside of Juneau are archived to the Legislature’s Vimeo site:

<https://vimeo.com/akltv> or <http://alaskalegislature.tv>



WEBSITES OF INTEREST

2016 Regular Session/4th **Special Session** List of Legislators and staff

http://akleg.gov/docs/pdf/session_phone_list.pdf

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

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

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

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://donyoung.house.gov>



~ End Report ~

Have a blessed Memorial Day! Enjoy your families! ~ Cliff

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

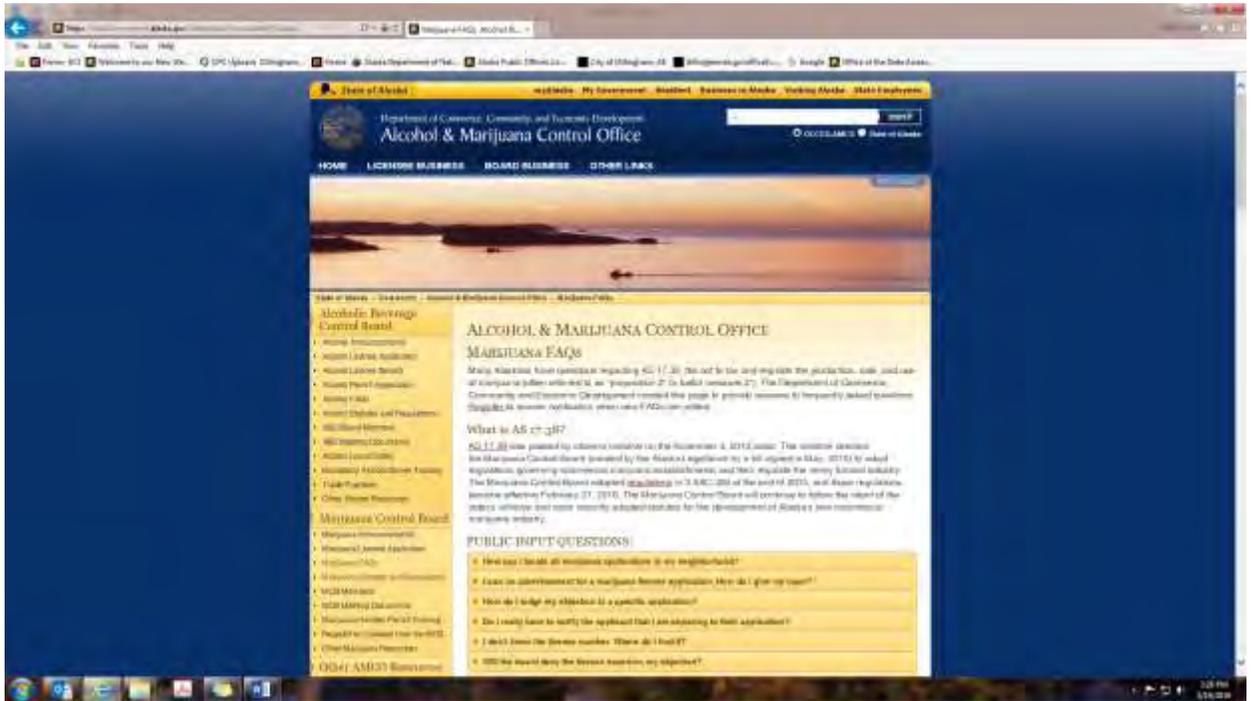
Date: May 22, 2016
To: Rose Loera, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

One ordinance is up for adoption June 2, 2016:

- Adopt Ordinance No. 2016-08, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 8.30 – Marijuana Regulation by the Addition of a Section Limiting Operating Hours for Retail Marijuana Establishments

The Marijuana Advisory Committee had recommended posting the State's marijuana regulations. The public can access the State's website via the City's website or Facebook page. Click on the icon labeled AS 17.38 Marijuana Initiative FAQs. This webpage will also direct you to the administrative code, 3 AAC Chapter 306 Regulation of Marijuana Industry (127 pages).





Commission/Board Seats Vacant.

Planning Commission

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

Senior Advisory Commission

There is one seat open. We will start advertising for this seat.

HELPFUL TIP(S).

Introducing an ordinance. In the motion state the date the ordinance will be brought before the public for a public hearing.

Example. I moved to introduce Ordinance No. ____ and schedule it for a public hearing on _____.

A new section added to the code is not underlined, only any new wording that has been added to an existing section.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: May 23, 2016
To: Rose Loera
City Manager
From: Navin Bissram
Finance Director
Subject: March 31, 2016 Financial Report

As of the end of March 2016, we should have received 75% of the FY16 budgeted revenues and not have spent more than 75% of the FY16 budgeted expenditures. As you can see by the chart below at March 31, 2016:

- General Fund Revenues were 79% and Expenditures were 75%
- Special Revenue Fund Revenues were 102% and Expenditures were 81%

In comparison as of March 31, 2015:

- General Fund Revenues were 85% and expenditures were 70%
- Special Revenue Fund Revenues were 76% and Expenditures were 75%

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>
Revenues						
General Fund	\$8,111,066	\$6,422,482	79%	\$8,113,468	\$6,863,768	85%
Special Revenues	2,436,932	2,481,428	102%	2,334,493	1,764,662	76%
Expenditures						
General Fund	\$8,306,640	\$6,270,200	75%	\$8,329,395	\$5,869,438	70%
Special Revenues	2,418,610	1,949,192	81%	2,450,119	1,839,929	75%

Below shows the property tax receivables existing as of March 31, 2016:

*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.*

REAL PROPERTY TAX RECEIVABLES

	<u>Tax</u>	<u>Penalty & Interest</u>	<u>Total</u>
2015	\$123,621.71	\$15,928.53	\$139,550.24
2014	46,107.73	10,351.05	56,458.78
2013	30,544.20	9,249.22	39,793.42
2012 & Prior	75,708.66	21,993.88	97,702.54
	<u>\$275,982.30</u>	<u>\$57,522.68</u>	<u>\$333,504.98</u>

PERSONAL PROPERTY TAX RECEIVABLES

	<u>Tax</u>	<u>Penalty & Interest</u>	<u>Total</u>
2015	\$94,357.57	\$11,365.32	\$105,772.89
2014	12,302.75	4,663.52	16,966.27
2013	7,637.50	2,110.91	9,748.41
2012 & Prior	55,531.91	9,959.75	65,441.66
	<u>\$169,829.73</u>	<u>\$28,099.50</u>	<u>\$197,929.23</u>

*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 March 31, 2016
 Unaudited Figures

	March 31, 2016			March 31, 2015		
	Budget - FY16	MTD	YTD	Percent	YTD	INC/(DEC)
REVENUES:						
General Fund Revenues						
General Sales Tax	\$ 2,700,000	149,799	1,702,043	63%	\$ 1,757,337	\$ (55,294)
Alcohol Sales Tax	300,000	11,686	174,487	58%	188,124	(13,637)
Transient Lodging Sales Tax	85,000	4,232	54,482	64%	58,696	(4,214)
Gaming Sales Tax	75,000	39,725	62,711	84%	63,431	(720)
Total Sales Tax	3,160,000	205,442	1,993,722		2,067,588	(73,866)
Real Property Tax	1,600,000	(623)	1,689,656	106%	1,654,262	35,394
Personal Property Tax	550,000	(3,812)	640,126	116%	562,324	77,802
Total Property Taxes	2,150,000	(4,434)	2,329,783	108%	2,216,586	113,197
Telephone Gross Receipts State Tax	75,000	-	-	0%	-	-
Raw Fish Tax	300,000	-	433,564	145%	407,654	25,910
Shared Fisheries	20,000	27,135	27,135	136%	-	27,135
Revenue Sharing	198,898	-	201,764	101%	210,165	(8,401)
Payment in Lieu of Taxes (PILT)	420,000	-	443,838	106%	446,844	(3,006)
State Jail Contract	508,000	-	263,426	52%	493,923	(230,498)
Admin Overhead	377,214	60,081	288,689	77%	372,242	(83,553)
PERS on Behalf	486,183	(24,165)	128,116	26%	360,660	(232,544)
Other Revenues	415,771	27,691	312,446	75%	288,106	24,340
Total	2,801,066	90,742	2,098,977	75%	2,579,594	(480,617)
Total General Fund Revenues	\$ 8,111,066	\$ 291,749	\$ 6,422,482	79%	\$ 6,863,768	\$ (441,286)
	2,436,932	-	2,481,428	102%	1,764,662	
	\$ 10,547,998		\$ 8,903,910	84%	\$ 8,628,430	
Special Revenue Funds Revenues						
Nushagak Fish Tax	-	-	-	-	13,727	(13,727)
Water	186,496	19,995	332,846	178%	177,038	155,808
Sewer	313,166	31,517	238,539	76%	240,501	(1,962)
Landfill	602,344	168,417	583,317	97%	311,645	271,672
Dock	564,559	9,477	868,851	154%	473,455	395,396
Dock Insurance Payment	-	-	-	-	-	-
Boat Harbor	244,864	25,319	133,811	55%	119,954	13,857
Asset Forfeiture Fund	-	-	-	-	-	-
E-911 Service	76,760	5,601	52,084	68%	56,063	(3,979)
Library Grants	108,685	7,690	62,066	57%	49,365	12,701
Senior Center (Grant)	134,459	331	100,799	75%	109,547	(8,748)
Senior Center (Non-Grant)	205,599	23,249	109,115	53%	213,367	(104,252)
Total Special Revenue Funds Revenues	\$ 2,436,932	\$ 291,595	\$ 2,481,428	102%	\$ 1,764,662	\$ 716,766
Fisheries Infrastructure	-	-	-	-	-	-
Borough Study Fund	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	3,000	-	5,360	179%	743	4,617
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-	-	-	-
Equipment Replacement Capital Project Fund	70,000	55,979	120,317	172%	115,000	5,317
School Bond Project	-	-	23		244	(221)
Public Safety Planning	-	-	-	#DIV/0!	20,000	(20,000)
Debt Service Fund Revenue	1,179,590	105,042	540,598	46%	273,045	267,553
Landfill Closure Fund	-	-	-	-	-	-
Total Capital Project Revenues	\$ 1,313,090	\$ 161,021	\$ 666,298	51%	\$ 409,032	\$ 257,266

Total Revenues

\$ 11,861,088 \$ 744,365 \$ 9,570,208 81% \$ 9,037,462 \$ 532,746

City of Dillingham
Revenues and Expenditures As of March 31, 2016
Unaudited Figures

	March 31, 2016			March 31, 2015	
	Budget - FY16	MTD	YTD	Actual	INC/(DEC)
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 74,360	\$ 4,521	\$ 42,060	\$ 55,921	\$ (13,861)
City Clerk	138,638	9,710	97,533	102,087	(4,554)
Administration	321,478	21,657	239,244	240,890	(1,646)
Finance	633,685	59,173	487,834	495,890	(8,056)
Legal	109,000	18,275	65,670	43,393	22,277
Insurance	122,082	36,828	115,483	112,665	2,818
Non-Departmental	187,675	20,585	164,146	148,966	15,180
Planning	141,331	3,707	9,706	107,404	(97,698)
Foreclosures	* 15,000	(3,676)	90,034	14,869	75,165
Meeting Hall above Fire Station	3,000	121	1,886	2,008	(122)
Public Safety Administration	177,277	15,809	128,785	140,148	(11,363)
Dispatch	495,228	33,705	352,762	346,820	5,942
Patrol	892,426	52,402	555,447	604,789	(49,342)
Corrections	600,800	48,919	461,278	538,260	(76,982)
DMV	54,810	3,415	33,592	112,676	(79,084)
Animal Control Officer	106,881	7,259	80,311	77,045	3,266
PS IT	14,000	1,161	8,657	11,831	(3,174)
Fire	297,591	13,699	147,169	195,783	(48,614)
Public Works Administration	203,921	12,093	114,620	155,499	(40,879)
Building and Grounds	348,178	24,617	216,226	233,309	(17,083)
Shop	398,006	27,278	259,747	119,314	140,433
Street	502,817	37,069	318,213	362,974	(44,761)
Library	125,265	7,703	75,962	94,950	(18,989)
City School	1,300,000	-	975,000	975,000	-
Transfers to Other Funds	1,043,201	327,636	1,228,833	576,947	651,886
Total General Fund Expenditures	\$ 8,306,640	\$ 783,665	\$ 6,270,200	\$ 5,869,438	\$ 400,762
Special Revenue Funds Expenditures					
Nushagak Fish Tax	-	-	-	-	-
Water	218,252	19,473	332,846	180,969	151,877
Sewer	268,183	28,489	211,483	240,501	(29,018)
Landfill	602,344	70,155	583,317	324,312	259,005
Dock	583,153	55,763	395,337	581,896	(186,559)
Dock (ATD Damages)	-	-	-	-	-
Boat Harbor	244,864	13,467	140,911	125,753	15,158
Asset Forfeiture Fund	-	-	-	-	-
E-911 Service	53,071	-	-	7,130	(7,130)
Library Grants	108,685	10,096	77,366	44,744	32,622
Senior Center (Grant)	134,459	13,795	104,219	108,770	(4,551)
Senior Center (Non-Grant)	205,599	4,958	103,713	225,854	(122,141)
Total Special Revenue Fund Expenditures	\$ 2,418,610	\$ 216,196	\$ 1,949,192	\$ 1,839,929	\$ 109,263
	10,725,250	999,861	8,219,392	7,709,367	
Total General Fund Expenditures					
Fisheries Infrastructure Fund	-	-	-	-	-
Borough Study	-	-	-	-	-
Mary Carlson Estate Permanent Fund	6,780	450	2,721	7,189	(4,468)
Ambulance Reserve Capital Project Fund	259,000	-	1,120	5,730	(4,610)
Equipment Replacement Capital Project Fund	-	10,979	120,317	-	120,317
School Bond Project	-	-	67,682	12,182	55,500

Public Safety Planning	20,000	-	\$ -	0%	11,918	(11,918)
Debt Service Fund	1,179,590	922,295	\$ 1,179,590	100%	1,176,090	3,500
Landfill Closure Fund						
Total Capital Project Funds Expenditures	\$ 1,465,370	\$ 933,724	\$ 1,371,430	94%	\$ 1,213,109	\$ 158,321
Total All Expenditures	\$ 12,190,620	\$ 1,933,585	\$ 9,590,822	79%	\$ 8,922,476	\$ 668,346
Revenues Over (Under) Expenditures	\$ (329,532)	\$ (1,189,220)	\$ (20,614)		\$ 114,986	\$ (135,600)

City of Dillingham
 Revenues and Expenditures As of March 31, 2016
 Preliminary Figures - Unaudited

	<u>Fund Bal.</u> <u>6/30/2015</u> <u>Audited</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>3/31/2016</u> <u>Unaudited</u>
General Fund	\$ 4,318,627	\$ 6,422,482	\$ 6,270,200	\$ 152,282	\$ 4,470,908
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	58,482	571,385	544,329	27,056	85,538
Landfill	5,722	583,317	583,317	0	5,722
Dock	697,233	868,851	395,337	473,514	1,170,747
Boat Harbor	15,705	133,811	140,911	(7,101)	8,604
Asset Forfeitures Fund	4,113	-	-	-	4,113
E-911 Service	149,008	52,084	0	52,084	201,092
Library Grants (Books, Erate, etc.)	-	62,066	77,366	(15,301)	(15,301)
Senior Center	350	209,914	207,932	1,982	2,332
Mary Carlsson Estate Permanent Fund	382,156	5,360	2,721	2,639	384,795
Ambulance Reserve Capital Project Fund	616,267	-	1,120	(1,120)	615,147
Equipment Replacement Capital Project Fund	151,651	120,317	120,317	(0)	151,651
School Bond Project Capital Project Fund	65,006	23	67,682	(67,659)	(2,653)
Public Safety Planning	31,826	-	-	-	31,826
Debt Service	-	540,598	1,179,590	(638,992)	(638,992)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	(155,469)	-	-	-	(155,469)
Total	\$ 6,919,480	\$ 9,570,208	\$ 9,590,822	\$ (20,614)	\$ 6,898,866

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: May, 24, 2016
To: Rose Loera, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 13 Calls; 26.5 Total Man Hours

- 3 Sick Person
- 3 Overdose/Suicide Attempts
- 1 Gun Shot Wound
- 1 Chest Pain
- 2 Trauma
- 3 Medevac Transports

Summarization of Fire Responses – 1 Call; 1.0 Total Man Hour

+

- 1 Fire Calls

PROJECTS COMPLETED

- Hose testing has been completed.
- Apparatus check-offs are complete,
- All Ambulance reports are being entered into Aurora, billing for April has been finished.
- May's trainings all went as planned, we held a run report review with our medical director that went very well.

ON-GOING PROJECTS

- Run Reports
- The Downtown Station renovation is still on going. Roll up doors mounted on the exterior of the building will be in place to accommodate larger apparatus. (latest update)
- SCBA Bottles have been shipped to Yukon Fire Protection Services for hydro testing.
- Hydrant testing will be taking place as soon as I receive all the updated materials to conduct it.

Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: May 24, 2016
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: May Monthly Report

The Library Advisory Board will meet with a fully appointed Board on Tuesday, May 24th from 5:30 -7 pm. Both vacant seats are now filled. Lacey Calvert will fill Seat C which expires September, 2017. Dane Grondin was appointed to Seat D to fill the remaining term that expires in September, 2016. On the agenda, will be the discussion of the weeding process of materials and how donated items are selected to be added to our collection or not. Staff have been utilizing the CREW Guidelines which was adopted as a standard for small and medium sized libraries. A full reading of the procedures will be discussed with the plan to form a committee to include someone from the Library staff, Library Advisory Board & Friends of the Library, and an interested patron from the community to assist in the collections development process.

The Carlson House Book Sale will happen again at the Old Territorial Building over Memorial Day Weekend, May 28th - 30th, 2016 thanks to the many volunteers (Saturday, Sunday and Monday from 1-5 pm). Again, half the proceeds will go to the FOL to help support the Dillingham Public Library. The Friends of the Library will have their own book sale on Saturday, June 11th in the same building.

BBEDC is advertising the Youth Internship Library Aide for us again this summer. The Seasonal Assistant Librarian will also be provided by BBEDC for the busy summer activity. The City is very appreciative of these employment opportunities for area residents that BBEDC funds. Our patrons more than triple during the fishing season.

The Summer Reading Program theme this year is "On your Mark, Get Set...Read!"

Library Stat report for May 2nd - 21st, 2016:

Patron Visits: 2,050 Computer Use: 382 Wireless Use: 693
Story Hour: 35 Other Visits (including students): 169 Museum Use: 7
Movies Shown: 2 AWE Station Use: 22 Volunteer hours logged: 2
Library Advisory Board meeting to be scheduled at the next meeting

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

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Holly Johnson
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Paul Liedberg

MEMORANDUM

Date: May 25, 2016
To: Rose Loera / City Manager
From: Jean Barrett / Port Director
Subject: May Monthly report

May has been a busy month. Everything is early so it makes it feel like I am behind the eight ball when in reality everything is happening on a regular timeline. We have had a few setbacks this early season at both the dock and the harbor, but nothing that will not be overcome.

Dock

- Things are in full swing at the dock. The new 3 man crew seems to be working out well and our coverage is good.
- One of the aforementioned setbacks we have run into this spring is at the dock in the form of the Manitowoc crane. This is the main crane and our only source of unloading large pieces of freight. After we noticed some issues with the main boom, some slipping and sticking, we contracted with Western Pacific Crane out of Anchorage to come and work on the crane and give it a good going over and an annual service. In the course of the service, the main gear box that moves the boom and cables was found to have multiple cracks and deemed the crane unsafe for use. This has set off a series of actions and reactions.

First we got a price to fix the crane, City held a Special Council meeting at which staff was directed to find other estimates and also research a replacement within a reasonable cost that fit the needs at the dock. At the time of this report, we haven't had too much luck finding anyone else except Western Pacific to give us a repair estimate, but we have had some luck in finding a couple of worthy replacements at a decent price. We are looking further into these. We are somewhat fortunate to have purchased the Grove crane as it has helped some in the loading and unloading of smaller freight in the absence of the Manitowoc.

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

- Since the last Council meeting we have given the go ahead to PND to continue with the design on the dolphins and also to start advertising the whole project. We hope to open bids in late July, and take our recommendation to the Council on August 4th.

Harbor

- The dredging of the harbor started a few days early. Fortunately we were able to put the dredge into the water with the Manitowoc without any problems. Getting it back on the dock is going to be the interesting part. The crew may need to make another trip back to Dillingham later on in the fall to put the dredge up for the winter.
- The Volvo Loader has come up with an issue. We have noticed that the hydraulic fluid has been draining out of the holding tank. We have not seen any sign of it draining onto the ground. We also noticed that the emergency brake has been hard to release and that we cannot get the transmission to shift into 4th gear.

We spoke to a tech today at Construction Machinery, and he thinks that the parking brake has failed and that is causing the fluid to seep into the transmission. We are exploring the possibility that this was caused from an accident which occurred in late winter/ early spring. A report has been submitted to our insurance company.

- Since early in May we have been running the ice machine to keep the halibut fishermen in ice for their catch. We have had some issues with the fine tuning of the machine, but have been able to dial it in to the point of working as it should.
- The South ramps are out and already have a handful of vessels hanging off of them. We hope to launch the East floats sometime in the next few weeks.
- There has been much discussion about a fish grinder in our future. There has been a few meetings discussing what kind of grinder, where we should locate this type of facility and also talk of cost which is always a sticking point. This seems to be where we are right now. More to be reported as we get deeper into this project.

That is all from the port department at this time.

Port of Dillingham Advisory Committee - I am at this time working on scheduling a Port of Dillingham Committee meeting within the next week.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: June 2, 2016
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **Public Safety June 2016 report**

Police:

- ❖ 389 Calls for service
- ❖ 46 Incident reports
- ❖ 20 Persons arrested
- ❖ 14 Title 47/Protective custody
- ❖ 9 Citations issued

On the 12th the Chief spoke before the Alaska Mental Health Board and the Advisory Board on Alcoholism and Drug Abuse. Topics of discussion were drug and alcohol problems in Dillingham and the crime associated with it, as well as mental health commitments. As a result of the Chief's (*and other local leaders and organizations*) testimony the board sent a letter to the legislature recommending continuing fund of the Dillingham DA office.

On the 21st we assisted the Curyung Tribal Council and BBAHC with their annual bike rodeo. The event was well attended and the officer involved had a lot of fun.

June 6th-8th two of our officers will be trained in Small Boat operation by the US Fish and Wildlife Service. Two of our current officers took this course a couple of years ago. We are attending this training in anticipation of annexation, as well as for safety reason as we occasionally respond to calls in the harbor waters.

On the 11th we responded to a weapons call where a man had been shot. After a 2 1/2 hour stand-off we able to get the suspect to surrender without anyone else getting hurt.

Corrections:

- ❖ 28 Total Inmates
- ❖ 14 Title 47/Protective custody

The corrections division has been short-staffed for a while, because of inter-departmental transfers and resignations. Our most recently hired Corrections Officer is now trained and working on his own. We have re-hired a trained corrections officer that had recently resigned. The division is once again fully-staffed.

Dispatch:

- ❖ 475 Calls for service
- ❖ 82% Dispatched to Dillingham Police
- ❖ 13% Dispatched to Alaska State Troopers
- ❖ 4% Dispatched to EMS/Fire
- ❖ 1% Dispatched to Animal Control
- ❖ 125 911 calls received

AST is transitioning away from having us dispatch for them. Their after-hour calls are currently being routed to a southeast AST post. They are offering us a \$5,000 special services contract (*down 75% from the \$20,000 they currently give us*) to “occasionally” dispatch for them for the next fiscal year. We are going to decline the contract.

The cameras located on a pole at the east ramp of the boat harbor are not working. We have been in contact with the vendor and it will require a site visit, boom truck rental, and component replacements to get them operational again. The cameras located at the north and south ends of the harbor are still operational. We have decide at this time to not repair the east ramp cameras (*which will most likely cost several thousands of dollars*) until an additional funding source can be obtained.

Animal Control:

- ❖ 1 animals impounded
- ❖ 1 dog bite case
- ❖ 2 dogs returned to owners
- ❖ 1 dog adopted from shelter
- ❖ 1 dog sent to Anchorage
- ❖ 13 rabies/parvo shots given

On the 23rd the ACO attended a teleconference sponsored by Animal Behavior Associates. The topic was, Three Issues Surrounding Body Language of Dogs. Animal Behavior Associates hosts monthly teleconferences dealing with animal issues that Animal Control, Shelters, and Veterinarians see daily. It’s a continuing Education program in the Animal Control Field.

DMV:

- ❖ 0 Registrations/Titles
- ❖ 0 Driver’s License/IDs
- ❖ 0 CDLs
- ❖ 0 Road tests

DMV office has been closed all month. Our new DMV/Admin assistant was training in Anchorage the week of May 23rd. The DMV office should be open again to the public the first week of June.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: May 24, 2016

To: Rose Loera, City Manager

From: Hope Jackson, Public Works Office Assistant

Cc: Dillingham City Council
Herman Shade, Public Works Foreman

Subject: Monthly Staff Report

Street Dept.:

- Grading roads and swept bike paths;
- Mobilized equipment to Snag Point to address erosion on outfall line;
- Hauled glass bins to the landfill;
- Assisted with City Clean-Up.

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.
- Hired and training new employee;
- Helped contractors understand the issues at the Lift Station;
- Trained Staff to do monthly DMR Reports;
- Put back together the Sewer Outfall.

Shop Dept.:

- Staying on top of equipment and vehicle maintenance;
- Repaired 345 Excavator, new cylinder installed and now in use;
- Replaced axel and spindle on Police Vehicle # 92;
- Waiting on new welder on the barge;
- Waiting for Baulderson for Landfill Loader, on barge.

B&G Dept.:

- Maintaining city buildings;
- Training new B&G assistant;
- Performed monthly generator test;
- Assisted with City Clean Up.

Landfill Dept.:

- Collecting money and keeping up with paper work;
- Received gravel for cover at the active cell;
- Free Landfill Days – May 14-15, 2016;
- Landfill Operator moved to Water/Wastewater May 23.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: May 19, 2016
To: Rose Loera, City Manager
From: Ida Noonkesser, Senior Center Director
Subject: Monthly Staff Report

This has been a pretty normal month, but daily counts are not yet in SAMS for the month, so the May numbers will be reported next month.

We have had no new renters in the month of May. Our usual renters, the Pinochle player's group continues to use the dining room every Friday and every third Saturday the Quilters rent the Senior Center.

Icicle Seafoods donated five cases of napkins to the Senior Center. We appreciate their donations as always.

VI Braswell and Frank Nicholson were reappointed on May 12, 2016. This is for a three-year term that will expire April 2019.

We started delivering lunches to Marluut Eniit. Their cook is working with us to help prepare and deliver the meals.

We had a rummage sale to raise money for our programs with items donated to the Center. The sale went well.

We had our advisory board meeting in May 11th and this will be the last meeting till August 10th.

I. CALL TO ORDER

The regular meeting of the Senior Advisory Committee was held on May 11, 2016 at the Dillingham Senior Center, Dillingham, Alaska. Maryanne Dickey, Chair, called the meeting to order at 1:05 p.m.

II. ROLL CALL

Members present: (Quorum is four)

Maryanne Dickey via teleconference
Frank Nicholson
V.I. Braswell
Johanna Bouker
Flossie Andersen
June Ingram
Jackie Russell

Members absent: (excused)

Holly Johnson

Guests/Staff in attendance:

Ida Noonkesser, Director
Rose Loera, City Manager

III. APPROVAL OF MINUTES

MOTION: Flossie Andersen moved to approve the March 11, 2016 Minutes, Jackie Russell seconded, *Motion Carried unanimously.*

IV. APPROVAL OF AGENDA

MOTION: V.I. Braswell moved to approve the Agenda, Flossie Andersen seconded, *Motion Carried unanimously.*

V. STAFF REPORT

a. Staff Report

Ida had a written staff report that is attached.

VI. NEW BUSINESS

a. Rummage Sale

Ida reported the Senior Center is still accepting donations and will hold it May 21st with set up on Friday, May 20th. The sale will be from 10 am to 2 pm but may close earlier depending how sale is going. Anything left over will be donated to SAFE.

b. Donations (BBNA, Icicle Seafoods, Paul Kropoff)

Ida reported these organizations donated items to the center – BBNA frozen items, Icicle donated 15 cases of napkins, and Paul Kropoff donated 2 cases of bread. Hope also donated frozen fish, and Rose said she has some she will donate.

c. New Van

Rose reported they received a grant of about \$85,000 for a new van that cost about \$95,000 and it will take another \$5,000 for freight to Dillingham.

d. Rose Loera Grant Update

Rose gave a verbal report for some grants the city is working on: \$150k from the Rasmussen Foundation to fix the solarium and front entrance; \$25k from the Mental Health Trust Fund for match to the Rasmussen grant; \$40k of which about \$20k to replace windows; \$25k to change the lighting in the center to LED lights to help cut down on electricity; and the center needs posters to have people donate and those under 60 to pay the full amount for lunch. Ida will talk with the aides and HOPE staff on their programs.

VII. OLD BUSINESS

BBNA Position – Ida has not checked into this position.

Tread Mill – Ida will return the money to those who bought tickets and it will be put in the garage sale.

Grant for Senior Center – did the city get the state grant for its program, we have not heard yet from the state.

Budget till end of June – Ida reported she should be able to hold her budget through the end of June.

Peter Pan Donation – they usually donate at the end of the season.

VIII. PUBLIC COMMENTS

June explained she really works hard to keep people signed up with Medicaid and ask if the two BBNA employees at the center could assist people who can't afford to go to the hospital to keep their Medicaid going.

Gramma's House Board – Dave Bouker sat on the board and who could serve to take his place.

Maryanne Dickey explained she is resigning as of today due to health problems that she will be actively going after. The committee was sad to hear of this and wished her well, and asked a letter of thanks be sent to Maryanne. She asked if the committee wanted to appoint someone as Chair at this time, no action was taken but V.I. was asked to be a point of contact for the committee over the summer months.

IX. COMMITTEE COMMENTS

No comments were received at this time.

X. NEXT MEETING

The next meeting will be August 10th at 1:00 p.m.

XI. ADJOURNMENT

The meeting adjourned at 1:55 p.m.

Vivian Braswell
Recorder

1. CALL TO ORDER

The Finance and Budget Committee met on Tuesday, May 24, 2016, in the City Council Chambers, Dillingham, AK. Paul Liedberg, Chair, called the meeting to order at 5:32 p.m.

2. ROLL CALL

Committee Members present:

Paul Liedberg
Andy Anderson

Mayor Alice Ruby
Curt Armstrong

Rose Loera
Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of April 25, 2016

MOTION: Andy Anderson moved and Mayor Ruby seconded the motion to approve the minutes of April 25, 2016.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Mayor Ruby moved and Rose Loera seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. STAFF REPORTS

- a. FY16 Quarterly Review of the Financial Statements

Navin Bissram reviewed the March financial statements.

Follow-up:

- Staff to research if the decrease in the sales tax revenue can be attributed mainly to the decrease in fuel costs.

6. UNFINISHED BUSINESS

- a. Fiscal Policy Development - Review Internal Controls (*Placeholder*)
- b. Tobacco Tax (*Placeholder*)
- c. Sales Tax Exemption (*Placeholder*)
 - 1) Update on Letters Sent Out

d. Recommend Alternative to Allocation of Foreclosure Costs

Discussion ensued:

- Commented on the proposed administrative overhead costs incurred between first publication of foreclosure list and next 60 days, to include employee time spent sending out letters and postage for certified mailings.

MOTION: Mayor Ruby moved and Rose Loera seconded the motion to recommend to the Council assessing a flat fee of \$150 for stage 1 of the foreclosure process.

VOTE: The motion passed unanimously by voice vote.

Discussion ensued:

- Reword all sections to consistently apply “the costs of foreclosure” [remove portion of, remove all reasonable, remove all].

MOTION: Mayor Ruby moved and Rose Loera seconded the motion to recommend the proposed ordinance be introduced at the next regularly scheduled Council meeting.

Discussed stage 2 and 3 of the foreclosure process would be based on actual costs.

VOTE: The motion passed unanimously by voice vote.

7. NEW BUSINESS

a. Bingman Foreclosure Sale

Navin Bissram reviewed the foreclosure costs attributed to the sale of the Bingman properties. The estimated sales tax filings, along with unpaid utility bills and business license fees, were included in the court judgment against Bingman in the amount of \$292K, which was not disputed by him.

This item will remain on the agenda for now.

Manager Loera reported Bingman paid off two lots for which the City had the deed to the property. He has since received a letter to reimburse him for the amount he paid and the city has filed a correction that the certification to redeem the property was done in error.

b. Review Landfill Fees

Manager Loera reported when the landfill rates were changed in 2014, the rates for the Dillingham Refuse were not adjusted. Committee suggested bringing back a review of all landfill rates in 2017.

- c. Recommend Mill Rate

MOTION: Mayor Ruby moved and Curt Armstrong seconded the motion to recommend a mill rate of 13 mills to the Council.

VOTE: The motion passed unanimously by voice vote.

8. PUBLIC/COMMITTEE COMMENT(S)

There were no public or committee comments.

9. ADJOURNMENT

The meeting adjourned at 7:10 p.m.

The Committee proceeded to continue their review of the FY17 City proposed budget.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-08

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 8.30 – MARIJUANA REGULATION BY THE ADDITION OF A SECTION LIMITING OPERATING HOURS FOR RETAIL MARIJUANA ESTABLISHMENTS

WHEREAS, Alaska Statute 17.38.210 authorizes municipalities to regulate the time, place, manner, and number of marijuana establishment operations;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment to Chapter 8.30. That Dillingham Municipal Code Chapter 8.30 – Marijuana Regulation is hereby amended by the addition of a new section 8.30.080, to read as follows:

8.30.080 Retail marijuana store operating hours.

Retail marijuana stores shall be closed, Sunday through Saturday, between the hours of midnight and eight a.m. the following day.

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

Code Section	Offense	Penalty/Fine
8.30.080	Violation of retail marijuana store operating hours	\$75

Section 4. Effective Date. This ordinance is effective upon passage.

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

Attachment to:

Ordinance No. 2016-08 / Resolution No. _____

Subject:

AN ORDINANCE AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 8.30 – MARIJUANA REGULATION BY THE ADDITION OF A SECTION LIMITING OPERATING HOURS FOR RETAIL MARIJUANA ESTABLISHMENTS

City Manager: Recommend Approval

Signature: Rose Koera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-None

Summary Statement:

The Code Review Committee was tasked with reviewing recommendations from the Marijuana Advisory Committee for possible code changes. The committee reviewed a recommendation to impose retail marijuana store operating hours.

This ordinance was introduced at the May 12, 2016 council meeting and is being recommended for adoption.

An advertisement for a Public Hearing on Ordinance No. 2016-08 is scheduled to be placed in the May 26, 2016, edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for June 2, 2016.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-08

Summary Statement continued:

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

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-10

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 4 TO ESTABLISH FEES AND COSTS TO BE PAID BY DELINQUENT TAXPAYERS IN ORDER TO REMOVE A PROPERTY FROM THE ANNUAL REAL PROPERTY FORECLOSURE LIST OR TO REDEEM SUCH A PROPERTY AFTER FORECLOSURE

WHEREAS, city and state law require delinquent property tax payers to pay for the costs incurred by the City to initiate and carry out real property tax foreclosure cases; and

WHEREAS, the delinquent tax payer must pay some of these costs whether the property is ultimately foreclosed upon or not because the City incurs court, publication and attorney's costs just to initiate the foreclosure case; and

WHEREAS, taxpayers who pay delinquent taxes after the foreclosure case starts but before it concludes should not be required to pay as much of the costs as those who pay after the case concludes; and

WHEREAS, neither city nor state law prescribes a mechanism for determining the costs to be paid by each delinquent taxpayer; and

WHEREAS, it is often difficult or impossible to precisely calculate the amount owed by each delinquent taxpayer, especially at the time a particular taxpayer is ready to remit payment; and

WHEREAS, the City desires to establish a more consistent and easy to use system for both City staff and taxpayers to determine the foreclosure costs that a delinquent taxpayer owes by prescribing such costs by ordinance;

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

Section 1. Amendment of Section 4.15.200. Section 4.15.200 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.200 Foreclosure list.

A. The clerk shall, after taxes have become delinquent and due prior to December 31st of each year, make up a roll of all property then subject to foreclosure and present the list to the city council. The city council shall direct that the city:

1. Annually present a petition for judgment and a certified copy of the foreclosure list for the previous year's delinquent taxes in the Superior Court for judgment;
2. Publish the foreclosure list for four consecutive weeks in a newspaper of general circulation distributed in the city, or if there is no newspaper of general circulation distributed in the city, post the list at three public places for at least thirty days;
3. Within ten days after the first publication or posting, mail to the last known owner of each property as the owner's name and address appear on the list a notice advising of the foreclosure proceeding, in which a petition for judgment of foreclosure has been filed, and describing the property and the amount due as stated on the list.

B. The list shall be arranged in alphabetical order~~[-as to]~~ by the last name and must include [;] the last known owner; the property description as stated on the assessment roll; year and amount of delinquency; penalty and interest due as of the date the list is prepared; the applicable foreclosure cost fee set forth in DMC 4.15.235(B); ~~[costs, which include publication and attorney fees]~~; a statement that the list is available for public inspection at the clerk's office; and a statement that the list has been presented to the Superior Court with a petition for judgment and decree.

C. Completion of the requirements of subsection A of this section constitutes, and has the same force and effect, as the filing of an individual and separate complaint and service of summons to foreclose a lien against each property described on the foreclosure list.

Section 2. Amendment of Section 4.15.210. Section 4.15.210 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.210 Clearing delinquencies.

During the publication or posting of the foreclosure list, and up to the time of transfer to the municipality at the time judgment is entered, a person may pay the taxes, together with the penalty, interest, and the applicable foreclosure costs set forth in DMC 4.15.235(B). ~~[all costs such as publication, attorney fees and any other associated costs of foreclosure.]~~ The collector shall note payment on the foreclosure list.

Section 3. Amendment of Section 4.15.230. Section 4.15.230 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.230 [Real and p]Personal property—Collection, delinquency, remedies.

A. A Demand for Payment of Personal Property Taxes. Prior to December 31st of each year the city clerk will work with the collections person and together shall mail, postage fully paid, to all persons whose personal property taxes are delinquent, demand payment of the taxes plus penalty and interest. This shall be the date of mailing of the notice of tax due referred to in subsections (C) (2) (a) and (b) of this section.

B. Methods of Collection of Personal Property Taxes. Personal property taxes together with the penalty and interest, may be collected, after the same become due, either by distraint or in a personal action brought in the name of the city against such owner in the courts of the state, or both such methods of collection may be used, in the discretion of the council. Neither of such methods shall be deemed exclusive remedies.

C. Collection by Distraint and Sale.

1. Persons Subject to Enforcement. If at any time a taxpayer is more than six months delinquent in any of the sales or personal property taxes levied by the city due the city, he/she shall be subject to the enforcement procedures provided in this chapter, which are in addition to any other enforcement procedures already provided for and are not exclusive.

2. Distraint. The lien of personal property taxes and other nonreal taxes may be enforced by distraint and sale of the personal property of the person assessed. The procedure shall be as follows:

a. Demand shall be made of the person assessed by sending him/her a notice of the amount of tax due, the penalty and interest and the total and notice to the effect that if the taxes and all penalty and interest are not paid by a date certain which date shall not be less than thirty days from the date of mailing, that his/her personal property shall be subject to distraint and sale. The notice shall be sent by certified mail, return receipt requested or may be served in person with return of the person making service. The notice shall be signed by the city clerk.

b. If no payment is made within the time specified or in accordance with any repayment plan authorized by this chapter, the city clerk shall issue a warrant directed to an enforcement officer of the city to be designated by the city manager, direct him to seize, levy upon, distraint, and sell by public auction such personal property of the person assessed as the tax may have been levied upon, and that if the same is not sufficient to satisfy the tax, penalty, interest, costs, and expenses of sale, such warrant may authorize seizure, levy, distraint and sale of such other personal property of the person against whom the tax was assessed as may be sufficient to satisfy such tax, penalty, interest, costs and expenses of sale.

i. No sale of any property may be made without at least fifteen days' notice being given by publishing a notice of the sale at least

two times in a newspaper of general circulation within the city, or if there is no such newspaper, by posting within the times stated a notice in seven public places within the city, and by mailing by certified first class prepaid mail a copy of the notice to the person assessed.

ii. Sale. The sale of such property shall be made at public auction and such personal property shall be sold to the highest bidder for cash. All sales of personal property shall be made at a time of day to be fixed by the city clerk in such notice, and the same shall be fixed between the hours of ten a.m. and five p.m. of the day of the sale, and the sale may be adjourned by the city clerk from day to day for want of purchasers of sufficient bids, or if for any valid reason the city clerk is prevented from attending at the time and place set for the sale, the sale may be adjourned and continued from day to day if necessary until all of such personal property has been sold to pay the costs and expenses provided in this chapter, and the tax, penalty and interest in full.

iii. From the proceeds of the sale which shall convey all the right title and interest of the person assessed, shall be paid, in the following order: the actual expenses of sale, tax, penalty, interest, and other costs including attorney's fees.

iv. Schedule of Costs. The following shall be the schedule of costs and attorney's fees applicable to all personal property tax delinquencies collected or sought to be collected using the provisions of this chapter:

(A) If redemption is made prior to sale:

- (1) Actual costs of seizing and preserving the property;
- (2) Actual costs of publication and giving notice;
- (3) Attorney's fees in the amount of twenty percent of the first one hundred dollars, but with a minimum of ten dollars, fifteen percent of the next five hundred dollars and ten percent thereafter.

(B) If no redemption is made before the property is sold:

- (1) All costs stated above plus any actual accruing costs;

(2) Attorney's fees in addition to those stated of fifteen percent of the first one hundred dollars but with a minimum of ten dollars, five percent of the balance.

v. Any remaining sums shall be returned to the person assessed, or if not claimed within six months shall become the property of the city, and sale is forever barred.

vi. The city clerk shall apply the proceeds of the sale in the manner set forth, and shall keep a record of all such sales and all such proceedings, and shall keep on file the returns of the city clerk relating thereto, and in all cases of sale of personal property, the city clerk shall, if requested, give the purchaser a bill of sale on behalf of the city under his/her hand.

~~[D. General Foreclosure. The city shall bring one general foreclosure proceeding in rem against the property included in the foreclosure list. If the owner is unknown, the property is proceeded against as belonging to "unknown owner."]~~

Section 4. Amendment of Chapter 4.15. Chapter 4.15 of the Dillingham Municipal Code is hereby amended by the addition of a new Section 4.15.235 to read as follows:

4.15.235 General foreclosure of Real Property.

A. The city shall bring one general foreclosure proceeding in rem against the real property included in the foreclosure list. If the owner is unknown, the property is proceeded against as belonging to "unknown owner."

B. Costs of foreclosure. It is the intent of this chapter and AS 29.45.320-.480 that the costs of carrying out the foreclosure process shall ultimately be borne by the delinquent taxpayer, not the City of Dillingham.

1. In order to accomplish the intent of this chapter and AS 29.45.320-.480, the city hereby establishes the following foreclosure cost fees, which are intended to reimburse the city for the costs of foreclosure, including but not limited to costs of publication, mailing, attorney's fees, filing and recording fees, title search, and costs incurred to comply with DMC 4.15.310(a):

i. A flat fee of \$150 per property identified on the foreclosure list if the delinquent amount is paid after the first publication or posting of the foreclosure list pursuant to DMC 4.15.200.A.2 and before judgment is entered; and

ii. Actual costs incurred, including attorney's fees and mailing, will be prorated equally to each property, and the cost of the each title search will

be assigned to each owner as identified on the foreclosure list if the delinquent amount is paid after judgment is entered and before the first publication of the notice of the expiration of the redemption period; and, if applicable; and

iii. Actual costs incurred, including the costs of publication, mailing, attorney's fees, and filing and recording fees, prorated equally to each property identified on the foreclosure list if the delinquent amount is paid after the first publication of the notice of the expiration of the redemption period.

2. If the city incurs extraordinary costs of foreclosure significantly in excess of the applicable fee and costs set forth above, or if the court awards specific costs or attorney's fees against a particular property, the fee and costs stated above will be in addition to the extraordinary costs.

3. All applicable fees and costs assessed pursuant to this section shall be included in the lien authorized by this chapter and must be paid to redeem or repurchase the property or otherwise release the lien. Unless otherwise ordered by the court, the applicable fee and costs set forth in DMC 4.15.235.B.1 may not be waived or reduced.

Section 5. Amendment of Section 4.15.260. Section 4.15.260 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.260 Transfer and appeal.

A. Foreclosed properties are transferred to the city for the lien amount. When answers are filed the court may enter judgment against and order the transfer to the city of all other properties on the list pending determination of the matters in controversy. If the city prevails over any answer and objection, it shall be entitled to an award of a attorney's fees incurred to defeat the answer and objection, which shall be included in the judgment and lien authorized by this chapter. ~~The court shall hear and determine the issues raised by the complaint and answers in the same manner and under the same rules as it hears and determines other actions.~~

B. The court clerk shall deliver a certified copy of the judgment and decree to the city clerk. The certified judgment and decree constitutes a transfer to the city.

C. The judgment and decree stops objections to it that could have been presented before judgment and decree. Appeal from a judgment and decree of foreclosure, or from a final order in the proceeding, may be taken in a manner provided for appeals in civil actions.

Section 6. Amendment of Section 4.15.270. Section 4.15.270 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.270 Redemption period.

Properties transferred to the municipality are held by the city for at least one year. During the redemption period a party having an interest in the property may redeem it by paying the lien amount plus penalties, interest, and the applicable foreclosure fee/costs set forth in DMC 4.15.235(B). ~~[costs, including all costs incurred under AS 29.45.440(a).]~~ Property redeemed is subject to all accrued taxes, assessments, liens and claims as though it had continued in private ownership. Only the amount applicable under the judgment and decree, including the applicable fee and costs, must be paid in order to redeem the property.

Section 7. Amendment of Section 4.15.310. Section 4.15.310 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.310 Expiration.

A. At least thirty days before the expiration of the redemption period the clerk or the clerk's designee shall publish a redemption period expiration notice. The notice must contain the date of judgment, the date of expiration of the period of redemption, and a warning that all properties ordered sold under the judgment, unless redeemed, shall be deeded to the city immediately on expiration of the period of redemption, and that every right or interest of a person in the properties will be forfeited forever to the city. The notice appears once a week for four consecutive weeks in a newspaper of general circulation distributed in the city. If there is no newspaper of general circulation distributed in the city, the notice shall be posted in three public places for at least four consecutive weeks. The clerk shall send a copy of the notice by certified mail to each record owner of property against which a judgment of foreclosure has been taken, and if the assessed value of the property is more than ten thousand dollars, to all holders of mortgages or other liens of record on the property. The notice shall be mailed within five days after the first publication. The mailing shall be sufficient if mailed to the property owner and to the holder of a mortgage or recorded lien at the last address of record.

B. The right of redemption expires thirty days after the date of the first notice publication.

C. Costs incurred in the determination of holders of mortgages and other liens, if recorded, and costs of notice publication incurred by the city under subsection A of this section, are a lien on the property and may be recovered by the city as provided in DMC 4.15.235.

Section 8. Amendment of Section 4.15.340. Section 4.15.340 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

4.15.340 Repurchase by record owner.

A. The record owner at the time of tax foreclosure of property acquired by the city, or the assigns of that record owner, may, within ten years and before the sale or contract of sale of the tax-foreclosed property by the city, repurchase the property. The city shall sell the property for the full amount applicable to the property under the judgment and decree plus: (1) interest not to exceed fifteen percent a year from the date of entry of the judgment of foreclosure to the date of repurchase; (2) delinquent taxes assessed and levied as though it had continued in private ownership; (3) costs of foreclosure and sale incurred by the city or the applicable foreclosure fee and costs set forth in DMC 4.15.235, whichever is greater; and (4) costs of maintaining and managing the property incurred by the city, including insurance, repairs, association dues and management fees, that exceed amounts received by the city for the use of the property.

B. After adoption of an ordinance providing for the retention of tax-foreclosed property by the city for a public purpose, the right of the former record owner to repurchase the property ceases.

Section 9. 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: June 2, 2016

Attachment to:

Ordinance No. 2016-10 / Resolution No. _____

Subject:

Amending Title 4 to establish fees and costs to be paid by delinquent taxpayers in order to remove a property from the annual real property foreclosure list or to redeem such a property after foreclosure

City Manager: Recommend Approval

Signature: *Janice Williams for Rose Loeva*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-None

Summary Statement:

The Finance and Budget Committee was tasked with reviewing alternatives for allocating foreclosure costs to establish a more consistent and easy to use system for both City staff and taxpayers to determine the foreclosure costs that a delinquent taxpayer owes.

This ordinance is being introduced at the June 2, 2016 Council meeting.

An advertisement for a Public Hearing on Ordinance No. 2016-08 is scheduled to be placed in the June 9, 2016, edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for June 16, 2016.

Attachment to: 2016-10 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

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

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-35

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL REQUESTING FY 17
PAYMENT IN LIEU OF TAXES FUNDING FROM THE DEPARTMENT OF
COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**

WHEREAS, 3 ACC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment in Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the City has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the City and a record of the proceedings is maintained; and

WHEREAS, ordinances adopted by the City have been codified in accordance with AS 29.25.050;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council by this resolution hereby requests distribution from the FY 17 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 2, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: June 2, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-35

Subject:

A Resolution of the Dillingham City Council requesting FY17 payment in lieu of taxes funding from the Department of Commerce, Community, and Economic Development

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Letter dated April 18, 2016, from the State of Alaska, Department of Commerce, Community and Economic Development

Summary Statement:

Summary Statement.

Payment for FY16 \$443,838
Payment for FY15 \$446,844
Payment for FY14 \$422,987
Payment for FY13 \$429,642
Payment for FY12 \$421,879
Payment for FY11 \$407,510

Attachment to:
Ordinance No. _____ / Resolution No. 2016-35

Summary Statement continued:

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

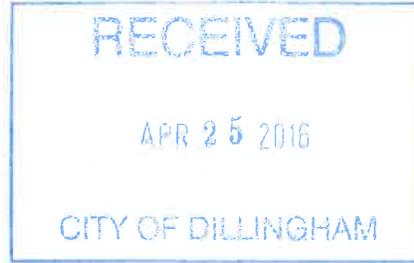


THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

P.O. Box 110809
Juneau, Alaska 99811-0809
Main: 907.465.4733
Programs fax: 907.465.4761



April 18, 2016

RE: FY 17 PAYMENT IN LIEU OF TAXES PROGRAM FOR CITIES IN THE UNORGANIZED BOROUGH

Dear Municipal Official:

On December 23, 2015 President Obama signed into law a bill that provides full funding for the FFY2016 Payments in Lieu of Taxes (PILT) program. The \$1.1 trillion omnibus spending package funds the federal government through September 2016. The bill appropriated a total of \$452 million for PILT.

The State of Alaska expects to receive the funds for the PILT program in June 2016. This will allow the Department of Commerce, Community, and Economic Development to disburse payments to all PILT recipients in July, 2016. At this time it is unknown how much the State of Alaska will receive for the cities in the unorganized borough.

If your city is looking for an estimated payment in order to prepare an annual budget, please know that DCRA has not received any payment information from the US Department of the Interior. As always, DCRA suggests that the city budget \$0 if at all possible under this program. If a balanced budget is unattainable with a \$0 line item for PILT, then it is suggested that the city estimate a minimum of a 25% reduction of the FY16 actual PILT payment received.

Program regulations require that to receive payment under the PILT program, a city must submit to the Department a resolution which requests payment and certifies that certain minimum standards have been met. Program regulations also require that a city submit to the Department a copy of its FY 17 approved budget (2016 budget for cities operating on a calendar fiscal year) and a copy of its FY 15 audit or certified financial statement. However, if you have already submitted these documents to the Department, you do not have to submit them again.

*cc: Rose
Navin*

Enclosed is a sample resolution for the FY 17 Payment in Lieu of Taxes (PILT) Program for cities in the unorganized borough. The adopted resolution, FY 17 budget, and FY 15 audit or certified financial statement should be submitted to:

Division of Community and Regional Affairs
Community Aid and Accountability Section
Payment in Lieu of Taxes Program
P.O. Box 110809
Juneau, AK 99811

Should you have any questions regarding the FY 17 PILT program, please feel free to contact me. I can be reached via email at danielle.lindoff@alaska.gov, or you may call me at 907-465-4733.

Sincerely,



Danielle Lindoff
Local Government Specialist IV

Enclosure: Sample FY 17 PILT Resolution

Action Memorandum No. 2016-12

Subject:

Authorize Task Order No. 2 to CRW Engineering to provide construction support services for the Dillingham Lift Station Improvements project

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-- Copy of Task Order No. 2

Summary Statement:

The lift station project will renovate six lift stations. Each station will be upgraded with new pumps, isolation valves, check valves, piping, guide rails and control panels.

There are typically three phases to engineering contracts that includes design, RFP development and construction management. The first phase was awarded on October 21, 2015 to CRW for designing the lift station improvements for \$52,410 approved through Action Memo 2015-20. The second phase was completed through Task Order 1 amending the contract to include the RFP development to CRW on January 7, 2016 for \$35,400 approved through Resolution 2016-10. The third phase, Action Memo 2016-12, is through Task Order 2 which further amends the contract by adding construction support services for the work that will be done on the lift stations for \$64,675.

The construction contract was awarded to Elite Mechanical who is also doing the work on the dock lift station.

Our project manager or his designee will be performing the day-to-day oversight and may be able to reduce the amount CRW is proposing for Task Order 2. This project is technical in nature and will require documentation and approval from ADEC when complete.

The funds for the project will come from the WWTP, Legislative Appropriations and ANTHC grants.

Action Memorandum No. 2016-12

Summary Statement continued:

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	

TASK ORDER 2

Engineering Services Task Order No. 2 as approved by Action Memorandum 2016 - 12

PROJECT NAME: Construction Support for Dillingham Lift Stations Improvements

This Task Order pertains to a Notice to Proceed by and between the City of Dillingham ("OWNER") and CRW Engineering Group, LLC which was signed on _____, ("the AGREEMENT") for services described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

CRW Engineering will provide construction support services for the Dillingham Lift Station Improvements project. The lift station project renovates six existing lift stations in Dillingham whereas each lift station will receive new pumps, isolation valves, check valves, piping, guide rails and control panels.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

1. Office Support:
 - a) Review construction contractor's material and product submittals. This effort will include tracking and coordinating the submittal reviews.
 - b) Respond to construction contract's requests for interpretation/clarification of design documents.
 - c) Review and provide Field Directives as necessary during construction.
 - d) Review construction contractor's pay requests (assume 6 each).
 - e) Review construction contractor's change order requests and assist in preparation of the necessary change order documentation.
2. Construction Teleconference & Site Visits:
 - a) Attend the pre-construction conference and construction progress meetings (assume 12 each) by teleconference from Anchorage.
 - b) When requested by the City, provide site inspections during construction (assume 4 each). The site inspections shall be conducted by a Senior Engineer and each inspection shall be documented with a written report.
 - c) Attend Substantial Completion inspection and Final Completion inspection.
3. Record Drawing & ADEC Approval to Operate
 - a) Transfer the construction contractor's red-line as-built information to the design drawings in electronic AutoCAD format. The documents will be

submitted to the City of Dillingham in both electronic and hard copy format (2 full-size copies).

- b) Submit the record drawings to ADEC and request Approval to Operate the new improvements

PART 3.0 OWNER'S RESPONSIBILITIES

- 1) The City of Dillingham personnel will serve as the Contracting Officer and provide the day-to-day on-site construction inspections, documentation and photographs.
- 2) City of Dillingham will review and approve contractor pay estimates.

PART 4.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of \$64,675.

This Task Order is executed this 3rd day of June 2016.

City of Dillingham
"OWNER"

By: Rose Loera

CRW Engineers, INC
"CONSULTANT"

By: Pete Bellezza, PE.

Signature: _____
Title: City Manager

Signature: _____
Project Manager

City of Dillingham
Fiscal Note

Agenda Date: June 2, 2016

Contract with CRW Engineers, Inc. for construction support services for the Dillingham Lift Station Improvements Project.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$64,675		FUNDING SOURCE MMG & ANTHC Grants	
FROM ACCOUNT		Project	
3009 8520 30 62	\$32,337 50	Construction Support Services for Lift Station Improvement Project	
4423 8520 30 62	\$32,337 50		
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date: <u>5/26/2016</u>	

EXPENDITURES

OPERATING	FY16			
TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -

CAPITAL	\$64,675			
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REVENUE				
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FUNDING

General & Special Rev. Funds				
State/Federal Funds	\$64,675			
Other				
TOTAL FUNDING	\$ 64,675	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2016-12

PREPARED BY: Navin Bissram

May 26, 2016

DEPARTMENT: Finance