

City of Dillingham Information Memorandum

Agenda of: April 5, 2018

Attachment to:

Ordinance No. 2018-02 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending the budget by adopting budget amendment No. 1 and appropriating funds for the FY2018 City of Dillingham budget

City Manager: Recommend Approval

Signature:  4/2/18

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Budget summaries

Summary Statement:

This ordinance was introduced at the April 5, 2017, Regular Council meeting.

An advertisement for a Public Hearing on Ordinance No. 2018-02 will be scheduled to be placed in the April 26, 2018, edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which will be May 3, 2018 if Council feels this ordinance needs no amendments.

This non-code ordinance has been vetted through the Finance and Budget Committee and is being recommended for adoption by the Council.

Attachment to: 2018-02 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

**City of Dillingham
FY18 Mid-Year Budget Review Summary**

A	B	C	D	Difference
	Final FY17 Budget	Original FY18 Budget	Amended FY18 Budget	E D-C Change
General Fund Appropriations				
Department				
City Council	\$ 65,050	\$ 43,000	\$ 52,500	\$ 9,500
City Clerk	129,571	132,268	121,318	(10,950)
Administration	342,893	272,383	282,883	10,500
Finance	590,640	602,838	592,038	(10,800)
Legal	82,000	90,000	90,000	-
Insurance	166,000	125,000	165,000	40,000
Non-Departmental	226,744	167,971	168,971	1,000
Planning	131,170	145,555	116,155	(29,400)
PS Administration	163,637	153,690	149,990	(3,700)
PS Dispatch	467,966	473,070	507,020	33,950
PS Patrol	811,416	794,440	728,240	(66,200)
PS Corrections	608,847	628,995	644,495	15,500
PS DMV	42,025	42,614	42,614	-
PS Animal Control Officer	91,292	93,650	99,550	5,900
PS Fire Department	226,318	240,223	242,523	2,300
PW Administration	160,823	168,665	182,865	14,200
PW Buildings & Grounds	311,950	313,926	294,926	(19,000)
PW Shop	307,932	316,902	297,502	(19,400)
PW Streets	456,743	372,754	455,054	82,300
Library	108,194	104,700	104,538	(162)
Meeting Hall	3,000	3,100	3,100	-
Foreclosures	5,000	4,000	4,000	-
City School District	1,300,000	1,300,000	1,300,000	-
Transfer Subsidy for Operations	1,320,459	1,547,510	1,479,881	(67,629)
Transfer to Equipment/Capital Reserves	0	0	0	-
Total General Fund Appropriations:	\$ 8,119,670	\$ 8,137,254	\$ 8,125,163	\$ (12,091)
Total General Fund Revenue:	\$ 7,593,690	\$ 8,098,757	\$ 7,928,112	\$ (170,645)
Net General Fund:	\$ (525,980)	\$ (38,497)	\$ (197,051)	\$ (158,554)

**City of Dillingham
FY18 Mid-Year Budget Review Summary**

A		B	C	D	Difference
		Final FY17 Budget	Original FY18 Budget	Amended FY18 Budget	E D-C Change
<u>Nushagak Fish Tax Funds</u>					
	Nushagak Fish Tax Refunds Expense	-	-	-	-
	Borough Study	-	-	-	-
	Fisheries Fund	-	-	-	-
	Transfer to Equipment Replacement Fund	-	-	-	-
	Transfer to General Fund	-	-	-	-
	Total Fish Tax Expenses	-	-	-	-
	Nushagak Fish Tax Revenues	-	-	-	-
	Net Increase/Decrease to Fund Balance	-	-	-	-
<u>Special Revenue Funds dependent on General Fund</u>					
2100	Water Expenses	212,851	224,775	425,210	200,435
	Water Revenue	182,951	192,694	195,694	3,000
	Due to/(from) General Fund	-	-	(229,516)	(229,516)
2100	Waste Water Expenses	310,790	295,731	385,097	89,366
	Waste Water Revenues	329,146	347,000	357,000	10,000
	Due to/(from) General Fund	-	-	(28,097)	(28,097)
2200	Landfill Expenses	737,529	1,047,233	943,357	(103,876)
	Landfill Revenues	148,707	207,966	207,966	-
	Due to/(from) General Fund	(588,822)	(839,267)	(735,391)	103,876
2600	Senior Center Expenses	289,681	280,397	259,607	(20,790)
	Senior Center Revenues	184,100	177,075	177,075	-
	Due to/(from) General Fund	(105,581)	(103,322)	(82,532)	20,790
	Debt Service Expenses	1,190,646	1,146,150	1,146,150	-
	Debt Service Revenues	610,784	601,729	802,305	200,576
	Due to/(from) General Fund	(579,862)	(544,421)	(343,845)	200,576
	Equipment Replacement Fund Expenses	70,100	135,000	135,000	-
	Equipment Replacement Fund Revenues	-	-	-	-
	Due to/(from) General Fund	-	-	-	-
	Due to/(from) Dock Fund	-	-	-	-
	Due to/(from) Nushagak Fish Tax Fund	-	-	-	-

**City of Dillingham
FY18 Mid-Year Budget Review Summary**

A	B Final FY17 Budget	C Original FY18 Budget	D Amended FY18 Budget	Difference E D-C Change
Public Safety Building Planning Expenses	-	-	-	-
Public Safety Building Planning Revenues	-	-	-	-
Due to/(from) General Fund	-	-	-	-
Ambulance Reserve Fund Expenses	75,629	10,000	11,800	1,800
Ambulance Reserve Fund Revenues	-	-	-	-
Due to/(from) General Fund	(60,500)	(60,500)	(60,500)	-
<u>Total Transfers from General Fund</u>	<u>(1,334,765)</u>	<u>(1,547,510)</u>	<u>(1,479,881)</u>	<u>95,726</u>
<u>Special Revenue Funds not dependent on General Fund</u>				
2300 Dock Expenses	737,709	675,459	643,194	(32,265)
Dock Revenues	688,900	734,926	767,426	32,500
Net Increase/Decrease to Fund Balance	(48,809)	59,467	124,232	64,765
2400 Boat Harbor Expenses	193,467	232,252	247,212	14,960
Boat Harbor Revenues	138,336	172,265	172,265	-
Due to/(from) Dock Fund	(59,131)	(63,987)	(78,947)	(14,960)
2550 E-911 Expenses	49,026	47,307	47,307	-
E-911 Revenues	86,760	87,000	87,000	-
Net Increase/Decrease to Fund Balance	37,734	39,693	39,693	-
Asset Forfeitures Expenses	-	-	-	-
Asset Forfeitures Revenues	-	-	18,900	18,900
Net Increase/Decrease to Fund Balance	-	-	18,900	18,900
Overall Budget Surplus/(Deficit):	<u>(596,186)</u>	<u>(3,324)</u>	<u>(93,173)</u>	<u>(89,849)</u>
<u>Restricted & Captial Project Funds</u>				
Carlson House Expenses	21,000	5,800	5,800	-
Carlson House Revenues	3,000	3,500	3,500	-
Net Increase/Decrease to Fund Balance	(18,000)	(2,300)	(2,300)	-
Snag Point Sewer Relocation Expenses	-	-	-	-
Snag Point Sewer Relocation Revenues	-	-	-	-
Net Increase/Decrease to Fund Balance	-	-	-	-

**City of Dillingham
FY18 Mid-Year Budget Review Summary**

A	B Final FY17 Budget	C Original FY18 Budget	D Amended FY18 Budget	Difference E D-C Change
Waste Water Treatment Plant Expenses	-	-	-	-
Waste Water Treatment Plant Revenues	-	-	-	-
Net Increase/Decrease to Fund Balance	-	-	-	-
Library Grants (Books/Videos) Expense	102,543	57,636	92,432	34,796.00
Library Grants (Books/Videos) Revenues	102,543	57,636	92,432	34,796.00
Net Increase/Decrease to Fund Balance	-	-	-	-
School Bond Project Expenses	-	-	-	-
School Bond Project Revenues	-	-	-	-
Net Increase/Decrease to Fund Balance	-	-	-	-
<u>Appropriations by Category</u>				
General Fund Appropriations	\$ 8,119,670	\$ 8,137,254	\$ 8,125,163	\$ (12,091)
Special Revenue Fund Appropriations	3,990,971	4,157,740	4,342,166	184,426
Nushagak Fish Tax Appropriations	-	-	-	-
Total Special Rev & NFT Appropriations	3,990,971	4,157,740	4,342,166	172,335
Restricted & Capital Project Funds	-	-	-	-
Total All Appropriations	\$ 12,110,641	\$ 12,294,994	\$ 12,467,329	\$ 172,335
<u>Revenues by Category</u>				
General Fund Revenues	\$ 7,593,690	\$ 8,098,757	\$ 7,928,112	\$ (170,645)
Special Revenue Fund Revenues	2,475,227	2,581,791	2,881,563	299,772
Nushagak Fish Tax	-	-	-	-
Total Special Rev & NFT Revenues	2,475,227	2,581,791	2,881,563	299,772
Restricted & Capital Project Funds	-	-	-	-
Total All Revenues	\$ 10,068,917	\$ 10,680,548	\$ 10,809,675	\$ 129,127
Total General Fund Transfers	\$ 1,334,765	\$ 1,547,510	\$ 1,479,881	\$ 67,629
Total NFT Transfer	-	-	-	-
Total Dock to Equipment Replacement Transfer	-	-	-	-
Total Dock to Harbor Transfer	59,131	63,987	78,947	(14,960)
Total Inter Fund Transfers	\$ 1,393,896	\$ 1,611,497	\$ 1,558,828	\$ 52,669
Total Revenues & Fund Transfers	\$ 11,462,813	\$ 12,292,045	\$ 12,368,503	\$ 76,458
Net Increase(Decrease) to Fund Balances	\$ (647,828)	\$ (2,949)	\$ (98,826)	\$ (95,877)

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

GENERAL FUND REVENUE/APPROPRIATION CHANGES

REVENUES

Sales Tax

<i>Original Budget</i>	2,700,000	<i>Revised Budget</i>	2,550,000	<i>Change</i>	(150,000)
	Sales Tax	(150,000)	Updated revenue estimate through FYE (based upon actual receipts thus far).		
		<u>(150,000)</u>			

Raw Fish Tax (State)

<i>Original Budget</i>	300,000	<i>Revised Budget</i>	398,350	<i>Change</i>	98,350
	Raw Fish Tax	98,350	Updated to reflect actual amount received from SOA.		
		<u>98,350</u>			

PILT

<i>Original Budget</i>	445,000	<i>Revised Budget</i>	450,800	<i>Change</i>	5,800
	PILT	5,800	Updated to reflect actual amount received from U.S. Dept of Interior.		
		<u>5,800</u>			

Revenue Sharing

<i>Original Budget</i>	106,192	<i>Revised Budget</i>	132,692	<i>Change</i>	26,500
	Revenue Sharing	26,500	Updated to reflect actual amount received from SOA.		
		<u>26,500</u>			

Shared Fish Business Tax

<i>Original Budget</i>	32,325	<i>Revised Budget</i>	18,650	<i>Change</i>	(13,675)
	Shared Fish Business Tax	(13,675)	Updated to reflect actual amount received from SOA.		
		<u>(13,675)</u>			

PS - Administration

<i>Original Budget</i>	7,500	<i>Revised Budget</i>	21,500	<i>Change</i>	14,000
	Court Deposits	14,000	Updated revenue estimate through FYE (based upon actual receipts thus far).		
		<u>14,000</u>			

PS - Animal Control

<i>Original Budget</i>	900	<i>Revised Budget</i>	1,300	<i>Change</i>	400
	Animal Licenses	400	Updated revenue estimate through FYE (based upon actual receipts thus far).		
		<u>400</u>			

PS - Corrections

<i>Original Budget</i>	546,000	<i>Revised Budget</i>	570,500	<i>Change</i>	24,500
	Contract Revenue	22,000	Additional money from DOC for accepting State's pre-trial responsibilities.		
	Title 47 User Fees	2,500	Updated revenue estimate through FYE (based upon actual receipts thus far).		
		<u>24,500</u>			

Fire

<i>Original Budget</i>	50,000	<i>Revised Budget</i>	57,500	<i>Change</i>	7,500
	Ambulance fees	7,500	Updated revenue estimate through FYE (based upon actual receipts thus far).		

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

7,500

Administrative Overhead

<i>Original Budget</i>	444,307	<i>Revised Budget</i>	260,287	<i>Change</i>	(184,020)
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	Administrative Overhead	(184,020)	Change in Special Revenue Fund appropriations and overhead rate reduced from 20% to 10%.		
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(184,020)

APPROPRIATIONS

Council

<i>Original Budget</i>	43,000	<i>Revised Budget</i>	52,500	<i>Change</i>	9,500
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	Lobbying	(1,000)	Adjust to actual contract amount.		
	Annexation Project	500	Updated cost estimate through FYE.		
	Contributions	10,000	BBNA Borough Feasibility Study		
	Food items	300	Updated cost estimate through FYE.		
	Minor Tools & Equipment	(300)	Updated cost estimate through FYE.		
		9,500			

Clerk

<i>Original Budget</i>	132,268	<i>Revised Budget</i>	121,318	<i>Change</i>	(10,950)
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	Salaries/Wages	(3,000)	New clerk hired at lower Step than prior clerk.		
	Payroll Taxes	(200)	New clerk hired at lower Step than prior clerk.		
	Health Insurance	(6,000)	No dependents for new City Clerk.		
	Dental Insurance	(400)	Updated cost estimate through FYE.		
	PERS Employer	(2,000)	New clerk hired at lower Step than prior clerk.		
	Workers' Comp.	(250)	Lower W/C rates due to change in insurance provider.		
	Memberships	250	Notary paperwork.		
	Office Supplies	650	Office fixtures.		
		(10,950)			

Administration

<i>Original Budget</i>	272,383	<i>Revised Budget</i>	282,883	<i>Change</i>	10,500
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	Salaries/Wages	18,000	Higher hourly rate paid to Interim City Managers.		
	Overtime	3,500	Executive Assistant work on special projects.		
	Payroll Taxes	1,700	Interim City Managers (higher rate) + Executive Assistant Overtime.		
	Health Insurance	(25,000)	No benefits paid by City for Interim City Managers.		
	Dental Insurance	(1,500)	No benefits paid by City for Interim City Managers.		
	PERS Employer	(9,000)	No benefits paid by City for Interim City Managers.		
	Workers' Comp.	(300)	Lower W/C rates due to change in insurance provider.		
	Recruiting - Travel	7,900	City Manager Finalists interview expense.		
	Recruiting - Moving	3,000	Exec Assistant (Lori) relocation fee.		
	Project Manager	(5,000)	No Project Manager expenditures expected.		
	Contractual/Professional	15,700	Consultant for City Manager Search.		
	Office Supplies	1,500	computer screen adjuster, ergonomic keyboards/mouse		
		10,500			

Finance

<i>Original Budget</i>	602,838	<i>Revised Budget</i>	592,038	<i>Change</i>	(10,800)
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	Salaries/Wages	(13,000)	Turnover within dept.		
	Payroll Taxes	(1,000)	Turnover within dept.		
	HRA	1,000	Updated cost estimate through FYE (reimbursements expected).		
	Dental Insurance	500	Updated cost estimate through FYE.		
	Life Insurance	500	Updated cost estimate through FYE.		

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

Workers' Comp.	(300)	Lower W/C rates due to change in insurance provider.
Minor Tools & Equipment	1,500	Finance Director computer and assembly.
	<u>(10,800)</u>	

Insurance

<i>Original Budget</i>	125,000	<i>Revised Budget</i>	165,000	<i>Change</i>	40,000
Workers' Comp.	50,000	Allocation performed across various departments.			
General	(15,000)	Adjustment based upon APEI contract.			
Property	(2,000)	Adjustment based upon APEI contract.			
Automobile	7,000	Adjustment based upon APEI contract.			
	<u>40,000</u>				

Non-Departmental

<i>Original Budget</i>	167,971	<i>Revised Budget</i>	168,971	<i>Change</i>	1,000
Credit Card Processing Fee	1,000	Remaining fees due from old Wells Fargo contract.			
	<u>1,000</u>				

Planning

<i>Original Budget</i>	145,555	<i>Revised Budget</i>	116,155	<i>Change</i>	(29,400)
Salaries/Wages	(18,000)	Planning Director salary split w/ Public Works.			
Payroll Taxes	(1,400)	Planning Director benefits split w/ Public Works.			
Health Insurance	(6,500)	Planning Director benefits split w/ Public Works.			
PERS Employer	(4,000)	Planning Director benefits split w/ Public Works.			
Office Supplies	500	Updated cost estimate through FYE.			
	<u>(29,400)</u>				

Library

<i>Original Budget</i>	104,700	<i>Revised Budget</i>	104,538	<i>Change</i>	(162)
Internet	(162)	Updated cost estimate through FYE.			
	<u>(162)</u>				

PS - Administration

<i>Original Budget</i>	153,690	<i>Revised Budget</i>	149,990	<i>Change</i>	(3,700)
Workers' Comp.	(400)	Lower W/C rates due to change in insurance provider.			
General Liability	(1,500)	Adjustment based upon APEI contract.			
Memberships	200	Notary Fees			
Telephone	(1,500)	Updated cost estimate through FYE.			
Internet	(500)	Updated cost estimate through FYE.			
	<u>(3,700)</u>				

PS - Animal Control

<i>Original Budget</i>	93,650	<i>Revised Budget</i>	99,550	<i>Change</i>	5,900
Salaries/Wages	1,500	Updated cost estimate through FYE.			
Overtime	2,500	Lack of volunteers requires ACO to work weekends.			
Payroll Taxes	300	Updated cost estimate through FYE.			
PERS Employer	800	Updated cost estimate through FYE (salaries).			
Memberships	(200)	Updated cost estimate through FYE.			
Heating Fuel	1,000	Updated cost estimate through FYE.			
	<u>5,900</u>				

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

PS - Corrections

<i>Original Budget</i>	628,995	<i>Revised Budget</i>	644,495	<i>Change</i>	15,500
Salaries/Wages	5,000	Adjustment for shift differentials.			
Overtime	5,000	Adjustment for shift differentials.			
Payroll Taxes	800	Adjustment for shift differentials.			
PERS Employer	2,200	Adjustment for shift differentials.			
Workers' Comp.	(1,500)	Lower W/C rates due to change in insurance provider.			
General Liability	(1,500)	Adjustment based upon APEI contract.			
Supplies	3,000	Running low on inmate supplies bought in bulk.			
Minor Tools & Equipment	4,000	Inmate bedding, orange suits, etc.			
Telephone	(1,500)	Updated cost estimate through FYE.			
	15,500				

PS - Dispatch

<i>Original Budget</i>	473,070	<i>Revised Budget</i>	507,020	<i>Change</i>	33,950
Salaries/Wages	12,000	Adjustment for shift differentials.			
Overtime	12,000	Adjustment for shift differentials.			
Payroll Taxes	2,000	Adjustment for shift differentials.			
PERS Employer	5,200	Adjustment for shift differentials.			
Workers' Comp.	(500)	Lower W/C rates due to change in insurance provider.			
Uniforms	250	New Dispatcher Uniforms.			
Minor Tools & Equipment	3,000	Dispatch computer.			
	33,950				

PS - Patrol

<i>Original Budget</i>	794,440	<i>Revised Budget</i>	728,240	<i>Change</i>	(66,200)
Salaries	(55,000)	Updated cost estimate through FYE [Vacant officer positions (2)].			
Payroll Taxes	(4,200)	Updated cost estimate through FYE [Vacant officer positions (2)].			
Health Insurance	(2,500)	Updated cost estimate through FYE [Vacant officer positions (2)].			
PERS Employer	(12,000)	Updated cost estimate through FYE [Vacant officer positions (2)].			
Workers' Comp.	(3,500)	Lower W/C rates due to change in insurance provider.			
Recruiting/Moving	2,000	Officer airfare & moving for 2 positions.			
Uniforms	4,500	New officer uniforms and bullet proof vests.			
Minor Tools & Equipment	4,000	Taser replacements, patrol car computer mounts, firearms replacement supplies.			
Equipment Maintenance	500	Updated cost estimate through FYE.			
	(66,200)				

PW - Administration

<i>Original Budget</i>	168,665	<i>Revised Budget</i>	182,865	<i>Change</i>	14,200
Salaries/Wages	7,500	Port Director & Planning Director salary split w/ Public Works.			
Payroll Taxes	600	Port Director & Planning Director benefits split w/ Public Works.			
Health Insurance	2,500	Port Director & Planning Director benefits split w/ Public Works.			
Dental Insurance	100	Port Director & Planning Director benefits split w/ Public Works.			
PERS Employer	1,700	Port Director & Planning Director benefits split w/ Public Works.			
Workers' Comp.	900	Port Director & Planning Director benefits split w/ Public Works.			
Advertising	900	Vacant positions within dept.			
Telephone	(750)	Updated cost estimate through FYE.			
Internet	750	Updated cost estimate through FYE.			

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

14,200

PW - Building & Ground Maintenance

<i>Original Budget</i>	313,926	<i>Revised Budget</i>	294,926	<i>Change</i>	(19,000)
Salaries/Wages		(7,500)	Turnover within dept.		
Overtime		(1,500)	Turnover within dept.		
Health Insurance		(700)	Turnover within dept.		
Dental Insurance		(300)	Turnover within dept.		
PERS Employer		(3,000)	Turnover within dept.		
Workers' Comp.		(3,000)	Lower W/C rates due to change in insurance provider.		
Heating Fuel		(3,000)	Updated cost estimate through FYE.		
		(19,000)			

PW - Shop

<i>Original Budget</i>	316,902	<i>Revised Budget</i>	297,502	<i>Change</i>	(19,400)
Salaries/Wages		(5,000)	Turnover within dept.		
Overtime		2,000	Updated cost estimate through FYE (understaffed).		
Payroll Taxes		(250)	Turnover within dept.		
Health Insurance		(10,000)	Turnover within dept.		
Dental Insurance		(500)	Turnover within dept.		
PERS Employer		(650)	Turnover within dept.		
Heating Fuel		(5,000)	Updated cost estimate through FYE.		
		(19,400)			

PW - Streets

<i>Original Budget</i>	372,754	<i>Revised Budget</i>	455,054	<i>Change</i>	82,300
Salaries/Wages		45,000	Additional Heavy Equipment Operator used during first 6 mths of FY.		
Overtime		20,000	Additional Heavy Equipment Operator used during first 6 mths of FY.		
Payroll Taxes		5,000	Additional Heavy Equipment Operator used during first 6 mths of FY.		
Health Insurance		15,000	PW Foreman considerably more hours worked within Streets.		
Dental Insurance		1,000	Additional Heavy Equipment Operator used during first 6 mths of FY.		
PERS Employer		14,300	Additional Heavy Equipment Operator used during first 6 mths of FY.		
General Liability		(2,000)	Adjustment based upon APEI contract.		
Contractual/Professional		(25,000)	Reduced rip rap expenditures for erosion at snag point.		
Leased Equipment		9,000	2013 Ford F350 Final Lease Payment.		
		82,300			

Fire

<i>Original Budget</i>	240,223	<i>Revised Budget</i>	242,523	<i>Change</i>	2,300
Salaries/Wages		(5,000)	Turnover within dept.		
Payroll Taxes		(400)	Turnover within dept.		
PERS Employer		(1,100)	Turnover within dept.		
Workers Comp.		(500)	Lower W/C rates due to change in insurance provider.		
Ambulance billing		1,000	Updated cost estimate through FYE.		
Training		5,000	EMT II Initial Class		
Major Equipment		6,800	Portable Pump Testing System.		
Telephone		(1,500)	Updated cost estimate through FYE.		

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

Heating Fuel	(4,000)	Updated cost estimate through FYE.
Water/Sewer	2,000	Updated cost estimate through FYE.
	2,300	

Transfer Subsidy for Operations

<i>Original Budget</i>	1,547,510	<i>Revised Budget</i>	1,479,881	<i>Change</i>	(67,629)
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Transfer to Water	229,516	To cover deficit within fund.
Transfer to Waste Water	28,097	To cover deficit within fund.
Transfer to Landfill	(103,876)	Adjustment to transfer to cover deficit within fund.
Transfer to Senior Center	(20,790)	Adjustment to transfer to cover deficit within fund.
Transfer to Bond Debt Service	(200,576)	Reduced transfer due to increase in state reimbursement from 52.5% to 70%.
	(67,629)	

SPECIAL REVENUE & OTHER FUND REVENUE/APPROPRIATION CHANGES

REVENUES

Water

<i>Original Budget</i>	192,694	<i>Revised Budget</i>	195,694	<i>Change</i>	3,000
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P&I	3,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
	3,000	

Sewer

<i>Original Budget</i>	347,000	<i>Revised Budget</i>	357,000	<i>Change</i>	10,000
------------------------	---------	-----------------------	---------	---------------	--------

Wastewater Dumping	5,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
P&I	5,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
	10,000	

Dock

<i>Original Budget</i>	734,926	<i>Revised Budget</i>	767,426	<i>Change</i>	32,500
------------------------	---------	-----------------------	---------	---------------	--------

Wharfage & Handling	10,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
Labor Income	5,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
Fuel flowage fees	10,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
Equipment Rental	5,000	Updated revenue estimate through FYE (based upon actual receipts thus far).
Miscellaneous	2,500	Updated revenue estimate through FYE (based upon actual receipts thus far).
	32,500	

Library - Grants

<i>Original Budget</i>	57,636	<i>Revised Budget</i>	92,432	<i>Change</i>	34,796
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Grant Revenue (State)	7,450	Updated contract figures from granting agency.
Grant Revenue (E-Rate)	27,346	Updated contract figures from granting agency.
	34,796	

Asset Forfeiture Fund

<i>Original Budget</i>	-	<i>Revised Budget</i>	18,900	<i>Change</i>	18,900
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Asset Forfeiture	18,900	Updated revenue estimate through FYE (based upon actual receipts thus far).
	18,900	

Bond Service

<i>Original Budget</i>	601,729	<i>Revised Budget</i>	802,305	<i>Change</i>	200,576
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SOA	200,576	Increase in state reimbursement from 52.5% to 70%.
	200,576	

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

TRANSFERS

Transfers from General Fund to Other Funds

<i>Original Budget</i>	1,547,510	<i>Revised Budget</i>	1,479,881	<i>Change</i>	(67,629)
Transfer to Water	229,516	To cover deficit within fund.			
Transfer to Waste Water	28,097	To cover deficit within fund.			
Transfer to Landfill	(103,876)	Adjustment to transfer to cover deficit within fund.			
Transfer to Senior Center	(20,790)	Adjustment to transfer to cover deficit within fund.			
Transfer to Bond Debt Service	(200,576)	Reduced transfer due to increase in state reimbursement from 52.5% to 70%.			
	<u>(67,629)</u>				

Transfers from Dock Fund to Other Funds

<i>Original Budget</i>	63,987	<i>Revised Budget</i>	78,947	<i>Change</i>	14,960
Transfer to Harbor	14,960	Increase transfer amount to cover increase in fund expenses.			
	<u>14,960</u>				

APPROPRIATIONS

Water

<i>Original Budget</i>	224,775	<i>Revised Budget</i>	425,210	<i>Change</i>	200,435
Health Insurance	12,000	Employees w/ dependents adjustment.			
Dental Insurance	1,000	Employees w/ dependents adjustment.			
Workers' Comp.	(1,000)	Lower W/C rates due to change in insurance provider.			
Training	1,000	Operator DEC Compliance Certification			
New Construction	186,000	Water System Improvements Project (not covered by grants).			
Admin Overhead	1,435	Updated cost estimate through FYE (recalculated @ 10%).			
	<u>200,435</u>				

Sewer

<i>Original Budget</i>	295,731	<i>Revised Budget</i>	385,097	<i>Change</i>	89,366
Salaries/Wages	2,000	Updated cost estimate through FYE.			
Payroll Taxes	150	Updated cost estimate through FYE.			
Health Insurance	8,000	Employees w/ dependents adjustment.			
Dental Insurance	800	Employees w/ dependents adjustment.			
PERS Employer	450	Updated cost estimate through FYE.			
Workers' Comp.	(1,000)	Lower W/C rates due to change in insurance provider.			
Employee screening	1,000	Updated cost estimate through FYE.			
Electric	20,000	Updated cost estimate through FYE.			
Heating Fuel	2,000	Updated cost estimate through FYE.			
Construction	70,000	Lift Station Improvements (not covered by grants).			
Admin Overhead	(14,034)	Updated cost estimate through FYE (recalculated @ 10%).			
	<u>89,366</u>				

Landfill

<i>Original Budget</i>	1,047,233	<i>Revised Budget</i>	943,357	<i>Change</i>	(103,876)
Salaries/Wages	(9,000)	Turnover within dept.			
Payroll Taxes	(700)	Turnover within dept.			
PERS Employer	(2,000)	Turnover within dept.			
Workers' Comp.	(8,000)	Turnover within dept and lower W/C rates.			
Gravel	(4,000)	Updated cost estimate through FYE.			
Vehicle Maintenance	8,000	Studded & Unstudded Tires w/ shipping.			
Admin Overhead	(88,176)	Updated cost estimate through FYE (recalculated @ 10%).			

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

(103,876)

Dock

<i>Original Budget</i>		<i>Revised Budget</i>		<i>Change</i>	
675,459		643,194		(32,265)	
	Salaries/Wages	(15,000)	Turnover within dept.		
	Overtime	5,000	Updated cost estimate through FYE (understaffed).		
	Payroll Taxes	(800)	Turnover within dept.		
	PERS Employer	(2,200)	Turnover within dept.		
	Workers' Comp.	(25,000)	Turnover within dept and lower W/C rates.		
	General Liability	6,300	Marina excess liability coverage from APEI.		
	Electricity	7,500	Updated cost estimate through FYE.		
	Equipment Maintenance	35,000	Dock forklift repairs.		
	Admin Overhead	(43,065)	Updated cost estimate through FYE (recalculated @ 10%).		
		<u>(32,265)</u>			

Harbor

<i>Original Budget</i>		<i>Revised Budget</i>		<i>Change</i>	
219,152		232,112		12,960	
	Salaries/Wages	(12,000)	Port Director salary split w/ Public Works.		
	Overtime	2,000	Updated cost estimate through FYE.		
	Payroll Taxes	(800)	Port Director salary split w/ Public Works.		
	Health Insurance	3,500	Harbor assistant now receives benefits.		
	Dental Insurance	250	Harbor assistant now receives benefits.		
	Life Insurance	100	Harbor assistant now receives benefits.		
	PERS Employer	(2,200)	Port Director salary split w/ Public Works.		
	Workers' Comp.	(3,000)	Lower W/C rates due to change in insurance provider.		
	Contractual/Professional	35,000	Harbor Float Design		
	Heating Fuel	(2,000)	Updated cost estimate through FYE.		
	Water/Sewer	2,000	Updated cost estimate through FYE.		
	Refuse	5,000	Updated cost estimate through FYE.		
	Equipment Maintenance	2,500	Updated cost estimate through FYE.		
	Admin Overhead	(17,390)	Updated cost estimate through FYE (recalculated @ 10%).		
		<u>12,960</u>			

Harbor Bathouse

<i>Original Budget</i>		<i>Revised Budget</i>		<i>Change</i>	
13,100		15,100		2,000	
	Water/sewer	2,000	Updated cost estimate through FYE.		
		<u>2,000</u>			

Library - Grants

<i>Original Budget</i>		<i>Revised Budget</i>		<i>Change</i>	
57,636		92,432		34,796	
	Audio Visual (PLA)	1,000	Updated contract figures from granting agency.		
	Minor Tools & Equipment (PLA)	2,000	Updated contract figures from granting agency.		
	Internet (PLA)	(3,000)	Updated contract figures from granting agency.		
	Travel (State)	1,250	Updated contract figures from granting agency.		
	Internet (State)	6,200	Updated contract figures from granting agency.		
	Internet (E-Rate)	27,346	Updated contract figures from granting agency.		
		<u>34,796</u>			

Senior Center

<i>Original Budget</i>		<i>Revised Budget</i>		<i>Change</i>	
280,397		259,607		(20,790)	
	Food Items	4,000	Updated cost estimate through FYE.		
	Household Supplies	500	Updated cost estimate through FYE.		
	Telephone	(500)	Updated cost estimate through FYE.		
	Heating Fuel	(4,000)	Updated cost estimate through FYE.		
	Water/Sewer	2,000	Updated cost estimate through FYE.		

**CITY OF DILLINGHAM
FY18 BUDGET AMENDMENT**

Admin Overhead (22,790) Updated cost estimate through FYE (recalculated @ 10%).
(20,790)

Ambulance Replacement Fund

<i>Original Budget</i>	10,000	<i>Revised Budget</i>	11,800	<i>Change</i>	1,800
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Major Equipment	6,800	Lake Road Fire Hall Extension	
Volunteer Stipend	<u>(5,000)</u>	Updated cost estimate through FYE.	
	<u>1,800</u>		

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2018-03

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 4.20.050, SALES TAX EXEMPTIONS TO ADJUST THE TAX CAP

WHEREAS, the City of Dillingham (City) has listened to and considered the citizens of Dillingham concerning the increased tax cap rate; and

WHEREAS, the City wants to encourage business in Dillingham; now

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Title 4.20.050 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted text displayed in strike out font.

**Chapter 4.20
SALES TAX**

Sections:

4.20.050 Exemptions.

T. Tax Cap. The selling price amount of any sale (other than the rental or lease of real or personal property or any provision of services) in excess of **three thousand five hundred** dollars ~~five thousand dollars~~. For purposes of this exemption the following rules apply:

1. For purposes of computing the sales price of multiple items purchased at the same time, which are delivered to the consumer on one date, shall be combined **and treated as a single sale or transaction**. If the consumer is purchasing a number of items for a construction, improvement, or renovation package the sales price of the multiple items purchased at the same time as a package shall be combined even though delivery or payment for some of the items may be made at different times. A “package” is defined as an arrangement where the buyer or seller have obtained all required permits (i.e., city land use permit or other building permit), and there is a written agreement with seller identifying the total price being paid.

2. Each payment for a single item paid for on an installment basis shall be considered a separate sale with the exception that installment payments for snow machines, ATVs, boats, boat motors, and vehicles that are seller-financed by a business operating within the city or by a financial institution are subject to the sales tax cap on the total amount of the sale.

3. For purposes of computing the amount of any sale or transaction, items purchased on account or on credit on different days shall not be combined and treated as a single sale or transaction.

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

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

_____.

SEAL:

Alice Ruby, Mayor

ATTEST:

Lori Goodell, City Clerk

City of Dillingham Information Memorandum

Agenda of: April 5, 2018

Attachment to:

Ordinance No. 2018-03 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending Chapters 4.20 Sales Tax, Section 4.20.050, Sales Tax Exemptions to Adjust the Tax Cap

City Manager: Recommend Approval

Signature: *Tadlan* 4/2/18

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The Code Review Committee was tasked with reviewing all sales tax exemptions. The review consumed all meetings held in 2017. Committee members discussed the tax cap during that process. Ordinance 2017-08 was adopted December 7, 2017 with the changes being affecting March 1, 2018.

There was public participation during the process, although no member of the public spoke regarding the proposed increase in the tax cap from \$2,000 to \$5,000. After this ordinance passed some citizens addressed Council with concerns about loss of potential revenue with the increase in the tax cap. City Council sent the issue back to the Code Review Committee for further consideration taking into account public concerns.

After further review the Code Committee is recommending the cap be reduced to \$3,500. This is a compromise that will alleviate business concerns and still retain some additional revenue for the City.

Attachment to: 2018-03 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2018-04

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING TITLE 7, ANIMALS, BY ADDING CLASSIFICATION AND REGULATION TO SECTION 7.07 ANIMAL BEHAVIOR

WHEREAS, the City of Dillingham (City) is recommending changing the method of classification of animal behaviors based on the City’s standard operating; and

WHEREAS, section 7.07, Animal Behavior needs to be updated to reflect current practices; and

WHEREAS, the City is looking to make several other minor adjustments to Title 7, Animals;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Title 7.07 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted text displayed in strike out font.

**Chapter 7.07
ANIMAL BEHAVIOR**

Sections:

7.07.030 Vicious animals.

7.07.040 Classifications and exceptions to classification of animals.

7.07.050 Regulation of classified animals.

7.07.060 Appeals to a superior court

7.07.030 Vicious animals.

A. Any animal who bites a person or animal without provocation, or which, by its actions, gives indication that it is able to bite any person or animal without provocation, shall be deemed vicious **and will be charged a fine as outlined in 1.20.040.**

B. Any animal who bites a person or animal without provocation and is currently vaccinated shall be immediately quarantined for no less than ten days at the expense of the owner. ~~A date of euthanasia for the animal shall be scheduled for no less than forty-eight hours after completion of quarantine.~~

C. Any animal who bites a person or animal without provocation and is unvaccinated shall be immediately impounded and quarantined for no less than ten days at the expense of the owner or keeper, and the owner or keeper may be found in violation of Chapter 7.13, subject to fees and/or fines established within Sections 7.16.010 and 7.16.020, and to comply with Chapter 7.14. ~~Before completion of quarantine, the owner or keeper will be given a written notice of the date of euthanasia. A date of euthanasia shall be scheduled for no less than forty-eight hours after completion of quarantine.~~

D. Vicious animals **classified as a level four established by 7.07.040** shall be euthanized, as established in Section 7.11.010, by the animal control officer or agent not less than ~~forty-eight hours~~ **three business days** after providing actual written notice to the owner or keeper of the dog, by hand

delivery to the owner or keeper, or by posting at the last known residence of the owner or keeper. Such notice shall advise the owner or keeper of the following:

1. Planned time of euthanization of the animal;
2. That the animal will be impounded and/or quarantined immediately upon issuance of notice;
3. That the owner or keeper has an opportunity to be heard before the city manager, or the city manager's designee, should they wish to appeal the animal control officer's or agent's determination that the animal is vicious. **The appeal must be in writing and received in the City Manager's office within three business day after receiving classification notice.**

E. The issues to be considered at any appeal hearing shall be limited to the following:

1. Whether the animal bit a person or domestic animal;
2. Whether the animal caused damage to property;
3. Whether the bite or damage was without provocation;
4. Whether the animal by its actions gave indication that it is able to bite any person or animal without provocation.

5. City Manager shall issue a written response to be hand delivered within 10 business days of the appeal hearing.

F. The owner or keeper of an animal deemed vicious has the option to have such animal euthanized by someone of their choosing (i.e., veterinarian, close acquaintance, etc.), providing proof of date, time, and location to animal control officer or agent of the euthanasia.

G. Animals whose owner or keeper cannot be identified or located by the animal control officer or agent shall be impounded and quarantined for no less than ten days before being euthanized. If during such quarantine the owner or keeper becomes known, or a person claims to be the owner or keeper, that person shall be provided notice pursuant to subsection D of this section.

H. Any animal deemed vicious and reasonably suspected of being rabid may, at the discretion of the animal control officer or agent, be euthanized, before completion of quarantine, **if practical the owner or keeper will be notified.** and without notice to the owner or keeper.

7.07.040 Classifications and exceptions to classification of animals.

A. Classifications. Subject to the authority of the Animal control officer under subsection B below, an animal may be classified based on one of the following levels:

1. **Level one behavior is established if an unrestrained animal is found to menace or chase, and display threatening or aggressive behavior, or otherwise threaten or endanger the safety of any person or domestic animal.**
2. **Level two behavior is established if an animal bites or causes physical injury to any domestic animal, or if an unrestrained animal kills any unrestrained domestic animal.**
3. **Level three behavior is established any of the following occur regardless of whether the animal is restrained:**
 - a. **An animal inflicts an aggressive bite or causes physical injury to any human;**
 - b. **An animal kills a domestic animal that is restrained;**
 - c. **An animal for the second time injures or kills a domestic animal.**

4. Level four behavior is established if any of the following occur:
 - a. An animal, regardless of whether it is restrained, causes serious physical injury or the death of any human;
 - b. An animal is used as a weapon in the commission of a crime;
 - c. An animal previously classified as a level three or four, or as a potentially dangerous animal under a prior enactment of this Code, commits a level three or four behavior described in subsection A.3. or A.4. above after the owner receives notice of the prior level three or four classification.

B. Exceptions to classifications. Notwithstanding subsection A above, the Animal control officer shall have discretionary authority to refrain from classifying an animal even if the animal has engaged in the behaviors specified in subsection A, if the Animal control officer determines that one of the following is true:

1. At the time of injury or damage, the victim was committing trespass with criminal intent on premises occupied by the owner or custodian of the animal, the victim was teasing, tormenting, abusing, or assaulting the animal, its offspring, or the owner or custodian, or the victim was committing or attempting to commit a crime;
2. The animal was protecting or defending itself, its offspring, or a human within the immediate vicinity of the animal from an attack or assault while under control or confined;
3. The animal is trained to attack persons independently or upon oral command while under the restraint and supervision of an authorized government or law enforcement unit and the act is directly associated with the proper execution of the animal's duties;
4. The animal, with a current rabies vaccination, causes injury to the owner, owner's family, trainer or person caring for the animal, unless:
 - a. A complaint is received from the injured party;
 - b. The victim is a minor who is not involved in training or competing with the animal;
 - or
 - c. The animal is unredeemable; or
5. The decision not to classify reasonably serves and promotes justice, fairness, and the purposes and intent of this title, the protection of public health, safety and welfare, and the humane care and treatment of animals.

17.40.040 Regulation of classified animals.

A. The Animal control officer shall have the discretion to increase or decrease a classified animal's restrictions based upon relevant circumstances.

B. In addition to other requirements of this chapter, the owner of a classified animal shall comply with the following classification requirements:

1. Level one. Animals classified as level one shall be restrained so the animal cannot reach any public sidewalk or adjoining property and located so as not to interfere with the public's access to the owner's property whenever that animal is outside the owner's home, provided, however, such animal shall not be under control by command.
2. Level two. Animals classified as level two shall be confined in a location which may include a secure enclosure or under control by leash only.
3. Levels three. Animals classified as level three shall at all times be confined in a locked secure enclosure or under control by a substantial leash or chain not to exceed six feet in length, and under the control of a competent adult who is familiar with and in control of the animal. The requirement of control is not satisfied by an electronic collar

or electronic fence. Animals classified as level three shall also be muzzled when not on the owner's property. It is a violation of this subsection to breed, sell, exchange or abandon an animal classified as level three, except as specifically provided in this chapter.

4. Level four. Animals classified as level four shall be euthanized. In addition, the Animal control officer may suspend for a period the animal owner's right to be the owner of any animal in the municipality, including animals currently owned by that person.

a. All animals classified as level four shall be euthanized at any time with the owner's consent or on a date not sooner than three business days after a final decision by the hearing officer or final judgment by the court. Notification to the municipality of an appeal of a final decision of the hearing officer to a court shall delay euthanization of the animal as set forth in section 7.11.010.

b. During any appeal process, it is a violation of this section to breed, sell, exchange or abandon an animal classified as level four or allow it to reside in any household containing animals.

17.40.060 Appeals to superior court.

A. Appeals by the animal owner from the written decision of the City Manager shall be to the superior court in Dillingham, Alaska. The hearing before the superior court is an administrative appeal heard solely on the record established before the City Manager and is at the expense of the animal owner.

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

Code Section	Offense	Penalty/Fine
7.07.020	Dangerous animals prohibited	
	First offense	\$75
	Second offense, same person (within 12 months)	\$150
	Third offense, same person (within 12 months)	\$200
7.07.030.A.	Animal classified as vicious	\$300

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

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

SEAL:

Alice Ruby, Mayor

ATTEST:

Lori Goodell, City Clerk

City of Dillingham Information Memorandum

Agenda of: April 5, 2018

Attachment to:

Ordinance No. 2018-04 / Resolution No. _____

Subject:

An Ordinance of the Dillingham City Council Amending Title 7, Animals, by Adding Classification and Regulation to Section 7.07 Animal Behavior

City Manager: Recommend Approval

Signature:  4/2/18

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The Code Review Committee was tasked with reviewing Title 7.07 to update it with the current practice Animal Control is using.

The Chief of Police and Animal Control Officer provided information regarding the method that the department is using to classify animal behavior in Dillingham.

In 2008 Alaska Supreme Court recommended the city address having no functional standards in determining vicious from non-vicious, as well as taking into account the severity of a animal bite.

A progressive fine has been added for dangerous animal classification, and a fine has is now included for a vicious determination.

Attachment to: 2018-04 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

Lori Goodell

From: John Heyano
Sent: Friday, March 23, 2018 7:28 AM
To: Lori Goodell
Cc: Ida Noonkesser
Subject: Re: Seat A

Good morning Lori would you please resubmit my letter to the City council. Thank you John.

Sent from my iPhone

On Feb 23, 2018, at 8:55 AM, Lori Goodell <cityclerk@dillinghamak.us> wrote:

John,

The city council approved your appointment to the senior advisory council. See attached letter for details. This seat does expire in April and your continued participation would be greatly appreciated.

Thank you for your interest in serving the community,

Lori Goodell

City Clerk
City of Dillingham
PO Box 889
Dillingham, AK 99576
T 907.842.5212 / F 907.842.2060
cityclerk@dillinghamak.us
www.dillinghamak.us

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<J Heyano 2018.pdf>

1/22/2018.

MAYOR Alice Ruby:

Hello and my name is John A. Heyano,
I Am interested in sitting on the
Senior Advisory board as one of the
Commissioner.

I currently sit on the Chogging Board
and on the B.B.H.A. as one of the Commissioner.

Thanks
John A. Heyano

John A. Heyano
Box 281
Dillingham, AK 99576.



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

Route to FINANCE _____ Information Available as of _____
Date Date

ACTIVITY	STATUS
Sales Tax Filings	_____ Bal. Due _____ Date/Amt. of Last Payment ____ No. late payments in last two years. Comment:
Real Property Tax Owens the property? YES NO	_____ Bal. Due _____ Date/Amt. of Last Payment ____ No. late payments in last two years. Comment:
Personal Property Tax (Inventory, Supplies, Office Equipment)	_____ Bal. Due _____ Date/Amt. of Last Payment ____ No. late payments in last two years. Comment:
Utility Bill Responsible for utilities? YES NO	_____ Bal. Due _____ Date/Amt. of Last Payment ____ No. late payments in last two years. Comment:
Most Current DLG Business License	_____ License Year Date Applied Comment:
Most Current State of Alaska Business License	_____ License Year Date Applied Comment:



LIQUOR LICENSE APPLICATION REVIEW

TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

Route to PUBLIC SAFETY _____ Information Available as of _____
Date Date

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

Serving to minors (under 21 years of age).

Intoxicated person on licenses premises.

Serving alcoholic beverages after hours.

Pattern of disturbances or fights on the licenses premises.

Open sale of prohibited drugs on the licenses premises.

Additional comments:



TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

This review covers the period _____ to _____.

Route to PLANNING OFFICE _____ Information Available as of _____
Date Date

For License Types: New and Transfer

1) Does the structure, or use of land or a structure, including parking requirements at the proposed license location conform to Title 18. Explain.

2) Provide a detail of the Public Notice Requirements.



TYPE	License Renewal	New License	Transfer
Doing Business As	License Type	Licensee	Physical Address

Reviewed by: _____

Date

Recommendation:

No Action

Deny

Explain the reason(s) for a denial of the application:



February 22, 2018

City of Dillingham
Attn: Lori Goodell
Via Email: cityclerk@dillinghamak.us

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	1242
Licensee:	Alaska '49 LLC		
Doing Business As:	Willow Tree Inn		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-17: 2018/2019 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Alaska '49 LLC	License #:	1242
License Type:	Beverage Dispensary	Statute:	AS 04.11.090
Doing Business As:	Willow Tree Inn		
Premises Address:	513 Wood River Road		
Local Governing Body:	City of Dillingham		
Community Council:	None		

Mailing Address:	PO BOX 630		
City:	Dillingham	State:	Alaska
		ZIP:	99576

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	LaPreal Bauer		
Contact Phone:	843-0391	Business Phone:	842-5513
Contact Email:	labauer1979@yahoo.com		

Seasonal License? Yes No
 If "Yes", write your six-month operating period: _____





Alaska Alcoholic Beverage Control Board

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Section 2 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

Paul Kelly, Atty

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: applicant affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: applicant affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					





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Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>
 Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	130924
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.



This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a **limited liability organization**, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:	Lapreal Bauer		
Title(s):	member	Phone:	843-0391 % Owned: 33.33
Mailing Address:	PO BOX 1315		
City:	Dillingham	State:	AK ZIP: 99576

Entity Official Name:	Monica McCollor		
Title(s):	member	Phone:	843-2076 % Owned: 33.33
Mailing Address:	PO BOX 1315		
City:	Dillingham	State:	AK ZIP: 99576

Entity Official Name:	Kim Parker		
Title(s):	member	Phone:	843-0393 % Owned: 33.33
Mailing Address:	PO BOX 888		
City:	Dillingham	State:	AK ZIP: 99576





Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<http://www.commerce.alaska.gov/web/amco>
 Phone: 907.263.0350

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Section 5 - License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> AB
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> AB
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 - Violations and Convictions

Applicant violations and convictions in calendar years 2016 and 2017:

	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> AB
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/> AB

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 - Alcohol Server Education

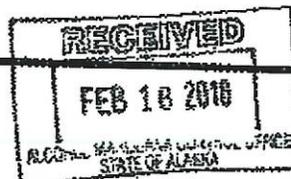
This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 8.

Read the line below, and then sign your initials in the box to the right of the statement:

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.

Initials **AB**

[Form AB-17] (rev 10/16/2017)
 License #1242 DBA Willow Tree Inn





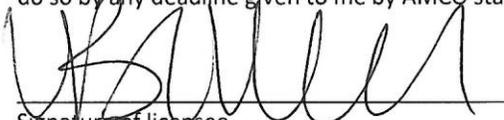
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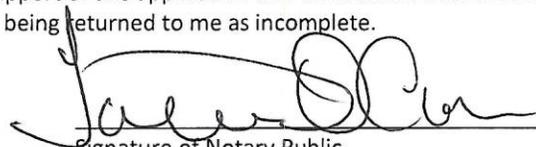
Section 8 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

- | | |
|--|---|
| <p>I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.</p> <p>I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.</p> <p>I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.</p> <p>I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.</p> | <p>Initials</p> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> </div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto; display: flex; align-items: center; justify-content: center;"> </div> |
|--|---|

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.


 Signature of licensee
Larreal Bauer
 Printed name of licensee


 Signature of Notary Public
 Notary Public in and for the State of Alaska



My commission expires: 11/06/2018

Subscribed and sworn to before me this 14 day of February, 2018.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



Re: License # 1242 Violation # AB16-0667

VIOLATION: On 11-29-16 Alcohol & Marijuana Control Office (AMCO) received information from AK Dept of Environmental Conservation, Division of Environmental Health, Food Safety and Sanitation Program that you are not compliant with Alaska Food Code 18 AAC 020(c). This is a violation of Title 04.



City of Dillingham Action Memorandum Agenda of: April 5, 2018

Action Memorandum No. 2018-01

Subject:

Authorize the City Manager to collaborate with Nushagak Cooperative for a Community Clean-Up, May 4, 5, and 6

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The Community Clean-Up has been an annual event that has typically been scheduled for the month of May. This year the dates would be May 5, 6, and 7.

City workers will collect the yellow bags from picking up the roadside. ALPAR (Alaskans for Litter Prevention and Recycling) bags and gloves will be available at City Hall, the DMV lobby, Nushagak Cooperative, and the Public Library.

There will be a free day at the landfill on May 5 for bagged garbage only, no appliances, or hazardous materials.

Action Memorandum No. 2018-01

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
	Finance Director	
X	Public Works Director	
X	City Clerk	

Alice Ruby
SWAMC Conference – Feb 28 to March 3

Following is a summary of highlights:

- The Energy Workshop on 2/28 was organized around the theme of sharing experiences and developing projects.
 - The Agenda is attached
 - The Technical Advisors were all in attendance – a very impressive group of technicians. All seem to be familiar with communities and specific projects as well as with the agencies/funding sources available.
 - Individuals from agencies that provide technical and financial assistance made presentations and included Alaska Housing Finance Corporation, US Department of Energy, USDA and Alaska Energy Authority . Attaching written material that was provided.
 - SWAMC applied for a grant from US DOE. The proposed project will provide funds for commercial facility energy audits. They expect to receive a decision on the application soon. Staff noted that “commercial” might include both commercial buildings which might include multi-family facilities, commercial buildings and commercial fishing vessels. They will know more once the grant is awarded.
 - US DOE grants for funding for coming year were discussed. Deadlines are in April. Grants require 50:50 match. DOE will target smaller scale projects and focus on community scale projects, facility scale projects and resident’s preparation for natural disaster.
 - Under federal DOE, the village corporation is an eligible entity grant recipient as they are treated equal to the tribal entity.
 - Short presentations on projects in the region. Nushagak Co-op gave a great presentation on the hydro project they have begun to investigate. Peter Crimp discussed the work with the BBNA Energy Program to complete the Benchmarking project in the Bristol Bay region. He specifically commended Dagen Nelson in Dillingham for his work to develop a database on all City of Dillingham facilities.
 - Obtained information from Stephanie Mason of KANA regarding ALPAR programs that might be relevant to Dillingham. Some that may be of interest to our communities are the ALPAR Recycling Mini-Grants <http://www.alparalaska.com/wp/alpar-taking-applications-recycling-grants-2018/> , the ALPAR/BP Free Litter Bags program (which several communities, including Dillingham, have used), and the ALPAR Flying Cans project http://www.alparalaska.com/wp/wp-content/uploads/2011/03/flying-cans_1100.jpg
- The SWAMC Conference was packed with interesting topics. I’ll attach the agenda here and offer some highlights. Powerpoint and other presentations are available on the SWAMC website at <https://swamc.org/2018-conference/>
 - Mayor Berkowitz responded to a question about Anchorage’s effort to address their homeless population. He described that they want to “solve it, not manage it”. His campaign is to be able to identify each and every homeless individual to address their particular problem.
 - Presentation by the Division of Corrections about the contract jails in the SW region of Alaska. Her slide presentation (on the SWAMC website) indicated that while the

numbers in other regional correctional facilities are declining, Dillingham's numbers are growing.

- The Alaska Airlines Cargo manager made a presentation and described that during the summer months, Dillingham and Unalakleet will see a cargo plane 3 times per week beginning in May. She further described that they have responded to the demands for quality service and the ability to successfully ship fish and fresh cargo.
- Interesting new activity emerging in Adak. They are shipping live crab (live crab in totes) to China. Currently the flights are going through Anchorage but Adak is working to become a Port of Entry. If successful, they will see shipments of crab go directly from Adak to China.
- DOT/PF described that most funding for airport construction comes from Federal sources and so must meet federal standards. Federal standards are used to determine the optimum size of the airports in Alaska communities. The runways are designed for the highest performing aircraft that use the runway on a regular basis. Minimum runway is 3300 feet with est 500 ops annually. An example of state and local cooperation for communities that need larger runways was described as a project completed in Platinum. The community desired a larger runway so that fish could be flown out from a locally established processing facility. The community paid for the runway extension through a General Obligation bond and DOT accepted the responsibility for maintenance and operations.
- Great presentations on efforts to combat the Opioid situation in the state. The representative from the state's Chief Medical Office noted that one impact of the change in laws is that while the lesser legal consequences may reduce the burden on the state's court and correctional facilities, it has also made it more difficult to turn offenders to help with enforcement. He also talked about an effort in southeast Alaska called the Southeast Alaska Cities Against Drugs which is apparently a partnership of municipal governments and enforcement agencies (Alaska State Troopers, US Coast Guard, etc.). Carol Wren of BBNC gave a great presentation about the effort in the Bristol Bay region. She made a great point about the fact that education is the key and involves both kids AND parents.
- Danny Seybert of Pen Air gave a quick presentation which was that they look forward to emerging from the bankruptcy stronger and better.
- Governor Walker opened the 2nd day with a presentation about the effort to develop a fiscal plan for the state. He reminded folks that Reapportionment is just around the corner and we need to get involved.
- John Whiddon of Kodiak gave a presentation about a newly formed group in Kodiak. The Borough created a Kodiak Fisheries Working Group. He described that the group was composed of representatives of all facets of the industry and has been valuable for bridging and for helping the Borough to solidify positions on policy issues and also to identify priorities for the borough.
- Representative Kreiss-Tomkins gave a presentation on the efforts towards the Fisheries Trust. It was brief and, unfortunately, the sound system had technical difficulties just at that moment so that people in the adjoining room suddenly boomed into our meeting. So the Representative cut his presentation short.
- Presentations from the fisheries managers were interesting. Sam Cotton responded to a question about ADFG continued funding by describing how supportive the Governor is and the difficulties at the legislative level. The Coast Guard representative referenced the USCG increased effort to provide some enforcement of the donut hole in the Bering

Sea. She described reports of illegal fishing by boats that claim to be cargo carriers. So far the USCG has not been able to catch boats illegally fishing because of the time that it takes to respond the boats are gone by the time the USCG is able to get there.

- With regard to the topic of how to grow our fisheries industry, the panelists spoke about new or growing markets. Ms. Moreland from Trident spoke of their effort to gain larger markets for Pollock. She specifically talked about the ASMI campaign to promote “pollock for Lent”. The ASMI staff person, Mr. Woodrow, talked about an example of ASMI’s promotional efforts – Ibotta. Paula Cullenberg spoke of the effort to gain recognition of mariculture and the growing value to the state. She specifically described seaweed farming demonstration projects that have so far been successful in Kodiak and applications for oyster and kelp farms. She expressed the hope that the Mariculture Task Force formed by Governor Walker will continue to be successful.
- The SWAMC Membership meeting resulted in the following business items:
 - The re-election of Myra Olson, as a municipal member, from the Bristol Bay region.
 - The resolutions that were adopted are available on the website. There was a very lively debate about a resolution submitted by Alvin Osterback from Sand Point that recommended changes to the CFEC permit ownership requirements.
 - SWAMC is in good financial health though the lack of ARDOR funding from the State of Alaska has had a negative impact. Attaching a snapshot of the financial report.
- The post Conference Board Meeting resulted in the following:
 - Rebecca Skinner of Kodiak was re-elected as president, Layton Lockett of Adak was re-elected Vice-President and Myra Olson of Lake and Pen Borough was re-elected as Secretary-Treasurer.
 - Among other business items, the board made the difficult decision to begin to implement an exit from MAKE. In short, the board concluded that the grant (which requires a statewide focus) is drawing more resources (staff time & money) than it is contributing to SWAMC. The goal is to transition the MAKE program to an agency that can devote time to a statewide program and allow SWAMC to return our focus to our region specifically. The Board’s objective is to exit by the end of the year. It will have an impact on SWAMC’s overall financial picture but the energy grants currently in progress will help to offset that.
 - Mary Swain of the Bristol Bay Borough advised that we keep our ears to the ground for any discussion in Washington DC about additional “carve outs” in the funding provided by the federal government for migrant populations. Currently most of our communities see some funding from Migrant Education. Several agencies approached Senator Murkowski about the need to provide funding for other community based services that see an impact of the influx of a migrant population; specifically health care facilities and on community owned infrastructure (water, sewer, etc.).
 - The 2019 Conference dates were set (because of the need to reserve the Captain Cook far in advance) for February 27-28, 2019. That is a day earlier than usual but was necessary because the Cook was already reserved on March 1.