



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–QUARTERLY REVIEW OF THE FINANCIAL STATEMENTS	6:30 P.M.	MARCH 3, 2016
REGULAR MEETING	7:00 P.M.	MARCH 3, 2016

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - a. Regular Council Meeting, February 4, 2016page 5
- 4. APPROVAL OF CONSENT AGENDA**
APPROVAL OF AGENDA
- 5. STAFF REPORTS**
 - a. City Manager and Staff Reports.....page 15
 - b. Standing Committee Reportspage 43
- 6. PUBLIC HEARINGS**
 - a. Adopt Ordinance No. 2016-01, An Ordinance of the Dillingham City Council Authorizing an Increase in Animal Registration, Kennel Permit, and Euthanization Fees in Title 7 Animals..... page 47
 - b. Adopt Ordinance No. 2016-02, An Ordinance of the Dillingham City Council Amending Title 2 to Clarify City Law Regarding Management of Public Documents and Records and to Identify City Records that are Not Open to Public Inspection Due to Privacy Concerns page 53
 - c. Adopt Ordinance No. 2016-03, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.72 Educationpage 65
- 7. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2016-01, An Ordinance of the Dillingham City Council Authorizing an Increase in Animal Registration, Kennel Permit, and Euthanization Fees in Title 7 Animals..... page 47
- b. Adopt Ordinance No. 2016-02, An Ordinance of the Dillingham City Council Amending Title 2 to Clarify City Law Regarding Management of Public Documents and Records and to Identify City Records that are Not Open to Public Inspection Due to Privacy Concerns page 53
- c. Adopt Ordinance No. 2016-03, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.72 Education page 65
- d. Introduce Ordinance No. 2016-04, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY 2016 City of Dillingham Budget page 69
- e. Introduce Ordinance No. 2016-05, An Ordinance of the Dillingham City Council Amending Chapter 8.16 of the Dillingham Municipal Code Related to Enhanced 911 Service to Increase the Surcharge from \$1.76 per month to \$2.00 per month page 85
- f. Adopt Resolution No. 2016-12, A Resolution of the Dillingham City Council Authorizing the City Manager to Purchase Four Hooklift Containers..... page 91
- g. Adopt Resolution No. 2016-13, A Resolution of the Dillingham City Council Approving the Write Off of Bad Debts Payable to the City for Personal Property Tax, Sales Tax, Harbor and Dock Invoices, and Other Misc. Debt Dated 2008-2014 page 97
- h. Adopt Resolution No. 2016-14, A Resolution of the Dillingham City Council Formally Adopting a General Fees Schedule and Approving Recommended Changes in Fees..... page 103

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open
 - 2) Library Advisory Board, 2 Seats Open
- b. DLG Petition to Annex Nushagak Commercial Fishing Waters Update
- c. Interim Task Force Borough Feasibility Study Update
- d. Manokotak/Dillingham Road Feasibility Study
- e. Update on Strategic Planning Session

10. NEW BUSINESS

- a. Gabe Dunham – Marine Advisory Program
- b. Action Memorandum No. 2016-03, Award a Contract for Design Repairs to the City Lagoon *(City Clerk Note: This item will be delivered next week under separate cover.)*
- c. Liquor License Renewals
 - 1) Willow Tree Inn page 107
- d. Schedule a Special Council Meeting for March 21, at 5:30 PM or March 24, at 7 PM
 - 1) Committee of the Whole to Review FY15 Audit
 - 2) Adopt Resolution Accepting the FY15 Audit
- e. Schedule a Board of Equalization Organizational Meeting for April 27 at 5:30 PM
- f. Schedule a Regular Meeting of the BOE for May 18 at 5:30 PM

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

12. COUNCIL COMMENTS

13. MAYOR’S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter
 - 1) Dillingham & Manokotak Annexation Petitions

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on Thursday, February 4, 2016, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:18 p.m. The Council meeting was preceded by a workshop at 6:30 p.m. to review the Hazard Mitigation Plan.

2. ROLL CALL

Mayor Alice Ruby was present.

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

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

Staff in attendance:

Rose Loera	Navin Bissram	Dan Pasquariello	Janice Williams
------------	---------------	------------------	-----------------

3. APPROVAL OF MINUTES

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

MOTION: Chris Maines moved and Holly Johnson seconded the motion to approve the minutes of December 3, 2015, and January 6, 2016.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

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

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

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reports

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

- City Clerk Williams earned the designation of Certified Municipal Clerk;
- Courtenay Carty has been hired to fill the position of Administrative Assistant;

- Public Library: School's librarian position has been filled;
- Incinerator: burning trash about 16 hours a day, fuel consumption is down;
- Wood cutting allowed at Landfill: area being cleared for a new cell site;
- Estimate \$780K without mobilization to repave from Wells Fargo to High School and back to L'il Larry Road;
- Invite from Aleutian Pribiloff Island Assoc.: Manager to present on Grandma's House;
- Correct two items on manager's report: jail corrections grant reduced by 20% not 80%, and lawsuit filed by Michelle Olson not Darcy Olson; and
- Squaw Creek Road: Tom Hoseth of BBNA is working with four property owners to clear up several items before the road can begin to be dedicated, and doesn't recommend the City provide tree clearing and such until then.

MOTION: Misty Savo moved and Holly Johnson seconded the motion to assign Finance & Budget Committee to develop a recommendation on the Territorial School and BB Campus's interest in using the building.

VOTE: The motion passed unanimously by voice vote.

Discussion ensued:

- Appreciated staff providing Y2015 summaries. Input could be useful for a state of the City report that had been talked about in the Strategic Planning Session.
- b. Standing Committee Reports

Carlson House Advisory Committee: Holly Johnson reported from the minutes in the packet.

Code Review Committee: Chris Maines reported from the minutes in the packet, noting an ordinance was being introduced regarding confidentiality of personnel records.

Finance and Budget Committee: Paul Liedberg reported from the minutes in the packet, noting an ordinance was being introduced to increase some of the animal fees.

School Facility Committee: Mayor Ruby reported an ordinance was in the packet amended the responsibilities of the committee based on current practices.

6. PUBLIC HEARINGS

There was no public hearing.

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

- a. Mike Davis and Gabe Dunham, Bristol Bay Campus – School Trip to Juneau

Mike Davis reported via teleconference that he and Gabe Dunham along with a delegation of campus students went to Juneau where they visited with legislators, commissioners, and the Governor and Lt. Governor. Mike Davis reviewed the handouts on an overview of the State's FY2017 deficit budget which depicted the magnitude of the challenges legislators were facing

with everything on the table. Gabe noted how impressed he was with the caliber of the students and the questions they asked. Student assignment was to take the information back and share with their communities.

David McNease stated, among other issues, the City was denying him the right to raise his five service dogs. (*Mayor Ruby asked him if he was addressing something on the agenda. If not, say not and he could continue to speak. This was not answered.*) He commented he had applied and been denied a kennel permit required for animal owners who have four or more domestic animals. He felt he was being singled out. He was awaiting a decision on the kennel permit and was questioning if the City would take his dogs away. He provided a letter from the City in which he said he was supposed to appear at the Council meeting at 7 PM. Mayor Ruby read from the letter if he would like to appeal the decision on the kennel permit he needed to ask to be placed on the agenda. She noted there was no record that he asked to be on the agenda. David responded he had informed the City Clerk he wasn't appealing the kennel permit, but the city ordinance. He asked what right the City had to tell him how many animals he could have. Mayor Ruby instructed him to contact the manager or city clerk to put the kennel permit on the next agenda. He answered he would not do that, but would hire a lawyer.

8. ORDINANCES AND RESOLUTIONS

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

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to introduce Ordinance No. 2016-01.

VOTE: The motion to introduce Ordinance No. 2016-01 passed unanimously by voice vote.

- b. Introduce Ordinance No. 2016-02, An Ordinance of the Dillingham City Council Amending Title 2 to Clarify City Law Regarding Management of Public Documents and Records and to Identify City Records that are Not Open to Public Inspection Due to Privacy Concerns

MOTION: Chris Maines moved and Holly Johnson seconded the motion to introduce Ordinance No. 2016-02.

VOTE: The motion to introduce Ordinance No. 2016-02 passed unanimously by voice vote.

- c. Introduce Ordinance No. 2016-03, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.72 Education

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to introduce Ordinance No. 2016-03.

VOTE: The motion to introduce Ordinance No. 2016-03 passed unanimously by voice vote.

- d. Adopt Resolution No. 2016-02, A Resolution of the Dillingham City Council Approving the Completion of the Nerka Road Design to Include the Extension of Teal Lane to Emperor Way

MOTION: Andy Anderson moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-02.

Discussion ensued:

- Concerned more than one resident was against the Teal Lane access.

Manager Loera reported the contractor had researched alternate routes, but was not successful, and Teal Lane had an existing right-of-way. She noted the design was intended to have a plan in place, and didn't mean all of the construction would necessarily take place.

VOTE: The motion to adopt Resolution No. 2016-02 passed with Paul Liedberg, Holly Johnson, Chris Maines, Andy Anderson, and Curt Armstrong voting in favor, and Misty Savo opposed.

- e. Adopt Resolution No. 2016-03, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Adjust the Height of the Transformer and Value at the City Dock Lift Station

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-03.

VOTE: The motion to adopt Resolution No. 2016-03 passed unanimously by voice vote.

- f. Adopt Resolution No. 2016-04, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Bury a Communication Conductor in Order to Remove the Harbor Spur Road Crossing

MOTION: Misty Savo moved and Andy Anderson seconded the motion to adopt Resolution No. 2016-04.

VOTE: The motion to adopt Resolution No. 2016-04 passed unanimously by voice vote.

- g. Adopt Resolution No. 2016-05, A Resolution of the Dillingham City Council Authorizing a Long Term Encroachment Permit for Nushagak Cooperatives to Install a Street Light at Lot 2B Block 18 of the White Subdivision

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-05.

VOTE: The motion to adopt Resolution No. 2016-05 passed unanimously by voice vote.

- h. Adopt Resolution No. 2016-06, A Resolution of the Dillingham City Council Appointing an Alternate Community Representative to the BBEDC Board of Directors

MOTION: Holly Johnson moved and Misty Savo seconded the motion to adopt Resolution No. 2016-06.

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

- i. Adopt Resolution No. 2016-07, A Resolution of the Dillingham City Council Amending the 2016-2021 Capital Improvement Plan and the FY2017 Legislative Priorities List adopted August 6, 2015, Resolution No. 2015-45

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

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

- j. Adopt Resolution No. 2016-08, A Resolution of the Dillingham City Council Formally Adopting the Hazard Mitigation Plan

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to adopt Resolution No. 2016-08.

Discussion ensued:

- Spoke in support of delaying adoption and partner with BBNA who was willing to provide the resources to update the report, recognizing it was due by November to avoid losing an opportunity to apply for FEMA grants.

MOTION: Misty Savo moved and Paul Liedberg seconded the motion to postpone to the April Council meeting.

VOTE: The motion to postpone Resolution No. 2016-08 to the April Council meeting passed unanimously by voice vote.

- k. Adopt Resolution No. 2016-09, A Resolution of the Dillingham City Council Approving a Request for Proposal to Design Remaining Repairs of the City Lagoon System

MOTION: Holly Johnson moved and Chris Maines seconded the motion to adopt Resolution No. 2016-09.

VOTE: The motion to adopt Resolution No. 2016-09 passed unanimously by voice vote.

- I. Adopt Resolution No. 2016-10, A Resolution of the Dillingham City Council Waiving the Purchasing Restrictions and Awarding a Task Order to CRW Engineering Group LLC to Prepare the RFP for the Replacement of Six Lift Stations

MOTION: Andy Anderson moved and Misty Savo seconded the motion to adopt Resolution No. 2016-10.

Manager Loera noted the firm had already been granted approval, because of their knowledge of the project and the need to expedite the RFP.

Discussion ensued:

- Voiced concern the work had been granted without Council approval beforehand.

VOTE: The motion to adopt Resolution No. 2016-10 passed with Misty Savo, Paul Liedberg, Curt Armstrong, Andy Anderson in favor and Holly Johnson and Chris Maines opposed.

- m. Adopt Resolution No. 2016-11, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Purchase a 1987 Grove RT-760 Crane

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to adopt Resolution No. 2016-11.

Jean Barrett, Port Director, noted the City had used the Peter Pan crane in the past, which was a smaller crane. Due to ongoing erosion in the harbor, it was becoming more difficult to reach the float arms. If purchased, the City could rent it out and recoup some of its costs.

VOTE: The motion to adopt Resolution No. 2016-11 passed with Paul Liedberg, Curt Armstrong, Misty Savo, Chris Maines, and Andy Anderson in favor and Holly Johnson opposed.

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 3 Seats Open

MOTION: Holly Johnson moved and Andy Anderson seconded the motion to concur with the Mayor's recommendation and appoint Melody Nibeck to the Planning Commission.

VOTE: The motion passed unanimously by voice vote.

- 2) Library Advisory Board, 2 Seats Open

There was nothing to report.

3) Marijuana Advisory Committee

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to concur with the Nominating Committee's recommendation to appoint Misty Savo as Council representative and Chair, along with Tracy Hightower, Kenda Horan, Gorden Isaacs, Jason Munster, Tim McCambly, and Nick Rossi.

Mayor Ruby noted the first task would be to get educated on the State law and the City's obligation, and recommended Council members attend the meetings to keep themselves informed.

VOTE: The motion passed unanimously by voice vote.

b. DLG Petition to Annex Nushagak Commercial Fishing Waters Update

There was no update.

c. Interim Task Force Borough Feasibility Study Update

There was no update.

d. Manokotak/Dillingham Road Feasibility Study

Mayor Ruby referred to the draft handout to develop a MOA with the various parties.

10. NEW BUSINESS

a. Action Memorandum No. 2016-01, Award a Contract to Agnew::Beck for Planner Services

MOTION: Misty Savo moved and Chris Maines seconded the motion to approve Action Memorandum No. 2016-01.

Manager Loera noted the City had gone out for an RFP for contracted services, lacking any success in hiring a qualified planner, but would review this again prior to the end of the fiscal year.

VOTE: The motion to approve Action Memorandum No. 2016-01 passed unanimously by voice vote.

b. Liquor License Renewals

1) Dillingham Liquor Store

Mayor Ruby reported that the Council could oppose the renewal for a concrete reason or take no action. She noted the process was intended to be fair, and a form had been created to document the account for timely filing of taxes and utility bills, and any adverse reports from the police dept. since the last renewal. The Code Review Committee had reviewed the renewal at

two separate meetings, and protested it since personal property assessment returns had not been filed since 2013.

Manager Loera noted since the committee's review the personal property assessment returns have been filed with the City. The Council did not take any action.

2) Willow Tree Inn

Mayor Ruby reported the Code Review Committee had recommended delaying taking any action since the liquor license renewal had yet to be applied for with the State. The State provides a grace period of 60 days from December 31, the expiration date.

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

There was no citizen's discussion.

12. COUNCIL COMMENTS

Chris Maines:

- Noted he appreciated the strategic planning session, because it gave him a better feel for each of their priorities.

Paul Liedberg:

- Recognized City Clerk for obtaining her municipal clerk certification;
- Thanked staff for all they do and the dept. heads who participated in the strategic planning session; and
- Asked during the moment of silence to remember the three residents of Togiak who recently lost their lives.

Andy Anderson:

- Appreciated the comprehensive reports provided by staff.

Holly Johnson:

- Noted she also enjoyed the strategic planning session; and
- Appreciated having the Port Director at the meeting to field questions.

13. MAYOR'S COMMENTS

Mayor Ruby:

- Congratulated City Clerk for obtaining her certification as a municipal clerk;
- Thanked Bernadette for working for the City and welcomed Courtenay to the position;
- Noted the City had notified the Governor's office and Rep. Edgmon with emails, letters, and phone calls to keep the District Attorney's office in Dillingham;
- Reported AML was concerned about the danger of losing the CAP on PERS (22%); and
- Noted both the Manager and herself would be out of town March 3, but could attend the Council meeting via teleconference, and would ask Paul to chair the meeting.

MOTION: Holly Johnson moved and Chris Maines seconded the motion to authorize Sale #3 of the Carlson House property items for February 27.

VOTE: The motion passed unanimously by voice vote.

Mayor Ruby asked for a moment of silence to remember all those lost, especially for the community of Togiak for their tragic loss of three young men.

14. EXECUTIVE SESSION

A. Legal Matter

- 1) Union Contract
- 2) Update from Public Safety Department

b. Personnel Matter

- 1) Manager's Contract

MOTION: Holly Johnson moved and Paul Liedberg seconded the motion to enter into executive session to discuss Legal Matters, Union Contract and Update from Public Safety Department, and Personnel Matter, Manager's Contract. [9:28 p.m.]

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

Manager Loera, Janice Williams, and Dan Pasquariello were invited to join the session on the two legal matters.

MOTION: Holly Johnson moved and Misty Savo seconded the motion to come out of executive session [11:11 p.m.].

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

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 11:11 p.m.

Mayor Alice Ruby

ATTEST: [SEAL]

Janice Williams, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 26, 2016
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: February Monthly Report

Vacancies – no vacancies!!!

Contracts/Agreements Signed – Agnew::Beck contract was signed per Council approval for Planning Services. We are working on a Planning Commission meeting for 3/23/16.

Grants – none this month

Landfill – Public Works cleared out an area for a new cell to be built. The City advertised for people to come and get the trees that were cut down. All the wood has been taken by residents.

We're starting to explore using the waste heat from the incinerator to heat the incinerator building in the winter and the shop next door. It would first need to be designed with an estimated cost to install. We are spending an average of about \$13,000 a year to heat the shop.

Request for Proposals (RFPs) – A list was created to track RFPs that are advertised annually. This spring we will advertise for Calcium, Sand, Gravel, Electrical work and Equipment Rental.

The City will also be looking for a surveyor to do some work at the Lagoon. We have been experiencing erosion at this site and the bank is now about 300' away from the Lagoon. We need to get a baseline as to how much it is eroding yearly to be able to show when looking for funding. Our project manager and staff are saying this is going to be a critical project very soon and we should be looking at FEMA for funds that are geared toward protecting critical infrastructure from rising sea levels.

2017 Budget Process – we sent out the budget worksheets to staff in early February and will start discussing the budget in March with the Finance Committee.

Legal Review – Behind my report is a memo from our general counsel, Brooks Chandler, summarizing the 2015 legal activity for the City.

*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.*

Grover Crane – a question was raised at the last meeting about the cost of insurance for the Grover Crane. According to AMLJIA, the annual cost will be around \$200 for general liability coverage when added to our equipment policy.

Dock Fuel Tank – we are purchasing a fuel tank for the Dock at a cost of about \$18,400 which includes freight. This was budgeted from the Equipment Replacement/Facilities fund in FY 16. This tank will replace a very old tank that we have been concerned with its condition and it possibly springing a leak.

Harbor – someone is interested in leasing a piece of property at the harbor for a coffee shop where the Bay Moca is located. We would have to advertise for disposal of this property as we have for others before we can grant a lease. The advertisement will allow others the opportunity to provide us with a plan. We would like to advertise the disposal of this property in March with the introduction of the ordinance in April and schedule a public hearing in May in preparation for the fishing season. We will provide further details when the ordinance is introduced.

We are also developing a plan for the clean-up of the former Bingman property next to the Harbor. We will start with removing two trailers as well as the burnt items in the back. More to come on this clean-up.

Squaw Creek – we communicated with Tom Hoseth at BBNA whether or not the City can provide temporary maintenance on Squaw Creek. He responded that he would have his staff explore the possibility of a “Revocable Use Permit”. I got an e-mail last week from Sabrina Savo stating that we would need to send a letter to all the heirs of Mary Tilden and heirs of Emil Egeland with the same request. The front part of Squaw Creek is owned by the heirs of Mary Tilden and the back end of the road is owned by the heirs of Emil Egeland. Squaw Creek Road goes through the two native allotments with no easements granted for the road.

Background on Task Order No. 1 Assigned to CRW Engineering. Last fall the City’s project manager informed me that the City needed to hire engineering help to develop the RFP documents for the replacement equipment for the lift stations. At the time CRW was designing the replacement equipment, so they were fully knowledgeable of the lift stations. As requested, they provided us with a bid for \$35,400 with a two month timeline to complete. At the time I thought the bid was excessive so deliberated on making a decision. I was reminded again when CRW contacted us in mid-December for a decision. Our project manager thought the bid was reasonable, about the amount that BESC charged for the Dock Lift Station. The Council meeting was canceled in January, so I made the decision to move the project along, based on the time restraints, the fact the task was to be paid by grants, and DEC had already approved CRW doing the work. In addition, we had just spent over \$8,000 in repair costs for one lift station.

Out of the Office – 3/7 – 3/11/16.

*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.*

BOYD, CHANDLER & FALCONER, LLP
ATTORNEYS AT LAW
SUITE 302
911 WEST EIGHTH AVENUE
ANCHORAGE, ALASKA 99501
TELEPHONE: (907) 272-8401
FACSIMILE: (907) 274-3698
bcf@bcfaklaw.com



February 1, 2016

Ms. Rose Loera
City Manager
City of Dillingham
P.O. Box 889
Dillingham, AK 99576

Re: FY 2015 Legal Year in Review

Dear Rose:

This letter is intended to keep you and the City Council informed regarding how the annual legal budget was spent during the 2015 fiscal year. These figures are taken from our billings and have not been audited. Expenses are billed each month rather than assigned to a particular billing matter. We have not attempted to break down expenses in this report. We have not double checked our math. Nevertheless, this gives a very good picture on the legal services provided between July 1, 2014, and June 30, 2015. This can be considered a public document.

In summary, the City spent \$88,223.77 in legal fees and expenses in FY 2015. Of this amount, \$2,828.27 were costs and \$85,395.50 were fees. This is a \$36,000 plus reduction from FY 2014 fees and costs. This money was spent in the following general categories.

General Counsel Activities - \$16,109.50

We advised on the federal district court decision regarding translation of ballots. We prepared a land exchange agreement for port property. We advised on options for city participation in the SOS initiative case. We advised on the use of roll call votes at council meetings. We advised on issues regarding the maintenance of Squaw Creek Road. We advised on issues related to public records requests. We advised on several planning matters including access easements, a stop work order, land use permits for construction projects, and abbreviated plat requirements. We prepared amendments to Title 18 and revisions to the flood plain ordinance. We prepared an ordinance related to fish waste and disposal of hazardous materials. We advised on responding to a request for a fish tax refund. We advised on a contractor licensing issue. We advised on election questions regarding the form of ballots, and candidate eligibility. We updated a form lease for lease of city property. We negotiated an MOU with DOTPF for a road project. We prepared a fuel purchase agreement. We prepared ordinances

Ms. Rose Loera
February 1, 2016
Page 2

adding a definition of “in public” as it pertains to marijuana use. We helped prepare form purchasing documents. We advised on the process for changing speed limits and updating the minor offense table with the court system. We revised the city manager employment agreement. We prepared a liability release. We prepared an ordinance allowing for the sale of tax foreclosed property to persons holding an equitable interest.

Sales Tax Matters - \$5,822

We advised on the application of sales tax to sales of fuel oil delivered outside city boundaries. We prepared a sales tax compact with Alegenagik. We advised on a process for collection in instances where a return has not been filed. We revised a voluntary disclosure agreement.

Bingman - \$26,707

We successfully defended an appeal of the court decision awarding a judgment in favor of the City for \$292,691 and began work on a property tax appeal brought by Mr. Bingman. We also began the process of retaining and disposing of property acquired in the property tax foreclosure proceeding to satisfy both the \$292,691 judgment and the past unpaid property tax.

Marijuana- \$1,389

We traveled to Dillingham and presented general information to the city council on the new state law legalizing personal possession of marijuana and advised the city on the status of development of state regulations applicable to future commercial marijuana operations. Some of our time spent on legal marijuana and state and local regulation of commercial marijuana is included in the general counsel category.

Property Tax Foreclosure - \$5,135

We prepared and completed the 2008-2012 foreclosure which is all done save for the pending appeal of Mr. Bingman. We advised on the process for retaining tax foreclosed property and selling tax foreclosed property. Some of the costs associated with Mr. Bingman’s efforts to avoid loss of property through foreclosure are included in this category.

Annexation - \$18,585

We helped prepare the current annexation petition and participated in pre-filing public hearings and city council meetings which resulted in a decision to file the annexation petition. We helped revise the petition as requested by the LBC.

Ms. Rose Loera
February 1, 2016
Page 3

Public Safety Department - \$504

We advised on an initial response to the Knutsen claim which is being defended by another law firm.

Landfill - \$1,757

We finalized contract documents and provided ongoing advice on issues related to contractor performance.

Property Tax Matters - \$2,495

We advised on a refund issue. We advised on a tax lien issue. We advised on the process for selling property acquired in a previous foreclosure action. We advised on an appeal to the BOE. We advised on the process for assessment and collection of personal property tax on aircraft. We advised on the impact of a past bankruptcy filing on property on the foreclosure list.

Olson - \$360

We advised on the tender of defense of this claim to the State and reviewed the terms of the State's acceptance of the tender of defense.

Port - \$693

We advised on recovery of future costs of repair for damage to dock piles.

Moreno - \$105

We continued efforts to collect the judgment in favor of the City for \$15,974.

Water-Sewer - \$206

We advised on a refund issue and helped with a collection matter.

Wahl - \$956

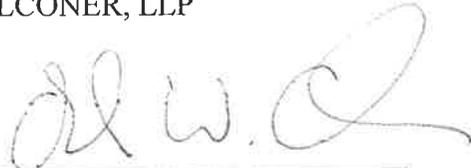
We prepared for an arbitration and negotiated a resolution of this union grievance which resulted in the official abandonment of the grievance by the PSEA.

Ms. Rose Loera
February 1, 2016
Page 4

As always, we appreciate the opportunity to be of service to the people of Dillingham. The year ahead may see a drop in total legal fees now that the Bingman cases are nearly over, however there will be significant legal costs for both responding to Manokotak's petition and continuing to advance the city's refiled annexation petition. If you or the City Council have any questions about particular matters or how we provide our services to Dillingham, please let us know.

Very truly yours,

BOYD, CHANDLER
& FALCONER, LLP

By: 

Brooks W. Chandler

BWC/ms
dillin.corres.20160201.status rpt

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

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

Three ordinances are up for adoption March 3, 2016:

- Ordinance No. 2016-01, An Ordinance of the Dillingham City Council Authorizing an Increase in Animal Registration, Kennel Permit, and Euthanization Fees in Title 7 Animals
- Ordinance No. 2016-02, An Ordinance of the Dillingham City Council Amending Title 2 to Clarify City Law Regarding Management of Public Documents and Records and to Identify City Records that are Not Open to Public Inspection Due to Privacy Concerns
- Ordinance No. 2016-03, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.72 Education

Update on the 2008-2013 Foreclosure List.

The next steps in the foreclosure process:

- February – contacted three title companies; First American Title will research for any lienholders on the 11 remaining parcels on the 2008-2013 foreclosure list.
- March - publish in the newspaper for four consecutive weeks the notice of the end of the redemption period, and send each property owner a copy of the notice as well as any lien holders that the redemption period will close in 30 days. As of January 26, four property owners account for the eleven properties remaining unpaid from the original list that was adopted by the Council August 7, 2014 and filed with the court system in October 2014.

STANDING ITEM(S):

Liquor License Renewals/Transfers/New Licenses.

Alaska 49 LLC d/b/a Willow Tree Inn. License expired December 31, 2015. In the process of reviewing the account in January, the Code Review Committee recommended not taking any action yet since the license had yet to renewed with the state. As of February 17, they have applied for their State liquor license. The account will be reevaluated at the Feb. 29 Code meeting and a recommendation will be brought to the March 3 Council meeting.

City of Dillingham

Page 1 of 2

*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.*

- The State provides a two month grace period from the date of expiration. A \$500 penalty is assessed if not postmarked by the expiration date.

Commission/Board Seats Vacant.

Planning Commission

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

Library Advisory Board

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

Away from the office, March 11-March 25.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 22, 2016
To: Rose Loera
City Manager
From: Navin Bissram
Finance Director
Subject: December 31, 2015 Financial Report

As of the end of December 2015, we should have received 50% of the FY16 budgeted revenues and not have spent more than 50% of the FY16 budgeted expenditures. As you can see by the chart below at December 31, 2015:

- General Fund Revenues were 68% and Expenditures were 55%
- Special Revenue Fund Revenues were 75% and Expenditures were 60%

In comparison as of December 31, 2014:

- General Fund Revenues were 70% and expenditures were 51%
- Special Revenue Fund Revenues were 55% and Expenditures were 51%

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	\$5,520,079	68%	\$8,113,468	\$5,713,049	70%
Special Revenues	2,436,932	1,837,082	75%	2,450,649	1,355,820	55%
Expenditures						
General Fund	\$8,306,640	\$4,548,522	55%	\$8,329,395	\$4,210,462	51%
Special Revenues	2,418,610	1,456,226	60%	2,450,119	1,256,127	51%

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

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

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

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

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

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

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

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

City of Dillingham
 Revenues and Expenditures As of December 31, 2015
 Unaudited Figures

	December 31, 2015			December 31, 2014		
	Budget - FY16	MTD	YTD	Percent	YTD	INC/(DEC)
REVENUES:						
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,700,000	195,714	1,161,105	43%	\$ 1,250,379	\$ (89,274)
Alcohol Sales Tax	300,000	17,376	111,040	37%	127,375	(16,335)
Transient Lodging Sales Tax	85,000	5,547	41,030	48%	46,390	(5,360)
Gaming Sales Tax	75,000	4,732	22,985	31%	22,424	561
Total Sales Tax	3,160,000	223,369	1,336,161		1,446,568	(110,407)
Real Property Tax	1,600,000	(2,282)	1,679,700	105%	1,659,498	20,202
Personal Property Tax	550,000	(2)	595,102	108%	562,742	32,360
Total Property Taxes	2,150,000	(2,284)	2,274,803	106%	2,222,240	52,563
Telephone Gross Receipts State Tax	75,000	-	-	0%	-	-
Raw Fish Tax	300,000	433,564	433,564	145%	407,654	25,910
Shared Fisheries	20,000	-	-	0%	-	-
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%	329,282	(65,857)
Admin Overhead	377,214	90,657	228,608	61%	201,883	26,725
PERS on Behalf	486,183	11,629	129,986	27%	243,357	(113,371)
Other Revenues	415,771	28,598	207,930	50%	205,056	2,874
Total	2,801,066	564,447	1,909,115	68%	2,044,241	(135,126)
Total General Fund Revenues	\$ 8,111,066	\$ 785,532	\$ 5,520,079	68%	\$ 5,713,049	\$ (192,970)
	2,436,932	-	1,837,082	75%	1,355,820	
	\$ 10,547,998		\$ 7,357,160	70%	\$ 7,068,869	
<u>Special Revenue Funds Revenues</u>						
Nushagak Fish Tax	-	-	-	-	13,727	(13,727)
Water	186,496	34,255	284,415	153%	113,636	170,779
Sewer	313,166	25,427	156,164	50%	165,437	(9,273)
Landfill	602,344	162,186	401,926	67%	176,701	225,225
Dock	564,559	69,506	660,215	117%	470,132	190,083
Dock Insurance Payment	-	-	-	-	-	-
Boat Harbor	244,864	18,287	105,462	43%	97,666	7,796
Asset Forfeiture Fund	-	-	-	-	-	-
E-911 Service	76,760	5,530	35,258	46%	40,057	(4,799)
Library Grants	108,685	7,690	46,664	43%	62,228	(15,564)
Senior Center (Grant)	134,459	1,577	67,260	50%	73,240	(5,980)
Senior Center (Non-Grant)	205,599	2,744	79,718	39%	142,996	(63,278)
Total Special Revenue Funds Revenues	\$ 2,436,932	\$ 327,202	\$ 1,837,082	75%	\$ 1,355,820	\$ 481,262
Misc. Grants	-	46,463	98,194	-	929,890	(831,696)
Fisheries Infrastructure	-	-	-	-	-	-
Borough Study Fund	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	3,000	780	474	16%	(1,660)	2,134
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-	-	-	-
Equipment Replacement Capital Project Fund	70,000	11,484	64,338	92%	115,000	(50,662)
School Bond Project	-	-	1	-	-	1
Public Safety Planning	-	-	-	#DIV/0!	20,000	(20,000)
Debt Service Fund Revenue	1,179,590	178,261	435,556	37%	273,045	162,511
Landfill Closure Fund	-	-	-	-	-	-

Total Capital Project Revenues	\$ 1,313,090	\$ 236,989	\$ 598,562	46%	\$ 1,336,275	\$ (737,713)
Total Revenues	<u>\$ 11,861,088</u>	<u>\$ 1,349,722</u>	<u>\$ 7,955,722</u>	<u>67%</u>	<u>\$ 8,405,144</u>	<u>\$ (449,422)</u>

City of Dillingham
Revenues and Expenditures As of December 31, 2015
Unaudited Figures

	December 31, 2015			December 31, 2014	
	Budget - FY16	MTD	YTD	Actual	INC/(DEC)
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 74,350	\$ 2,891	\$ 23,371	\$ 37,346	\$ (13,975)
City Clerk	138,638	9,835	63,667	65,775	(2,108)
Administration	321,478	21,487	154,826	150,038	4,788
Finance	633,685	41,569	305,741	295,708	10,033
Legal	109,000	5,831	30,356	34,212	(3,856)
Insurance	122,082	16,079	78,655	112,615	(33,960)
Non-Departmental	187,675	7,418	113,045	122,097	(9,052)
Planning	141,331	1,255	5,998	64,675	(58,677)
Foreclosures	15,000	7,170	111,826	13,681	98,145
Meeting Hall above Fire Station	3,000	100	919	1,370	(451)
Public Safety Administration	177,277	19,710	78,798	99,050	(20,252)
Dispatch	495,228	36,851	224,297	226,925	(2,628)
Patrol	892,426	62,298	357,866	403,930	(46,064)
Corrections	600,800	56,622	300,807	344,053	(43,246)
DMV	54,810	3,433	21,428	71,799	(50,371)
Animal Control Officer	106,881	7,400	53,706	50,567	3,139
PS IT	14,000	996	5,504	7,791	(2,287)
Fire	297,591	16,966	87,789	124,927	(37,138)
Public Works Administration	203,921	12,375	71,131	95,151	(24,020)
Building and Grounds	348,178	22,753	120,540	140,620	(20,080)
Shop	398,006	29,533	193,518	68,269	125,249
Street	502,817	29,079	219,181	256,518	(37,337)
Library	125,265	8,330	49,355	59,690	(10,335)
City School	1,300,000	325,000	975,000	975,000	-
Transfers to Other Funds	1,043,201	187,320	901,198	388,655	512,543
Total General Fund Expenditures	\$ 8,306,640	\$ 932,303	\$ 4,548,522	\$ 4,210,462	\$ 338,060
Special Revenue Funds Expenditures					
Nushagak Fish Tax	-	-	-	-	-
Water	218,252	30,899	287,122	113,636	173,486
Sewer	268,183	30,755	136,375	147,848	(11,473)
Landfill	602,344	80,191	408,080	176,902	231,178
Dock	583,153	68,202	313,746	474,152	(160,406)
Dock (ATD Damages)	-	-	-	-	-
Boat Harbor	244,864	11,608	108,627	97,115	11,512
Asset Forfeiture Fund	-	-	-	-	-
E-911 Service	53,071	-	-	7,130	(7,130)
Library Grants	108,685	12,402	69,109	33,052	36,057
Senior Center (Grant)	134,459	22,070	68,483	73,489	(5,006)
Senior Center (Non-Grant)	205,599	10,800	64,684	132,803	(68,119)
Total Special Revenue Fund Expenditures	\$ 2,418,610	\$ 266,927	\$ 1,456,226	\$ 1,256,127	\$ 200,099
	10,725,250	1,199,230	6,004,748	5,466,589	
Misc. Grants	-	6,017	556,948	1,824,460	(1,267,512)
Fisheries Infrastructure Fund	-	-	-	-	-
Borough Study	-	-	-	-	-
Mary Carlson Estate Permanent Fund	6,780	937	1,462	3,882	(2,420)
Ambulance Reserve Capital Project Fund	259,000	-	1,120	-	1,120
Equipment Replacement Capital Project Fund	-	133	64,338	-	64,338

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

	Fund Bal. 6/30/2015	FY'16 Revenues	FY'16 Expenditures	Add or (-) Fund Bal	Fund Bal. 12/31/2015 <u>Unaudited</u>
General Fund	\$ 4,547,050	\$ 5,520,079	\$ 4,548,522	\$ 971,557	\$ 5,518,607
Nushagak Fish Tax	299,795	0	0	0	299,795
Fisheries Infrastructure Fund	67,023	-	-	0	67,023
Borough Study	37,188	-	-	0	37,188
Water	(14,708)	284,415	287,122	(2,707)	(17,415)
Sewer	21,294	156,164	136,375	19,789	41,083
Landfill	(126,126)	401,926	408,080	(6,154)	(132,280)
Dock	525,323	660,215	313,746	346,468	871,791
Boat Harbor	16,722	105,462	108,627	(3,165)	13,557
Asset Forfeitures Fund	6,072	-	-	-	6,072
E-911 Service	148,000	35,258	0	35,258	183,258
Library Grants (Books, Erate, etc.)	(24,606)	46,664	69,109	(22,445)	(47,051)
Senior Center	(78,127)	146,978	133,167	13,811	(64,316)
Mary Carlson Estate Permanent Fund	382,467	474	1,462	(988)	381,479
Ambulance Reserve Capital Project Fund	616,232	-	1,120	(1,120)	615,112
Equipment Replacement Capital Project Fund	216,652	64,338	64,338	-	216,652
School Bond Project Capital Project Fund	65,007	1	67,682	(67,681)	(2,674)
Public Safety Planning	31,826	-	-	-	31,826
Debt Service	(277,390)	435,556	257,295	178,261	(99,129)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	(438,877)	98,194	556,948	(458,754)	(897,631)
Total	\$ 6,192,861	\$ 7,955,722	\$ 6,953,593	\$ 1,002,130	\$ 7,194,991

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February, 23, 2016
To: Rose Loera, City Manager
From: Braden Tinker, Acting Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 5 Calls; 8 Total Man Hours

- 0 Motor Vehicle Accident
- 1 Chest Pain
- 0 Shortness of Breath
- 0 Sick Persons
- 2 Fall Victims
- 2 Medevac Transports

Summarization of Fire Responses – 0 Call; 0 Total Man Hour

- 0 Fire Calls

PROJECTS COMPLETED

- Combo training was held.
- Fire training was held at the Lake Road Fire hall on Engineering Drills, Rescue Squad training was postponed until the 24th of February, and training will be on Trauma Scenarios.
- All apparatus check-offs are half complete. I'm teaching Bobbi how to complete check offs...
- All Ambulance reports are up to date, billing for January's runs is also complete.

ON-GOING PROJECTS

- Bobbi Green started on the 16th of this month as the Fire Office Assistant.
- March 7th, 8th and 9th the Dillingham High School will have transitional job mentors here helping the students look for jobs after high school. They will be visiting the fire department on one of those days.
- T-Shirts for all active members are in the process of being made by Bristol Bay Graphics. (update) – The t-shirts were picked up on Sunday and will be distributed at this week's training on the 24th.
- March 2nd we will be at the UAF Campus teaching students how to operate a fire extinguisher properly.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 23, 2016
To: Rose Loera, City Manager
From: Sonja Marx, Librarian
Subject: February Monthly Report

This is the time of year we begin working on our budgets for FY 17 and applying for grants. We are applying for three summer library positions offered through the 2016 BBEDC programs. These consist of a Library Aide Youth Intern, an Assistant Librarian Adult Intern, and a Summer Librarian Assistant under the Seasonal Employment Opportunities Program.

We have also received the paperwork to apply for the 2017 PLA (Alaska Public Library Assistance) grant and the 2016 IMLS (Institute of Museum and Library Services) Basic Grant and CE Enhancement option. Both are due April 1, 2016 and are for \$7,000 each. We also can apply for a \$1,000 Continuing Education Alaska State Library grant to attend the AkLA 2016 conference in Fairbanks in March.

Each Friday night we will continue to show a movie. Woodlawn is showing March 4th here at the library starting at 4:20 pm. Future movies will be posted at the library as they become available.

The Dillingham Friends of the Library will help celebrate Dr. Seuss (his 112th birthday) and Reading with BBNA Child Care & Head Start Parents on Saturday, March 5th from 10 am - 2 pm at the Val Larson Family Resource Center.

Library Stat report for January 25th – February 20th, 2016:

Patron Visits: 2,488 Computer Use: 609 Wireless Use: 689
Story Hour: 20 Other Visits (including students): 251 Museum Use: 18
Movies Shown: 4 AWE Station Use: 35 Volunteer hours logged: 4

Library Advisory Board meeting scheduled for Tuesday, March 1st at 5:30 pm in the Library

The Library will be closed Monday, March 28th for Seward's Day

*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.*

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 23, 2016
To: Rose Loera, City manager
From: Jean Barrett, Port Director
Subject: February 2016 Monthly staff report

February turned out to be a busy month. We have been able to do some things that will help us all at the city do our jobs better and also some exciting upgrades to our equipment lists.

Late in January Manager Loera received a notice from the State of Alaska about a surplus wheeled crane, a 1987 Grove 760. This is a little bigger and newer than the one the City had ten or so years ago and sold.

The price on the crane was \$45,000 which sounds like a lot until one takes into account a new Crane of this size would be close to \$800,000. This crane was nowhere close to new in years, but as far as looks and hours it was not old by any means. Steps were taken to bring it to the February 4th council meeting for approval.

- I contacted the State sale office and was informed we are the first to inquire about it so we had "first dibs".
- I contacted our crane inspector service in Anchorage and had them go and make an initial inspection for us so we could have an idea of what we might be getting into. The inspector didn't know what the asking price when he did his inspection. When he called with his report I asked if he thought it was worth \$45,000? His comment was that he thought we would be passing up a great deal if we didn't purchase it.
- The Council agreed to use funds from the port enterprise funds to purchase this crane.

On Feb 5th I contacted the State and told them that we had been granted permission to purchase the crane. We sent them a check for the purchase and also a signed invoice. We will now work on getting this crane to Dillingham.

There are countless uses for this crane:

- Yearly deployment of the float arms in the harbor;
- Needed maintenance to the harbor float arm connection bolts;

*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.*

- Pile driving at the harbor and also at the seawall and outflow area at the sewer lagoon;
- There are many rental opportunities that come up around the Dillingham area.

Research has been done for replacement of the equipment fuel tank at the dock. Ours is over 20 years old and we are unsure of its condition. We would not want a fuel spill of any sort and especially within a stone's throw of the Nushagak River. The 3 quotes that I received are as follows:

- Greer tank / Anchorage \$ 28,138.00
- Anchorage Tank \$ 26,912.00
- Ace Tank / Seattle \$ 16,856.52

The estimated freight on this from Northland/AML is \$1,542.72 for a 7500 pound tank.

Other projects this month:

- It's budget time and I have been busy working on getting my wish list together;
- The re-keying of the City is still underway, I hope to finish it up before the next monthly report;
- I have had two teleconferences with the AAHPA board of directors;
- There have been some questions, maybe more than ever before concerning dock invoices. I hope to have this problem taken care of with the addition of a yard laborer/ small forklift operator this coming summer. This will allow staff to focus on the office.

That is all from the port.

At this time there is no Port of Dillingham Committee meeting planned.

*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.*

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 23, 2016
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **March 2016 Public Safety report**

Police:

- ❖ 299 Calls for service
- ❖ 30 Incident reports
- ❖ 12 Persons arrested
- ❖ 7 Title 47/Protective custody
- ❖ 14 Citations issued

One of our officers is currently attending the police academy in Fairbanks.

We currently working with the new Anchorage-based Dillingham DA. The interaction has been going well. Several felony cases have been presented to the grand jury, including two drug offenses.

Corrections:

- ❖ 18 Total Inmates
- ❖ 7 Title 47/Protective custody

We currently have one vacant corrections officer position.

We have a walk-in cooler on the side of our jail that we do not use much since most of our jail food is frozen. It is cost prohibitive to upgrade it to a freezer. We have disconnected it to save electricity. We would like to put it up for public auction.

Dispatch:

- ❖ 384 Calls for service
- ❖ 78% Dispatched to Dillingham Police
- ❖ 15% Dispatched to Alaska State Troopers
- ❖ 3% Dispatched to EMS/Fire
- ❖ 4% Dispatched to Animal Control
- ❖ 79 911 calls received

*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.*

Animal Control:

- ❖ 6 animals impounded
- ❖ 1 owner surrendered animal
- ❖ 2 animal adoptions
- ❖ 9 rabies/parvo shots given
- ❖ 2 citations issued

We hosted a rabies shot, dog tag, and licensing event at the Animal Shelter during Beaver Round-up.

DMV:

- ❖ 44 Registrations/Titles
- ❖ 78 Driver's License/IDs
- ❖ 2 CDLs
- ❖ 4 Road tests

*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.*

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

Date: February 24, 2016
To: Rose Loera, City Manager
From: Francisco Garcia, Public Works Director
Cc: Dillingham City Council
Subject: Monthly Staff Report

Street Dept.:

- Sanding roads and the bike paths;
- Plowing snow off of roads and bike paths;
- Knocked trees down at the landfill for the new cell; and
- Scraping ice off of city roads.

Water/Sewer Dept.:

- Conducted monthly water and sewer sampling;
- Keeping lift stations, sewer treatment and water treatment plant cleaned;
- Completing monthly DMR reports and turning them in to D.E.C.

Shop Dept.:

- Keeping up with equipment and vehicle maintenance;
- Waiting on parts to finish air pump installation at the sewer lagoon;
- Fabricating new guide rail for the swap loader.

B&G Dept.:

- Maintaining city buildings;
- Shoveling snow from entry ways of city buildings;
- Organized Quonset hut;
- Installing new tiles at DPD building.

Landfill Dept:

- Incinerating garbage with no problems;
- Collecting money and keeping up with paper work;
- Incinerator has been down for a few days due to main air pump seizing up, removed and installed new air pump and is back in operation now.

Mayor
Alice Ruby

Manager
Rose Loera



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

MEMORANDUM

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

During the month of January, the Senior Center served 369 congregate meals to 49 individuals, 222 home delivered meals to 12 individuals, gave 259 assisted rides to 21 individuals and 270 unassisted rides to 27 individuals.

Other than our usual renters we had two rentals in the month of January. 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.

This month's report is short since I reported on most of our January activities in my last report.

Our January Advisory Board meeting was cancelled due to lack of quorum.

Our next Advisory Board meeting is scheduled for March 11.

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, February 22, 2016, in the City Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 5:35 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. January 18, 2016

MOTION: Andy Anderson moved and Alice Ruby seconded the motion to approve the minutes of January 18, 2016.

VOTE: The motion passed unanimously by general consent.

4. APPROVAL OF AGENDA

MOTION: Rose Loera moved and Andy Anderson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by general consent.

5. STAFF REPORTS

- a. December Financial Report

Finance Director Bissram reviewed the December financial report.

Follow-up:

- For FY17 budget provide a breakdown of dock revenues for the last several years; construction related, etc.

FY15 Audit: Auditors plan to have a draft by March 14. State of Alaska requires a copy of the final audit by March 31.

Follow-up:

- Recommend scheduling a special Council meeting in March to accept the FY15 budget after it has reviewed by the Finance & Budget Committee.

6. UNFINISHED BUSINESS

- a. Fiscal Policy Development
 - 1) Review Internal Controls (*Placeholder*)
- b. Rate Review
 - 1) General Fees – Draft Resolution No. 2016-14

MOTION: Andy Anderson moved and Alice Ruby seconded the motion to recommend to the Council to adopt Resolution No. 2016-14.

VOTE: The motion passed unanimously by voice vote.

- 2) E-911 – Draft Ordinance No. 2016-05

Manager Loera reported some of the E911 components have been installed at the Lake Rd. Fire Hall, but will need an additional \$430,000 for a backup stand-alone system. There was an est. \$70K from a grant that could go toward to the next component.

Follow-up:

- Verify the E911 percentage of dispatch calls, 9%, that was used for 2012/2013 data referenced in the FY16 budget narrative.

MOTION: Alice Ruby moved and Andy Anderson seconded the motion to recommend to the Council to adopt Ordinance No. 2016-05.

VOTE: The motion passed unanimously by voice vote.

- c. Tobacco Tax (*Postponed for now*)
- d. Sales Tax Exemption

Navin Bissram reported he would send out a reminder to exempt entities that their certificate only applies to purchases made for the business, not personal items.

- e. Budget for an Audit for 2017

Navin Bissram provided a copy of the 2011 sales tax audit. He recommended before the city pursued other sales tax audits, that it review its code as it applies to how audits are determined and conducted. It was his intent to send a letter to the businesses instructing them of their requirement to attach the sales tax exemption log to record exempt sales.

Discussion:

- Commented as a result of the 2011 sales tax audit, the code was amended to clarify that certain transactions were not taxable because they occurred primarily or entirely outside of the City of Dillingham.

Follow-up:

- Contact other communities for their sales tax auditing guidelines.

7. NEW BUSINESS

- a. Review Draft Ordinance No. 2016-04, FY16 Budget Amendment No. 1

Navin Bissram reviewed the amendment items. The draft will be revised to include \$60,500 for transfer to ambulance fund.

MOTION: Alice Ruby moved and Curt Armstrong seconded the motion to recommend to the Council to adopt Ordinance No. 2016-04.

VOTE: The motion passed unanimously by voice vote.

- b. Strategize for Possible Loss of State Revenues

Manager Loera reported capital projects were clearly affected, and some of the other areas to pay attention were the senior center grant, subsidy for internet at library was going away, possible continued decreases to revenue sharing.

\$2,000 Cap on Sales Tax: Intent of the cap was to address concerns taxing at the full amount would add to driving business out of town.

Discussion ensued:

- Evaluate holding community meetings prior to adopting the FY17 budget.

Review FY 17 Budget Meetings Schedule: Meetings tentatively scheduled for 10 AM.

- C. BB Campus – Red Schoolhouse Proposal

Manager Loera noted this was for information only at this time.

- d. Review List of Proposed Write-offs – Draft Resolution No. 2016-13

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to recommend to the Council to adopt Resolution No. 2016-13.

VOTE: The motion passed unanimously by voice vote.

8. PUBLIC/COMMITTEE COMMENT(S)

Rose Loera noted staff was in the process of obtaining quotes to replace a fuel tank at the dock. A resolution to approve the purchase may have to be a laydown at the Council meeting if the total cost is over \$20,000.

9. ADJOURNMENT

The meeting adjourned at 8:07 p.m.

Paul Liedberg, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

DRAFT

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-01

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

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

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

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

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

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

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

7.03.010 Domestic animal registration.

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

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

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

7.16.010 Fees

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

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

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

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

Alice Ruby, Mayor

[SEAL]

ATTEST:

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: March 3, 2016

Attachment to:

Ordinance No. 2016-01 / Resolution No. _____

Subject:

Authorize an increase animal control fees

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- copy of existing fee schedule 7.16.010

Summary Statement:

This ordinance was introduced at the February 4, 2016 Council meeting.

The Finance and Budget committee as part of their standing item to periodically review rates, evaluated the animal control fees and are recommending increases to registration, kennel and euthanization fees. The fee schedule was restructured to combines fines as applicable and removed reference to cats from the phrase animals and cats, since this made for some confusion, cats being animals. The intent had been to recognize registration of cats is not required. In its place, reference is being made to Section 7.03.010 that states registration of cats is not required, but it is encouraged.

This code amendment is being recommended for adoption by the Council.

An advertisement for a Public Hearing on Ordinance No. 2016-01 is scheduled to be placed in the February 25, 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 March 3, 2016.

Attachment to: 2016-01 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

Chapter 7.16 FEES, FINES, AND FAILURE TO COMPLY

Sections:

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

7.16.010 Fees.

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

(Ord. 03-06 § 1 (part), 2003.)

7.16.020 Violations—Penalties.

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

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2016-02

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

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

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

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

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

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

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

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

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

Chapter 2.01 CITY RECORDS

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

2.01.010 Definitions.

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

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

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

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

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

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

2.01.020 Documents requiring assent of the city.

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

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

2.01.030 City records declared public property.

- A. All city records are property of the city. Unless otherwise permitted or required by law, no person may:
 - 1. Deface, alter or destroy a city record;
 - 2. Remove a city record from the city’s possession;
 - 3. Disclose confidential information in a city record; or
 - 4. Except for a city employee in the course of performing official duties, inspect or copy confidential information in a city record.
- B. In addition to any other penalty provided by law, violation of subsection A of this section by a city employee may be cause for disciplinary action.

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

2.01.040 Policy of the city.

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

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

2.01.050 City Records subject to inspection and copying by public.

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

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

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

2.01.060 Exceptions to inspection and copying of city records.

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

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