

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: October 14, 2015
To: Rose Loera, City Manager
From: Francisco Garcia, Public Works Director
Cc: Dillingham City Council
Subject: Monthly Staff Report

Street Dept.

- Grading roads;
- Finished mixing the winter sand;
- Hauled D-1 from 19 mile pit;
- Assisted with crane work at the dock;
- Clean up around public works yard;
- Moved excavators out to the landfill.

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 AkDEC;
- Completed cleaning all sewer manholes;
- One operator in training for wastewater provisionals.

Shop Dept.

- Keeping up with equipment and vehicle maintenance;
- Swapping tires from summer tires to winter tires;
- Repaired ash bins for the incinerator;
- Replaced tie rods and alternator on Kenworth truck.

B&G Dept.

- Keeping up on maintenance on city buildings;
- Keeping up with maintenance issues at the apartments (Bingman);
- Going thru all city buildings getting ready for winter;
- Rebuilt heater unit at the landfill office;
- Repaired garage door at the landfill incinerator.

Landfill Dept.

- Incinerating garbage with no problems;
- Collecting money and keeping up with paper work;
- Dealing with a bear issue at the end cell with the help of Fish and Game;
- Started a 2 shift work schedule in order to keep up with the trash;
- Averaging around 100-140 gallons per day operating the incinerator.

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MEMORANDUM

Date: October 22, 2015
To: Rose Loera
From: Ida Noonkesser
Subject: Staff Report

During the month of September, the Senior Center served 523 congregate meals to 60 individuals, 233 home delivered meals to 12 individuals, gave 258 assisted rides to 24 individuals and 319 unassisted rides to 38 individuals.

We had three renters in the month of August. We also had our regular groups, Pinochle players group who rents the dining room every Friday and the Quilter's Group who rents the Center every third Saturday.

The Advisory Board meeting for October was cancelled due to elections and most of the board being gone on travel.

Our next Advisory Board meeting is scheduled for November 12, 2015.

1. CALL TO ORDER

The Code Review Committee met on Wednesday, October 7, 2015, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines	Rose Loera	Holly Johnson
Mayor Ruby	Janice Williams	

Committee Members absent: Misty Savo (excused)

3. APPROVAL OF MINUTES

- a. Minutes of September 17, 2015

MOTION: Holly Johnson moved and Rose Loera seconded the motion to approve the minutes of September 17, 2015.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Holly Johnson moved and Rose Loera seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

This item is for information only.

- b. C15/15, Recommend Ordinance No. 2015-18, Establishing a Deadline for Filing the Senior Citizen Property Exemption

MOTION: Holly Johnson moved and Alice Ruby seconded the motion to recommend Ordinance No. 2015-18 to the Council.

Staff reported the City's Attorney had reviewed the proposed ordinance, had recommended some edits that did not affect the content, but were merely for clarification.

VOTE: The motion passed unanimously by voice vote.

- c. C16/15, Force Filing, Recommend Ordinance No. 2015-19, Change the Force Filing Fee Structure

MOTION: Holly Johnson moved and Rose Loera seconded the motion to recommend Ordinance No. 2015-19 to the Council.

Discussion ensued:

- Recommended some expanded language for aircraft owners who conduct business within the city;
- Noted audits were part of doing business if collecting property tax no different than sales tax audits; force filing fee should be structured to cover administrative and audit expense.

VOTE: The motion passed unanimously by voice vote.

- d. C19/15, Review Changing Code to Add Employee Can Run for School Board

Discussion ensued including potential for a conflict of interest, having to make uncomfortable decisions, all part of being a board member. The committee decided not to make any recommendation.

6. NEW BUSINESS

- a. C20/15, Amend Code to Add Personnel Records are Confidential and Not Open to Public Inspection in Title 2

MOTION: Holly Johnson moved and Alice Ruby seconded the motion to broaden the scope of the task which was not complete by itself.

VOTE: The motion passed unanimously by voice vote.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public or committee comments.

8. ADJOURNMENT

The meeting adjourned at 6:27 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

- Systems Design: provided ambulance billing for which staff is pleased with their work; recommending to the Council to extend their contract; there was no objection.

6. UNFINISHED BUSINESS

- a. Fiscal Policy Development
 - 1) Review Internal Controls (*Placeholder*)
- b. Rate Review
 - 1) Business License

The committee recommended no change at this time.

- 2) Animal Control Fees, Ordinance No. 2015-XX, Amend Animal Control Fees

Follow-up:

- Provide support for the sizeable increases proposed.
 - 3) Motor Vehicle Registration Tax
 - a) Increase All MV Categories by 20%

MOTION: Rose Loera moved and Alice Ruby seconded the motion to recommend to the Council a 20% increase for each of the MV categories.

VOTE: The motion passed unanimously by voice vote.

- c. Clarify School Contribution Allocation, Resolution No. 2015-XX, School Budget Appropriation

Several edits were brought forward for discussion. An amended resolution will be presented at the next meeting.

- d. Tobacco Tax (*Postponed for now*)

8. PUBLIC/COMMITTEE COMMENT(S)

Navin Bissram:

- Investments: several CDs are expiring, suggesting increasing the length of maturity to five years.

Discussion ensued. Recommended for the next meeting to bring forth the work that was done to create an investment ladder.

Rose Loera:

- Four personal property appeals have been received from the recent mailing to assess several escaped properties namely aircraft;
- Meeting of the Board of Equalization will be proposed to the Council for November 12.

9. ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

DRAFT

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-18

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15.030, EXEMPTIONS TO ESTABLISH PROCEDURES AND DEADLINES FOR FILING THE SENIOR CITIZEN/DISABLED VETERAN EXEMPTION

WHEREAS, the City of Dillingham has been following the Alaska Administrative Code Title 3, for filing applications for senior citizen and disabled veteran property tax exemption on forms provided by the Department of Community and Economic Developments; and

WHEREAS, the filing deadline under 3 AAC 134.050 is January 15 of the assessment year; and

WHEREAS, the City is required under AS 29.45.050 (f), to establish by ordinance procedures and deadlines for filing the application. However, the governing body of the municipality for good cause shown may waive the claimant's failure to make timely application for exemption and authorize the city to accept the application as if timely filed; and

WHEREAS, the City will extend its deadline up to May 25, if the applicant can provide a written statement showing good cause for filing late;

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

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 4.15.030. Section 4.15.030 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted language shown as ~~strikethrough~~.

4.15.030 Real and Personal Property Exemptions.

~~A. Property exempted from taxation shall be those items cited at AS 29.45.030, including rental household and office furniture.~~

A. The property listed in AS 29.45.030 is exempt from general taxation, subject to the requirements set out therein and in this section.

B. Application Required. An application provided by the city for an exemption from taxation of property shall be filed with the city in accordance with AS 29.45.030.

C. Senior Citizen or Disabled Veteran Eligibility.

1. Residents of the City of Dillingham are eligible for a real property tax exemption on the first \$150,000 of assessed value on the real property they own and occupy as a primary residence and permanent place of abode if the individual meets one of the following requirements:

a. 65 years of age or older;

- b. disabled veteran; or
- c. at least 60 years old who is the widow or widower of a person who qualified for an exemption under (a) or (b) of this subsection.

2. Only one exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties shall decide between or among themselves who is to receive the benefit of the exemption.

3. Disabled Veteran means a disabled person:

- a. separated from the military service of the United States under a condition that is not dishonorable who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as 50 percent or more by the branch of service in which that person served or by the United States Department of Veterans Affairs; or
- b. who served in the Alaska Territorial Guard, who is a resident of the state, whose disability was incurred or aggravated while serving in the Alaska Territorial Guard, and whose disability has been rated as 50 percent or more.

4. Assessment Date. In order to qualify for an exemption described in this section, an applicant must fulfill the requirements for the exemption as of January 1 in the tax year for which the exemption is sought.

5. Filing Deadline. An application for exemption shall be filed no later than February 15 of the assessment year for which the exemption is requested.

6. Deadline Extension for Good Cause. The assessor may accept an exemption application after February 15 and up to May 25, of the assessment year for which the exemption is requested only upon a showing of good cause. A request to accept a late filed exemption application for a tax year shall be filed with the Finance Director. A denial of such a request may be appealed to the Board of Equalization pursuant to subsection 4.15.030 (C)(12). Notwithstanding any other provision of law, a request to accept a late filed exemption application shall not be granted if it is not filed on or before May 25 of the tax year for which the exemption is sought.

- a. “Good cause,” for purposes of waiver of the filing deadline, is a written explanation by a medical doctor which unequivocally establishes that the person seeking the exemption was physically or mentally incapacitated and therefore unable to submit a timely application or to appoint an authorized representative to file an exemption application on his or her behalf.

7. Senior Citizen Applications.

- a. Qualifying senior citizen applicants are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, or other factors affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status.

8. Disabled Veterans Applications.

- a. The City shall accept disabled veteran applications for previous tax years only where the disabled veteran has made timely application for each year the exemption is sought and has received a qualifying retroactive

disability evaluation from the Veteran's Administration or applicable branch of service.

b. Qualifying disabled veterans who are permanently disabled are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, status of disability or other factor affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status.

c. Disabled veterans who have not received a permanent disability rating are required to file annually.

9. City Notification. Property owners shall notify the city when the requirements for exemption are no longer met.

10. Assessor Determination and Request for Proof. If the assessor determines that a property is not eligible for exemption, all taxes, penalty and interest due on the property from the tax lien date following the date the property should have been subject to taxation are immediately due and owing. The assessor may require proof under this section at any time.

11. Certain Exempted Properties. Laws exempting certain property from execution under the Code of Civil Procedure (AS 09) do not exempt the property from taxes levied and collected by municipalities.

12. Appeal. A person may appeal the city's denial of an application for the exemption of property from taxation to the Board of Equalization pursuant to DMC 4.15.125 through 4.15.140.

a. The appeal shall be filed with the city clerk, in writing, setting forth with specificity the explanation in support of the reason for the appeal, within 30 days of the city's determination to deny the exemption application.

b. The Board of Equalization's decision on the appeal may be filed as an administrative appeal to the superior court within 30 days, which appeal shall be on the record on which the Board of Equalization based its merits.

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

C. E. Recreational boats and all outboard motors shall be exempted from personal property taxation. For purposes of this exemption "recreational boats" means watercraft used or capable of being used as a means of transportation on water and used exclusively for purposes other than commercial purposes and which are otherwise exempt from taxation under this section.

"Commercial purposes" means activities for which a person receives direct monetary compensation or activities for which a person receives no direct monetary compensation, but that are incidental to and done in furtherance of the person's business.

D. F. The following boats are not exempt from personal property taxation under this section:

1. Boats used for commercial purposes, the amount of the assessed valuation over three hundred thousand dollars is not taxable. Unless renewed by the Dillingham city council, the exemptions granted under this subsection shall expire on December 31, 2018, after which the full and assessed value of such vehicles shall be taxable;

2. Boats required to display a commercial operator permit under state law or regulation;

3. Fishing vessels required to display a number plate by AS 16.05.520(A) or any successor state law or regulation;
4. Boats for which a commercial vessel license is required under state law;
5. Boats owned or operated by any time during the preceding calendar year for the purpose of the taking, fishing for, or possession of fish, shellfish, or other fishery resources with the intent of disposing of them for profit, or by sale, barter, trade, or in commercial channels regardless of whether the boat was actually used for this purpose;
6. Boats for which a vessel entry permit is required; and
7. Boats operated at any time during the preceding calendar year for hire. (Ord. 01-12 § 1 (part), 2001; Ord. 08-02 § 3, 2008; Ord. 13-13 § 2, 2013.)

A. G. Rental household and office furniture are exempt.

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

BE IT ENACTED by the Dillingham City Council on _____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: Nov. 5, 2015

Attachment to:

Ordinance No. 2015-18 / Resolution No. _____

Subject:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15.030, EXEMPTIONS TO ESTABLISH PROCEDURES AND DEADLINES FOR FILING THE SENIOR CITIZEN/DISABLED VETERAN EXEMPTION

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2015-18 was scheduled to be placed in the October 29, 2015, 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 November 5, 2015.

Summary Statement:

The City is required by law to establish a deadline for filing a senior exemption on real property. This is not included in our current code, but the City has been adhering to the Alaska Administrative Code which specifies by January 15. This ordinance would establish February 15 as the deadline and no later than May 25 of the same year, for good cause, which is prior to certifying the tax roll by June 15 of each year.

AS 29.45.050 (f). Each municipality shall, by ordinance, establish procedures and deadlines for filing the application. The governing body of the municipality for good cause shown may waive the claimant's failure to make timely application for exemption and authorize the assessor to accept the application as if timely filed.

According to the State Assessor's Office:

The specific deadline is up to the City of Dillingham. The amendment would greatly expand the opportunity for individuals to make an application for the exemption and expand it to a point that is pretty much the limits of what is fiscally feasible. The City is not bound to accept any applications that are received after the deadline specified by its code.

In item 4.15.030 E. Effective Date. The effective date of the application is January 1 of the tax year, per AS 29.45.110(a), which reads as follows:



Summary Statement continued:

Per AS 29.45.110(a)

“(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.”

So, all values, exemptions and conditions of the property are effective as of January 1st. If a building exists on January 1st and burns down on February 1st, it is taxable as if it were still there and in the condition in which it stood on January 1st. Likewise, if a qualifying senior owned the property on January 1st, the senior exemption stays with the property for the ENTIRE year. If the senior sells the property to a non-senior citizen and buys another on January 2nd, the exemption stays with the original home. The senior citizen loses the benefit of the exemption for the year, but can reapply for the exemption on the new home in the next year. Meanwhile, the new owner of the original home will receive the benefit of the exemption for the current year.

It is called the “lien date” as the value for the impending lien on the property (the property tax itself) is established as of that date.

This code change was vetted through the Code Review Committee and is being recommended to the Council for adoption.

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-19

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15 TO ADD ADDITIONAL PENALTIES FOR FAILING TO FILE A PERSONAL/BUSINESS PROPERTY TAX RETURN, ADDING NEW SECTION 4.15.052 TO CLARIFY TAX ASSESSMENTS OF AIRCRAFT, ADDING NEW SECTION 4.15.091 REGARDING AUDITS OF PERSONAL/BUSINESS PROPERTY, COMBINING SECTIONS 4.15.180 AND 4.15.100 TO CLARIFY PENALTIES FOR VIOLATIONS, AND AMEND SECTION 1.20.040 TO ADD A FINE FOR FILING A FALSE TAX STATEMENT

WHEREAS, it is necessary to make it clear that aircraft must be reported as personal property each year; and

WHEREAS, the City of Dillingham desires to put more enforcement behind filing personal/business property returns by changing its existing fee structure;

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

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Chapter 4.15. Chapter 4.15 of the Dillingham Municipal Code is hereby amended by the addition of a new section 4.15.052 to read as follows:

4.15.052 Aircraft.

A. For the purpose of assessing, levying, and collecting taxes, any aircraft which is used for personal or commercial purposes within city limits, or which is registered and/or stored within city limits at any time in a tax year shall be considered personal property and the owner shall provide the taxable value of the aircraft to the City. All aircraft which are not subject to personal property taxation as non-scheduled air carriers under DMC 4.15.055 are subject to personal property taxation under this section.

B. All aircraft owners must file a personal/business property tax return indicating the value of the aircraft as of January 1 of each tax year. Aircraft are assumed to be present within the city year round unless demonstrated otherwise. If the owner of an aircraft can demonstrate the aircraft was absent one or more days during the tax year, the owner shall file a return indicating (1) the value of the aircraft, and (2) the number of days the aircraft was not in Dillingham. This assessed value of such aircraft shall be determined by the following formula:

Assessed value = (fair market value / 365 days) x number of days [including partial days] in Dillingham

C. An aircraft that is in transit and does not receive any benefit or services in Dillingham during the year is not subject to taxation under this section.

Section 3. Amendment of Chapter 4.15. Chapter 4.15 of the Dillingham Municipal Code is hereby amended by the addition of a new section 4.15.091 to read as follows:

4.15.091 Audit personal/business property.

As part of the contracted services, the assessor may be asked to provide onsite audits of personal/business property.

Section 4. Repeal and re-enactment of Section 4.15.100. Section 4.15.100 of the Dillingham Municipal Code is hereby repealed and re-enacted to read as follows:

4.15.100 Violations, penalties, and interest

A. Any person who fails to file a personal/business property assessment tax return in person or postmarked on or before the first business day in February shall be assessed a late penalty of fifty dollars (\$50).

B. If the city is required to initiate a force filing on a person’s personal/business property assessment return not received before the first business day in March, the following penalties will be imposed in addition to the penalty required by the previous subsection.

1. First year the force filing fee is one hundred dollars (\$100);
2. Second consecutive year the force filing fee is two hundred and fifty dollars (\$250);
and
3. Third and every consecutive year thereafter the force filing fee is four hundred dollars (\$400) and an onsite audit shall be scheduled.

~~4.15.180-A.~~ C. A penalty of ten percent of the property tax due by the dates established in DMC 4.15.160(C), shall be added to all delinquent taxes, and interest of six percent per year shall accrue on unpaid taxes, not including penalty from the date due until paid in full.

D. Filing a false statement in an attempt to evade taxation is unlawful and shall result in a fine in an amount not to exceed three hundred dollars (\$300) in addition to payment of all taxes and fees owed.

Section 5. Repeal of Section 4.15.180. Section 4.15.180 of the Dillingham Municipal Code is hereby repealed.

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

Code Section	Offense	Penalty/Fine
4.15.100(D)	Filing a false tax statement	300

Section 7. Effective Date. This ordinance is effective upon passage.

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

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 15, 2015

Attachment to:

Ordinance No. 2015-19 / Resolution No. _____

Subject:

Amend DMC Chapter 4.15 to add additional penalties for failing to file a personal/business property tax return, add new section 4.15.052 to clarify tax assessments on aircraft, add new section 4.15.091 regarding audits of personal/business property, and combine sections 4.15.180 and 4.15.100

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2015-19 was scheduled to be placed in the October 29, 2015, 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 November 5, 2015.

Summary Statement:

The Code Review Committee was tasked with reevaluating the property tax for aircraft after a citizen voiced his concern that aircraft owners may be storing their aircraft outside city limits, because of the property tax, resulting in less business for those who maintained them. The committee reviewed:

- 1) changing to a flat registration fee for aircraft;
- 2) the criteria that determined if an aircraft was taxable even though it was not stored year round in Dillingham;
- 2) stricter enforcement for chronic non-filing.

It was advised that a flat registration fee would generate significantly less revenue. The committee was not recommending this course of action at this time. However, the committee agreed that there needed to be stricter penalties for not filing a tax return. The recommended increasing the force filing fee for each consecutive year, requiring an onsite audit, and charging a late penalty fee in addition to the force filing fee. The city was advised by its attorney and assessor that it could also adopt an allocation formula to collect personal property tax based on the aircraft's value and the number of days in Dillingham during the previous calendar year.

The Committee is recommending Ord. No. 2015-19 to the Council for adoption. It was introduced October 15, 2015, and is scheduled for a public hearing November 5, 2015.



Attachment to: 2015-19 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-20

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AUTHORIZING AN INCREASE IN THE MOTOR VEHICLE REGISTRATION TAX COLLECTED BY THE STATE UNDER AS 28.10.431

Clerk Note:

This ordinance was not ready for the packet and will be distributed under separate cover the week of November 2.

2015-21

Action Memorandum No. _____

Subject:

Provide Match to the Bristol Bay Native Association ANA grant for conducting a Borough Feasibility Study

City Manager: Recommend Approval

Signature: *Rose Doern*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The City has long been in favor of a Borough for the Dillingham Census Area. Mayor Ruby is a member of an Interim Task Force that was formed by BBNA with communities interested in doing a Borough feasibility study. BBNA applied for an Administration for Native American (ANA) grant to conduct a study to determine if a Borough for this region was feasible. The grant required a match. The City of Dillingham and City of Aleknagik both agreed to provide a \$10,000 match for the grant if funded. Other communities were also requested to help with the match.

The ANA grant was funded for \$120,630 and had a \$30,158 grant match.

The \$10,000 match was not budgeted in 2016. If approved by the Council, this contribution was be added to the council contribution budget line item # 1000 7190 10 11 during the mid-year budget adjustment.

Action Memorandum No. 2015-21

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	

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2015

Provide Match to the Bristol Bay Native Associations ANA grant for conducting a Borough Feasibility Study

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$10,000		FUNDING SOURCE GF - Council Contribution Line Item	
FROM ACCOUNT 1000 7190 10 11 \$10,000		Project Match for ANA Grant on Borough Feasibility Study	
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>10/27/2015</u>

EXPENDITURES

OPERATING	FY16			
Personnel				
Fringe Benefits				
Gravel				
Road Maintenance Products				
Land/Buildings				
Donation	\$10,000			
TOTAL OPERATING	\$ 10,000.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General & Special Rev. Funds	\$10,000			
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 10,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2015-21

PREPARED BY: Rose Loera

October 27, 2015

DEPARTMENT: Administration

APPROVED BY: Navin Bissram

27-Oct-15

Action Memorandum No. 2015-22

Subject:

Donation for sending community members to the Board of Fish (BOF) meeting in Anchorage

City Manager: Recommend Approval

Signature: Rose Loren

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The State Board of Fish meeting for Bristol Bay fin fish is scheduled for December 2 - 8, 2015 in Anchorage. Donations are being requested throughout the Bristol Bay region to send community members from each community to Anchorage to attend the meetings. The City of Dillingham has donated in the past.

The Bristol Bay Economic Development Corp (BBEDC) will choose the community members from names solicited by the City.

It is recommended that the City donate \$6,000. We did not budget any donation for BOF so will need to do a mid-year budget adjustment to the council contribution budget line item #1000 7190 10 11.

Action Memorandum No. 2015-22

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	

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2015

Donation for sending community members to the Board of Fish meeting in Anchorage

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$6,000		FUNDING SOURCE GF - Council Contribution Line Item	
FROM ACCOUNT 1000 7190 10 11 \$6,000		Project Donation to Board of Fish	
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>10/27/2015</u>

EXPENDITURES

OPERATING	FY16			
Personnel				
Fringe Benefits				
Gravel				
Road Maintenance Products				
Land/Buildings				
Donation	\$6,000			
TOTAL OPERATING	\$ 6,000.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
---------	--	--	--	--

FUNDING

General & Special Rev. Funds	\$6,000			
State/Federal Funds				
Other				
TOTAL FUNDING	\$ 6,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2015-22

PREPARED BY: Rose Loera

October 27, 2015

DEPARTMENT: Administration

APPROVED BY: Navin Bissram

27-Oct-15

2015-23

Action Memorandum No. _____

Subject:

Increase staffing in the Finance Department by a half full-time equivalent

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The Finance Director presented to the Finance & Budget Committee a proposal to increase the staffing in the department by a half FTE (full time equivalent) position.

Currently the Finance Department has six FTE's budgeted. One individual in the department had asked to work half time bringing the department to 5.5 FTE's. The individual working half time is a valuable resource for the City and has worked in the department over nine years and is heavily relied upon by staff.

The position being proposed is an Assistant Finance Director which will reduce some of the daily requirements that are now being handled by the Finance Director such as reviews of various financial functions, be responsible for some of the monthly account reconciliations, preparation of the budgets and to act as back-up for grants, payables and payroll. One of their main duties will be to work directly with the Tax Assessor in preparation of the tax roll.

The city would keep the vacated half time position in the budget and increase the budget by another half time position for a total of 6.5 FTE's with an additional cost of \$46,586 to include wages and fringe benefits. The Committee is recommending the Council approve the additional position.

Action Memorandum No. 2015-23

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	

City of Dillingham
Fiscal Note

Agenda Date: November 5, 2015

Hiring a full time Assistant Finance Director.

ORIGINATOR: Navin Bissram

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$46,586		FUNDING SOURCE General Fund	
FROM ACCOUNT		Project	
1000 6000 10 14	\$31,813		
1000 6100 10 14	\$2,434		
1000 6210 10 14	\$4,746		
1000 6215 10 14	\$276		
1000 6230 10 14	\$6,999		
1000 6235 10 14	\$318		
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>10/27/2015</u>

EXPENDITURES

OPERATING	FY16				
Personnel	\$ 31,813.00				
Fringe Benefits	14,773.00				
Gravel					
Road Maintenance Products					
Land/Buildings					
Donation					
TOTAL OPERATING	\$ 46,586.00	\$ -	\$ -	\$ -	\$ -

CAPITAL					
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REVENUE					
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FUNDING

General & Special Rev. Funds	\$46,586				
State/Federal Funds					
Other					
TOTAL FUNDING	\$ 46,586.00	\$ -	\$ -	\$ -	\$ -

POSITIONS

Full-Time					
Part-Time					
Temporary					

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum No. 2015-23

PREPARED BY: Navin Bissram

October 28, 2015

DEPARTMENT: FINANCE

October 28, 2015

APPROVED BY: _____