



Alice Ruby, **Mayor**

Council Members

- Tracy Hightower (Seat A) • Chris Maines (Seat B) • Aksel Buholm (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 - REVIEW SALES TAX EXEMPTION ORDINANCE	6:00 P.M.	DECEMBER 7, 2017
WORKSHOP - REVIEW TOBACCO EXCISE TAX ORDINANCE	6:30 P.M.	DECEMBER 7, 2017
REGULAR MEETING	7:00 P.M.	DECEMBER 7, 2017

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- a. Regular Council Meeting, October 5, 2017page 5
- b. Special Council Meeting, October 12, 2017page 11
- c. Special Council Meeting, November 7, 2017page 15

4. APPROVAL OF CONSENT AGENDA

- a. Adopt Resolution No. 2017-45, A Resolution of the Dillingham Council to Offer Thanks and Commendation to Misty Savo for her Service on the Dillingham City Council..... page 19
- b. Adopt Resolution No. 2017-48, A Resolution of the Dillingham City Council Amending the Investment Account Signature Authority Forms for City Investment Accounts Due to a Change in Council Members and Personnel page 21
- c. Adopt Resolution No. 2017-49, A Resolution of the Dillingham City Council Amending the Bank Signature Card For Wells Fargo Checking Account Due to a Change in Council Members and Personnel page 23

APPROVAL OF AGENDA

5. STAFF REPORTS

- a. City Manager and Staff Reports.....page 25
- b. Standing Committee Reports (*minutes in packet*).....page 63

6. PUBLIC HEARINGS

- a. Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Businesspage 79

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

- a. Glen Szymoniak, Dillingham City School District Superintendent

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Craft Businesspage 79
- b. Introduce Ordinance No. 2017-09, An Ordinance of the Dillingham City Council Amending Chapter 2.12.050 to Modify Posting Time of Adopted Ordinances page 83
- c. Introduce Ordinance No. 2017-10, An Ordinance of the Dillingham City Council Establishing a Tobacco Excise Tax page 85

9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
 - 1) Planning Commission, 1 Seat Open
 - 2) Senior Advisory Commission, 1 Seat Open
- b. Progress Report
 - 1) Dave Carlson House Property
 - 2) Territorial School

10. NEW BUSINESS

- a. Action Memorandum No. 2017-18, Authorize Administrative Leave for the Christmas and New Year’s Holiday page 105
- b. Action Memorandum No 2017-19, Authorize City Manager to enter into a new Contract with Premera Health with an increased deductible; and authorize change in the HRA to reimburse employee expenses from \$1,000 to \$3,000 page 107

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

12. COUNCIL COMMENTS

13. MAYOR'S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter – Annexation

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on October 5, 2017 at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:30 p.m. The meeting was preceded by a workshop to review the FY17 financial statements at 6:00 p.m. and a second workshop to review the sales tax exemption ordinance at 6:30 p.m.

2. ROLL CALL

Mayor Ruby was present.

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

Tracy Hightower	Curt Armstrong	Andy Anderson	Misty Savo
Chris Maines	Paul Liedberg (by phone)		

Staff in attendance:

Rose Loera	Courtenay Carty	Dan Pasquariello	Lori Goodell
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3. APPROVAL OF MINUTES

- a. Regular Council Meeting, September 7, 2017
- b. Special Council Meeting, September 20, 2017

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the minutes of September 7, and September 20.

Discussion:

- One change on page five to correct spelling of Curyung.

VOTE: The motion passed unanimously by roll call vote.

4. APPROVAL OF CONSENT AGENDA

There were no consent agenda items.

APPROVAL OF AGENDA

The agenda was amended by adding two resolutions:

- 1). Resolution No. 2017-41; A Resolution of the Dillingham Council Supporting Resolution No. 2017-01 from the Alaska Association of Harbormasters and Port Administrators in Support of Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capitol Budget;

2). Resolution 2017-42; A Resolution of the Dillingham Council Supporting Resolution No. 2017-02 from the Alaska Association of Harbormasters and Port Administrators in Support of Senate Bill 92: an Act Relating to Abandoned and Derelict Vessels.

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to approve the agenda as amended.

VOTE: The motion passed unanimously by roll call vote.

5. STAFF REPORTS

a. City Manager and Staff Reports

City Manager reported on the following items:

- Recommended waiting for new manager to review the organizational structure;
- The sewer lagoon DEC violation notice has been approved for an extension;
- Work continues on certification for Water/Waste Water Operators;
- The City has two Municipal Matching Grants both expiring May 1, 2018, the sewer projects will expend the resources by the grant deadline. The water grant will still have funds unspent and there is no match at this time for those projects. If DEC will allow an extension of the water grant deadline and if the City can find matching funds there are still water projects existing i.e.; valves and risers, dead end loops that the City is exploring;
- Corps of Engineers (COE) request for schedule of work is to keep appraised of work accomplished and how it addresses erosion. No expectation from the COE. Installation of rip-rap has cut down on erosion;
- DEC landfill inspection was positive;
- Foreclosure process to be on code committee list to review.

b. Standing Committee Reports

There were no Standing Committee reports.

6. PUBLIC HEARINGS

- ### a. Adopt Ordinance No.2017-07, An Ordinance of the Dillingham City Council Amending Chapter 4.20 to Add an Exemption from Taxation on Real Property

There being no comments the public hearing closed.

- ### b. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business

There being no comments the public hearing closed.

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

There was no citizen's discussion.

8. ORDINANCES AND RESOLUTIONS

- a. Adopt Ordinance No. 2017-07, An Ordinance of the Dillingham City Council Amending Chapter 4.20 to Add an Exemption from Taxation on Real Property

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Ordinance 2017-07

VOTE: The motion to adopt Ordinance No. 2017-07 passed unanimously by roll call vote.

- b. Adopt Ordinance No. 2017-08, An Ordinance of the Dillingham City Council Amending Chapters 4.20.050 Exemptions, and Chapter 4.16 Business License to Remove Exemption for Not Requiring a Business License if Sales are Less than Ten Thousand Dollars in a Calendar Year and Provide a Definition for Home Business

Ordinance 2017-08 is scheduled for an additional public hearing prior to the November 2, 2017 Regular City Council meeting. No further action taken at this time.

- c. Adopt Resolution No 2017-39, A Resolution of the Dillingham City Council Opposing the US EPA's Withdrawal of the Clean Water Act Section 404c Proposed Determination to Protect Bristol Bay

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to adopt Resolution No. 2017-39.

VOTE: The motion to adopt Resolution No. 2017-39 passed unanimously by roll call vote.

A copy of Resolution 2017-39 will be presented at the upcoming EPA hearing.

- d. Adopt Resolution No. 2017-40, A Resolution of the Dillingham Council Authorizing the City Manager to Use General Funds to Match a Municipal Matching Grant for Improvements to the City Water System

MOTION: Andy Anderson moved and Chris Maines seconded the motion to adopt Resolution No. 2017-40.

This work will connect the new well to the water treatment facility as well as install new control and sensors; replace cement, and grouting, allow increased testing, and decommission the well located by the hockey rink. This work is funded in part by a BBEDC grant, and matching funds from the City's general fund. The date of completion is scheduled for May of 2018.

VOTE: The motion to adopt Resolution No. 2017-40 passed unanimously by roll call vote.

- e. Adopt Resolution No. 2017-41; A Resolution of the Dillingham Council Supporting Resolution No. 2017-01 from the Alaska Association of Harbormasters and Port Administrators in Support of Full Funding (\$9,820,141) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2019 State Capitol Budget

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to adopt Resolution No. 2017-41.

This support is the same as Council passed last year.

VOTE: The motion to adopt Resolution No. 2017-41 passed unanimously by roll call vote.

- f. Adopt Resolution No. 2017-42; A Resolution of the Dillingham Council Supporting Resolution No. 2017-02 from the Alaska Association of Harbormasters and Port Administrators in Support of Senate Bill 92: an Act Relating to Abandoned and Derelict Vessels

MOTION: Andy Anderson moved and Chris Maines seconded the motion to adopt Resolution No. 2017-42.

VOTE: The motion to adopt Resolution No. 2017-42 passed unanimously by roll call vote.

9. UNFINISHED BUSINESS

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

MOTION: Andy Anderson moved and Tracy Hightower seconded the motion to concur with the Mayors recommendation to appoint Kenny Wilson to the Planning Commission

VOTE: The motion passed unanimously by roll call vote.

- b. Progress Report
 - 1) Dave Carlson House Property
 - 2) Territorial School

No reports were made.

10. NEW BUSINESS

- a. Action Memorandum No. 2017-16, Authorize the City Manager to Enter Into a Contract with Premier Electric to construct the 2017-12 Water Systems

Improvement Project and Execute Task Order #1 to CRW for Construction Management Services for continued project engineering

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to approve Action Memorandum No. 2017-16.

Water system improvement Project received two responses, Far West, and Premier Electric. Bid was awarded to lowest bidder. Task Order #1 to be awarded to CRW who did the design. There is an \$186,000 match that will be used for this work.

VOTE: The motion to approve Action Memorandum No. 2017-16 passed unanimously by roll call vote.

- b. Special Meeting Scheduled for October 12, 2017, at 5:30 pm (DMC 3.70.040) *(Clerk Note: DMC 2.09.020 Special Meetings. No business shall be transacted at the meeting that is not mentioned in the notice.)*
- 1) Certify the October 3, 2017 Election
 - 2) Award Task Order #2 to CRW Engineering Group for Design Services for Water System Improvements Project: Connecting Loops and System Infrastructure Replacement

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

There was no citizen's discussion.

12. COUNCIL COMMENTS

Chris Maines:

- Thanked Dillingham voters for showing up, and voiced concern about low voter turnout; and
- Encouraged citizens to run for office.

Curt Armstrong;

- Thanked Misty Savo for her service to the organization, noting she is the one who encouraged him to run for council.

Tracy Hightower;

- Thanked Rose Loera for filling the city manager vacancy for the next month; and
- Stated that a citizen inquired about the status of road improvement on Squaw Creek Road. Rose informed that the city is still waiting on easement matter to be resolved.

Paul Liedberg;

- Thanked those who ran for office; and
- Thanked Misty for her service, stating he enjoyed working with her.

Misty Savo;

- Congratulated Aksel Buholm for his election to City Council, stating he will be a great asset to the community; and
- Noted new School Board member Emily Hulett will show strong leadership; and
- Thanked new staff; Lori Goodell and Rose Loera, for coming on.

13. MAYOR’S COMMENTS

Mayor Ruby:

- Manokotak is scheduling an organizational meeting with Clarks Point. She will keep Council updated with the preferences so City can take a position on what routes are the best alternative; and
- Thanked Public Works for the work they did on the Lil Larry Memorial; and
- Thanked Misty for her service to the School Board and City Council. Noting she has taken lots of heat; she is a good listener and not afraid to speak up.

14. EXECUTIVE SESSION

a. Personnel Matter

1) City Clerk

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to enter into executive session to discuss Personnel Matter, City Clerk appointment. [8:09 p.m.]

VOTE: The motion passed unanimously by roll call vote.

MOTION: Chris Maines moved and Andy Anderson seconded the motion to exit executive session. [8:38 p.m.]

VOTE: The motion passed unanimously by roll call vote.

MOTION: Tracy Hightower moved and Andy Anderson seconded the motion to appoint Lori A. Goodell as City Clerk.

VOTE: The motion passed unanimously by roll call vote.

15. ADJOURNMENT

Mayor Ruby adjourned the meeting at 8:39 p.m.

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, Acting City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on Thursday, October 12, 2017, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 5:30 p.m.

2. ROLL CALL

Mayor Alice Ruby was present.

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

Tracy Hightower	Curt Armstrong	Chris Maines
Andy Anderson	Paul Liedberg (by phone)	

Council members absent: Misty Savo

Staff in attendance:

Courtenay Carty	Lori Goodell	Jean Barrett
Dan Pasquariello		

3. APPROVAL OF AGENDA

MOTION: Chris Maines moved and Andy Anderson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by roll call vote.

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

There was no citizen's discussion.

5. SPECIAL BUSINESS

- a. Certify the Election of October 3, 2017, Adopt Resolution No. 2017-43, A Resolution of the Dillingham City Council Accepting the Certification of the Canvassing Committee Results and Certifying the October 3, 2017 Regular City Election

MOTION: Tracy Hightower moved and Chris Maines seconded the motion to adopt Resolution 2017-43.

VOTE: The motion passed unanimously by roll call vote.

- b. Adopt Resolution 2017-44, Award Task Order #2 to CRW Engineering Group for Design Services for Water System Improvements Project: Connecting Loops and System Infrastructure Replacement

MOTION: Chris Maines moved and Tracy Hightower seconded the motion to adopt Resolution 2017-44.

Discussion:

- There is \$1Million left in the State of Alaska Municipal Matching grant awarded to the City of Dillingham;
- The deadline to utilize MMG funds is May 1, 2018;
- If approved by DEC this MMG can be used for design and purchase of materials for water projects identified in the City's Water Master Plan. Construction would move forward at a later date;
- A source for the required 30% match needs to be identified;
- Timing is critical to meet the May expenditure deadline;
- The proposed work allows for future funding opportunities, and addresses preparation for the downtown streets project;
- There should be additional direction at the November 2nd meeting, financial note, and action memorandum;
- This is a good opportunity to use available grant funding for needed projects if approved by DEC;
- Need to clarify the last item in be it further resolved to include 70% of project funding comes from the MMG.

MOTION: Andy Anderson moved to amend Resolution 2017-44 and Paul Liedberg seconded the motion to include "of which 70% will come from the Municipal Matching Grant" to item 3 under the last BE IT FURTHER RESOLVED.

VOTE: The motion to amend Resolution 2017-44 passed unanimously by roll call vote.

VOTE: The motion to adopt Resolution 2017-44 as amended passed unanimously by roll call vote.

c. Swearing in Ceremony of Newly Elected Council Members

Lori Goodell proceeded to swear in the incoming members, two Council members, Curt Armstrong, and Aksel Buholm.

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

There was no discussion.

7. COUNCIL COMMENTS

Chris Maines:

- Congratulated Aksel Buholm;

Paul Liedberg:

- Welcomed back Curt Armstrong and welcomed Aksel Buholm to council;
- Welcomed new City Clerk Lori Goodell.

Aksel Buholm:

- Thanked all for his welcome to council.

Tracy Hightower:

- Congratulated Aksel and Patty Buholm for their new appointments.

Andy Anderson

- Echoed everyone's comments.

8. MAYOR'S COMMENTS

Mayor Ruby:

- Congratulated Patty and Aksel Buholm;
- Thanked staff for their efforts, especially during difficult times of transition;
- She will be meeting with new members to discuss basics of how council works, all members are welcome to attend;
- New City Manager Tod Larson will be coming to town November 2, he will come to the council meeting that night. Council will be keep up to date regarding communication with Mr. Larson.

9. ADJOURNMENT

Mayor Ruby adjourned the meeting at 6:00 p.m.

Mayor Alice Ruby

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Approval Date: _____

1. CALL TO ORDER

A special meeting of the Dillingham City Council was held on November 7, 2017 at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 12:15 p.m.

2. ROLL CALL

Mayor Ruby was present.

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

Curt Armstrong	Andy Anderson	Aksel Buholm
Chris Maines	Paul Liedberg	

Council Member Excused: Tracy Hightower

Staff in attendance:

Rose Loera	Tod Larson	Lori Goodell
Courtenay Carty	Dan Pasquariello	

3. APPROVAL OF AGENDA

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

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen's discussion.

5. SPECIAL BUSINESS

- a. Adopt Resolution No. 2017-46; A Resolution of the Dillingham Council Approving the 2018-2023 Capital Improvement Plan and the FY2019 Legislative Priorities List

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt Resolution 2017-46.

Discussion:

- This is the same list the City has been using,
- DEC requires a priority list for granting purposes,
- Aeration has been moved to the number one priority on the list,
- The Planning Commission has reviewed and adopted this CIP list.

VOTE: The motion to adopt Resolution 2017-46 passed unanimously by voice vote.

- b. Adopt Resolution No. 2017-47; A Resolution of the Dillingham Council Appointing an Alternate Community Representative to the BBEDC Board of Directors

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to adopt Resolution 2017-47.

This is a formality; BBEDC's bylaws require this action.

VOTE: The motion to adopt Resolution 2017-47 passed unanimously by voice vote.

- c. Action Memorandum No. 2017-17, Authorize the City Manager to enter into a contract with JJC Enterprises for Construction of the Landfill Cell 3 Expansion, Phase 1A

MOTION: Paul Liedberg moved and Curt Anderson seconded the motion to approve Action Memorandum No. 2017-17.

An RFP went out on September 29, 2017, and closed on October 31st. One bid was received and came in under the proposed budget. The current landfill is at 70% capacity.

Discussion:

- Can the savings on this project be applied to the well?
- Four of the five wells are currently being monitored, one needs to be re-worked,
- The seals were not done when the wells were installed,
- City Planner will investigate the depth of the existing wells,
- A local contractor submitted for this project.

VOTE: The motion to approve Action Memorandum No. 2017-17 passed unanimously by roll call vote.

- d. Standing Committee Appointments

Mayor Ruby recommended appointing Aksel Buholm to the Code Review Committee, and as the alternate on the School Facility Committee; Andy Anderson to the MOU Committee; and Courtenay Carty as an alternate to the BBNA Economic Development Committee.

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to concur with the Mayor's recommendations.

VOTE: The motion passed unanimously by voice vote.

Mayor Ruby recommended appointing Lee Ann Andrew to the Library Advisory Board.

MOTION: Chris Maines moved and Curt Armstrong seconded the motion to concur with the Mayor's recommendations.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen's discussion.

7. COUNCIL COMMENTS

Chris Maines:

- Welcomed Tod Larson;
- Recommended the Code Committee meet quarterly or as needed now that the work load has lessened.

Curt Armstrong:

- Welcomed Tod Larson to town.

Paul Liedberg:

- Welcomed Tod Larson,
- Attended the exit interview with the auditors, the audit went well and the auditors commented all was in order and were very complimentary to staff,
- Auditors stated they can be utilized as a resource to answer questions,
- The audit will go to the Finance and Budget Committee before going to Council.

Aksel Buholm:

- Welcome to Tod Larson,
- Requested update on Squaw Creek Road.

City Manager Loera reported that Public works is waiting for snow fall to assess which trees need to be trimmed, grating has been on going. City Council has authorized emergency maintenance. There continues to be right of way issues.

Andy Anderson:

- Welcomed Tod Larson to Dillingham,
- Finance Department given well-earned kudos for audit.

8. MAYOR'S COMMENTS

Mayor Ruby:

- Welcome to Tod Larson,
- Thanked Rose for helping during the City Manager transition,
- Kudos given to Finance and all staff for doing a great job.

9. ADJOURNMENT

Mayor Ruby adjourned the meeting at 12:40 p.m.

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

DRAFT

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-45

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL TO OFFER THANKS AND COMMENDATION TO MISTY SAVO FOR HER SERVICE ON THE DILLINGHAM CITY COUNCIL

WHEREAS, Misty Savo was elected to the Dillingham City Council October 2014, serving a three-year term;

WHEREAS, Council members make legislative decisions dealing with topics such as the allocation of funding to provide for public services, community development projects, or issues of land use and budget matters; and

WHEREAS, Misty Savo took her role as a Council member very seriously, contributing from her wide base of knowledge and experience; and

WHEREAS, Misty Savo has offered valuable insight during times of transition and growth within the City of Dillingham including several changes in the City Manager position, as well as many water/waste water and other infrastructure projects; and

WHEREAS, Misty Savo, participated in many other Council committee meetings, as well as serving on the Code Committee;

WHEREAS, the responsibilities of a Council member can often take them away from other priorities and places a great demand on their time; and

NOW, THEREFORE, BE IT RESOLVED that it is with sincere thanks that the Mayor, City Council, and City staff offers their gratitude and a commendation for Misty Savo’s selfless time, participation, and leadership while serving on the Dillingham City Council.

PASSED and ADOPTED by the Dillingham City Council on December 7, 2017.

Alice Ruby, Mayor

ATTEST: [SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-48

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE INVESTMENT ACCOUNT SIGNATURE AUTHORITY FORMS FOR CITY INVESTMENT ACCOUNTS DUE TO A CHANGE IN COUNCIL MEMBERS AND PERSONNEL

WHEREAS, Aksel Buholm was elected to the City Council at a Regular City Election held October 3, 2017; and

WHEREAS, Tod Larson was hired as the City’s Manager and began his employment with the City of Dillingham on November 6, 2017; and

WHEREAS, the signature cards for the City’s checking accounts at Wells Fargo Bank will need to be reflect the change in personnel;

WHEREAS, the signature authority forms for the City’s investment accounts at Wells Fargo Investment Services, Piper Jaffray, Alaska Municipal League Investment Pool, and Time Value Investments will need to be reflect the changes in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above mentioned investment institutions..

- | | |
|-------------------|------------------|
| Tod Larson | City Manager |
| Alice Ruby | Mayor |
| Tracy Hightower | Council Member |
| Chris Maines | Council Member |
| Aksel Buholm | Council Member |
| Neil C. Armstrong | Council Member |
| Andy Anderson | Council Member |
| Paul Liedberg | Council Member |
| Navin Bissram | Finance Director |

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 7, 2017.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-49

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD FOR WELLS FARGO CHECKING ACCOUNT DUE TO A CHANGE IN COUNCIL MEMBERS AND PERSONNEL

WHEREAS, Aksel Buholm was elected to the City Council at a Regular City Election held October 3, 2017; and

WHEREAS, Tod Larson was hired as the City’s Manager and began his employment with the City of Dillingham on November 6, 2017; and

WHEREAS, the signature cards for the City’s checking accounts at Wells Fargo Bank will need to be reflect the change in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to sign checks on behalf of the City of Dillingham on the funds that are now and shall be deposited in Wells Fargo Bank.

Tod Larson	City Manager
Alice Ruby	Mayor
Tracy G. Hightower	Council Member
Chris Maines	Council Member
Aksel Buholm	Council Member
Neil C. Armstrong	Council Member
Andy Anderson	Council Member
Paul Liedberg	Council Member

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 7, 2017.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: November 28, 2017
To: Mayor and City Council
From: Tod Larson
Subject: December 2017 City Manager Report

Personnel – We have a number of positions open. I have heard them announced over the radio. We are bringing attention to the benefits of working within the city and specifically the benefit package that we want to make sure to sell.

New Employees: Elizabeth Hayes – Accounting Technician I

Resignations: Ilarion Chapman – Landfill Operator

Position Vacancies: Police Officer x2
Landfill Operator
Fleet Mechanic
Fire Department Office Assistant
Buildings and Grounds Assistant

Meet and Greets – I've been reaching out to organizations and leaders in the community to introduce myself and have met a number of people so far. It's been a little difficult with Thanksgiving as people are spending time away from work, but I'll continue to make those connections. I believe this is critical to our success.

Training – I'm currently in the express lane of learning about our city employees, their missions, capabilities, and the processes and procedures of each department. It's going great so far and have plenty of learning ahead.

Projects – Detailed project information is in the Public Works report. Projects have been progressing well this month. I've been impressed with the level of oversight by Dagan, Courtenay, and Jean. They are staying on top of the situation with each project.

Public Information – Increasing the City's social media exposure through our Facebook page and soon using other outlets. I feel it's important to leverage our local media to tell the City's story and to inform our citizens.

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

Emergency Management – Thursday, November 30th some of the city staff is participating in the Point Of Dispensary (POD) exercise with the Public Health office. This is an evaluated exercise for Public Health that will test their ability to manage a large scale immunization process using flu vaccines.

Respectfully Submitted,
Tod Larson

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: October 27, 2017
To: Mayor and City Council
From: Rose Loera, City Manager
Subject: October Monthly Report

Vacancies – Fleet Mechanic, Police Officer, Fire Dept. Assistant & Accounting Tech I

Contracts/Agreements Signed – none

Grants – Went over with staff the grants that will be ending on 5/1/18 for our sewer and water projects.

Request for Proposals (RFPs) –

Squaw Creek Road – Public Works will start brushing the road within the area that we have the approved right-of-ways. They should put in the 2019 budget improvements to the road especially in the one critical area. They will provide snow removal and sanding this the winter.

Corrective Deed – our attorney informed us that the deed for the Bingman property had an error that was identified by Choggiung Limited. It had the incorrect Lot # identified so a corrective deed was signed by all parties and will be recorded.

On-going Construction Projects –

1. Library Building Improvement – minor work remaining that Dagen will complete. State grant exhausted.
2. Sr. Center repairs – Rasmuson funded. Contractor was Wolverine Supply with a sixty day contract starting 8/4/17 and deadline 10/4/17. Contractor will be requesting an extension since they are waiting on doors and windows from manufacturers that takes about 8 weeks. Dagen is monitoring this project.
3. Dock Lift Station Replacement – DEC funded with 30% match from City and other sources. Final inspection scheduled for 10/27/17. Deadline for completion was 2/28/17. DEC grant deadline 5/1/18.

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

4. Lift Station Improvements – DEC and General Fund funded. About 90% complete with a final payment pending due to a number of items not complete, spare parts not provided nor documentation per contract. Staff and CRW are monitoring and won't finalize until all is complete. July 31, 2017 was the deadline for completion. Grant ends 5/1/18.
5. Sewage Lagoon and Dock Lift Station Wet Well – DEC & ANTHC funded, project underway and staff, including Dagen, monitoring with CRW. This has a deadline of 12/15/17. DEC grant funding ends 5/1/18.
6. Connection of new Well and Improvements to existing Wells – DEC & General Fund funded. Premier Electric contract just awarded. Deadline for completion is 6/20/18. DEC grant ends 5/1/18.

Up-Coming Projects –

1. Design of Lake Road Fire Station – the design of the Lake Road Fire Station came in with an estimated cost of \$560,000. The department is interested in pursuing the construction in phases. There is approximately \$470,000 in the Ambulance Replacement fund at this time.
2. Lagoon Aeration Repair – estimated cost of this project is about \$1.2M. This project was approved for advertising an RFP in September. We are waiting to address this issue after the work at the Lagoon is complete to determine if that addresses the Effluent Limitations that we have been exceeding and have an NOV for. If there is any ANTHC funds left after the Lagoon project listed above then funds from here could be used. If not enough funds we should contact ANTHC for additional money for the project.
3. Connect Water Line Loops – this project will get rid of 3 dead ends in our water line and provide a continuous flow of water. At a minimum the one by the Fire Hall should be done in conjunction with the Down Town Streets Project so the road doesn't have to be torn up.
4. Replace old Water Valve and Risers – we are still waiting for DEC to determine if we could purchase the supplies needed from the grant that expires on 5/1/18. These valves and risers need to be replaced while they are tearing up the downtown streets as we don't want old infrastructure under a new road. If DEC approves we'll have to match the cost 30%.
5. Paving of Down Town Streets – the State will be paving the downtown street loop in either 2018 or 2019. The City will need to make a decision as to what they will do from the post office to the Senior Center, Seward Street and Main Street. These streets are in really bad shape and connect directly to the downtown street project. According to Public Works there are three asphalt plants in town now and we will never get a better price in the future.

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

In closing be assured that the City is running smoothly and staff continues to do an awesome job in keeping it so. I'll be available to the new manager if needed. Thank you for the opportunity to work for you again.

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

City of Dillingham

House District 37 / Senate District S

~ 11/22/17 ~
(In Session this year – 211 Days)

30th Alaska State Legislature ~ 1st Interim

(4th Special Session – Adjourned Sine Die on November 21st)

NOVEMBER 2017 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ No decisive action taken on a complete fiscal plan ~



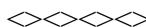
The Senate actually adjourned Sine Die from the 4th Special Session on November 10th. The House did not follow suit, thus forcing the Senate back into session on Nov. 14th as the legislative rules require that neither body can be out of session for over three days unless both bodies have adjourned Sine Die.

Before the Senate's quick adjournment, they concurred with the House changes to SB 54, the crime bill that was introduced to tighten up and improve the criminal justice reform legislation passed last year. They did this despite some provisions that had been amended in the House version that could be challenged on a legal basis.

Effectively the most problematic amendment made the sentence for a first-time C felony offense the same length as a sentence for a first-time class B felony. Since class B felonies are more serious crimes than C felonies, due process would require that their punishments be different. When the amendment passed on the floor, the body as a whole did not have access to legal analysis highlighting this concern. After it passed the floor, the Department of Law and several other legal experts made clear that we can expect that provision to be challenged. If it's challenged the likely result will be that the courts revert the sentences back to SB 91, which was 0-18 months of suspended jail time.

Despite the looming fiscal cliff that is fast approaching, the Senate also chose not to address any serious consideration of HB 4001, the governor's wage and self-employment tax legislation.

According to the state's Office of Management & Budget (OMB), the state is looking at a \$2.7 billion deficit in FY19. If the Senate's version (SB 26) of the permanent fund plan is adopted this next session, Alaska would still be \$638 million in the red and have lower dividends. Most experts agree that the refusal to adopt a balanced fiscal plan will deepen and extend the recession we are experiencing. Though the House and Senate are not very far apart on the permanent fund plan, it's clear that both plans still leave a gap of over \$600 million – depending on the price and production of oil. How to fill this gap is the point of the disagreement.



2018 LEGISLATIVE CALENDAR

The paragraph below is a repeat of information I provided in the October report, but felt it was timely to reiterate the subject and the dates.

The 2nd regular session of the Alaska Legislature is set to begin January 16, 2018. If they adhere to the 90-day session, it is scheduled to end of April 15, 2018. The last two regular sessions have gone to 121 days, along with numerous special sessions. Pre-file release dates for new legislation has also been set for Jan. 8 and Jan. 12, 2018. Once these lists have been published, I will review the bills and resolutions and give you an analysis on any legislation that may affect the city.



GOVERNOR'S CORNER

<http://gov.alaska.gov>

Governor's FY 2019 budget is due December 15th and will be available online.

The governor has released the Public Safety Action Plan (PSAP) that has been worked on since August of this year. The hope is to provide short and long-term steps to improve public safety in Alaska. Several departments were part of this task force along with local, tribal, and federal law enforcement partners. The plan includes the recent U.S. Dept. of Justice statewide Ant-Violent Crime Strategy located at the following website: <https://www.justice.gov/usao-ak/pr/us-attorney-s-office-announces-multi-agency-law-enforcement-initiative-reduce-violent-2>

A summary of the plan can be viewed at: <https://gov.alaska.gov/wp-content/uploads/sites/5/Draft-Summary-Public-Safety-Action-Plan-10.30.17.pdf>



WEBSITES OF INTEREST

2017 1st Session Staff contact list http://akleg.gov/docs/pdf/session_phone_list.pdf

2017 1st Interim Staff contact list – <http://akleg.gov/docs/pdf/Legislative-Phone-List-Interim.pdf>

2017 House & Senate Committees <http://akleg.gov/docs/pdf/commlist.pdf>

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

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

Governor's Office of Management & Budget (OMB) website - <https://www.omb.alaska.gov>

Pick the *Quick Link* on the right column for your inquiry.

Congressional Delegation websites –

<http://murkowski.senate.gov/public> www.sullivan.senate.gov <http://donyoung.house.gov>



~ End Report ~

My thanks and appreciation to all those active duty military, veterans, and their families as we honored them earlier this month. I trust everyone will have a happy and blessed Thanksgiving. Enjoy your family and friends.

~ Cliff

City of Dillingham
House District 37 / Senate District S

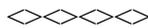
~ 10/27/17 ~

30th Alaska State Legislature ~ 1st Interim

OCTOBER 2017 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ 4th Special Session of the Legislature convened on Oct. 23rd ~



Amidst concerns that criminal justice reforms went to far in the last legislature and a structural deficit of billions of dollars in the state’s budget, the governor called the 30th Alaska Legislature back into session.

The call for this session was issued in a proclamation back on September 22, 2017. The two specific items are Senate Bill 54 – Crime and Sentencing, and an act or acts enacting a tax on wages and net earnings from self-employment; and relating to the administration and enforcement of the wages and net earnings from self-employment tax. The latter has been released as House Bill 4001 and Senate Bill 4001 respectively. The title has been shortened to ‘Employment Tax’ for both of these bills.

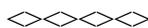
After considerable debate, SB 54 passed the Senate and was transmitted to the House back on April 7, 2017. The House failed to act in the time remaining during the regular session. It is back before all 40 members of that body to consider once again. It has been waived from State Affairs and has been referred straight to the House Judiciary Committee, although House Finance was scheduled to hear the bill today (Oct. 27) pending a referral. Unless the full body also waives it from Judiciary, then it will be heard first in that committee.

HB 4001 has already been scheduled for a hearing today (Oct. 27). If there is any significant movement on this legislation before my next report, I will email the city manager with any pertinent details. As the short and longer titles allude to, this bill would impose a tax on wages and income from self-employment by residents and non-residents. The tax rate would be 1.5 percent annually, and would be capped at \$2,200. As presently drafted, the tax would take effect in calendar year 2019. For more information, you’ll have to go to the bill itself. Go to www.akleg.gov and type in HB4001.



2018 LEGISLATIVE CALENDAR

The 2nd regular session of the Alaska Legislature is set to begin January 16, 2018. If they adhere to the 90-day session, it is scheduled to end of April 15, 2018. The last two regular sessions have gone to 121 days, along with numerous special sessions. Prefile release dates for new legislation has also been set for Jan. 8 and Jan. 12, 2018. Once these lists have been published, I will review the bills and resolutions and give you a heads up on any legislation that may affect the city.



GOVERNOR'S CORNER

<http://gov.alaska.gov>

Further press releases and other items of interest are at the website above.

Earlier this month, Governor Walker appointed Leslie Ridle as the new commissioner of the Dept. of Administration. She had been serving as 'acting' since former Commissioner Sheldon Fisher took over the helm at the Dept. of Revenue.

The governor and Lt. governor also honored Indigenous Peoples Day (second Monday in October) recognizing the history and heritage of Alaska's First Peoples and celebrating their achievements and contributions.

In other news it was announced that Tara Sweeney of the Arctic Slope Regional Corporation has been nominated as Asst. Secretary of the U.S. Interior for Indian Affairs. In addition, former city manager of Dillingham and current Commissioner Chris Hladick of the Dept. of Commerce, Community, and Economic Development (DCEED) will be stepping down on November 1st as he has been chosen as the new Region 10 Director of the U.S. Environmental Protection Agency (EPA). The governor has appointed Mike Navarre to head up DCEED. He is concluding his third term as mayor of the Kenai Peninsula Borough and was a former legislator serving in the House for six terms. He has also twice been president of the Alaska Conference of Mayors.

As if this 150th Alaska Day wasn't enough to celebrate, the governor signed a historic compact with Alaska Tribes and Tribal Organizations that will strengthen the state's child welfare system and hopefully reduce the disproportionate number of Alaska Native children in foster care. The compact was signed at the 51st annual Alaska Federation of Natives Convention.



FISH BIZ PROJECT

The Alaska Sea Grant program has created a website called Fish Biz (<http://fishbiz.seagrant.uaf.edu>). It is touted as a free, online multi-media tool that provides professional help for fishing businesses from entry to exit. The site includes pod casts on lowering fuel costs and other mixed media. Another section analyzes IFQ costs whether the quota is fished on your own boat or on someone else's.



WEBSITES OF INTEREST

2017 1st Session Staff contact list http://akleg.gov/docs/pdf/session_phone_list.pdf

2017 1st Interim Staff contact list – <http://akleg.gov/docs/pdf/Legislative-Phone-List-Interim.pdf>

2017 House & Senate Committees <http://akleg.gov/docs/pdf/commlist.pdf>

Congressional Delegation websites –

<http://murkowski.senate.gov/public> www.sullivan.senate.gov <http://donyoung.house.gov>



~ End Report ~

Congratulations go out to Curt Armstrong for being re-elected and Aksel Buholm for being elected to the City Council. My personal best wishes go out to Don Moore as he was a pleasure to work with while city manager.

~ Cliff

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: November 28, 2017
To: Tod Larson, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Staff Report

Code Committee Task List. The Code Committee is working to clean up the last items on their task list. I am currently working on a code ordinance making minor changes to Title 4.15. adjusting the timing of the foreclosure list coming to council as well as addressing the method of notice on the balance owed. The committee is also discussing changing meeting quarterly or on an as needed basis.

Foreclosure Process

We are in the process of distraint with two individuals regarding taxes on fishing vessels. A second letter went out to each noting a 30 day reply period. That time frame is just about up; I will be working with the collection committee and the attorney to complete this process.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. *(Indicate any licenses due to expire.)*

Dillingham Liquor Store has submitted a liquor license renewal application to the State of Alaska. I have received the information from the State and have started the application review process prior to submitting to council. Our internal process verifies the vendors' financial standing with the City, as well as public safety, and land use status. Once an application is received from the state the local governing body has 60 days to approve or deny the application.

Commission/Board Seats Vacant. Advertised on the City's website and Facebook page.

- Planning Commission has one seat open.
- Senior Advisory Commission has one seat open.

No letters of interest have been received

Records Retention Schedule

I have been discussing records retention with the Executive Assistant. We both understand the significance of maintaining a viable records system, and the need to have cross training so this important function does not get overlooked. We will be addressing the cleanup effort and getting caught up on the destruction schedule as time allows.

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: October 23, 2017
To: Rose Loera, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Staff Report

Executive Assistant position has been filled and Leaca Young started today. She is very capable and will do a wonderful job. As you know I have been doing my best to fill in this position as well as city clerk since I arrived mid-September. I am looking forward to being able to focus on the City Clerk position and give 100% in one area.

Code Committee Task List. Code Committee met regarding updating the timeline for posting an Ordinance after it is adopted from three days to within three business days. This changes allows for a reasonable time for posting when a meeting happens late in the week. I have drafted an ordinance and will be forwarding it to the city attorney.

School Board Appointment

The question was raised at the School Board meeting regarding the validity of one person who had submitted a letter of interest. The issue at hand concerned where the candidate lived. The Dillingham Municipal Code 3.40.010 was used to verify the qualifications required to serve in an elected position in Dillingham.

Foreclosure Process

The foreclosure process is currently being considered by the code committee. The process needs to be standardized so it will be clear what needs to happen and the timeframe to follow. This is important as the legal time frame for collections only allows for collection of debts within the last six years.

Records Retention Schedule

Records management is always on ongoing process. I will be working with the new Executive Assistant in the upcoming months to determine the current state surrounding this area. In the meantime records will continue to be inventoried, stored, purged and destroyed according to the existing policy as time allows.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.)

Kvichak Pacific LLC d/b/a Olsen's Liquor Store placed an ad in the Bristol Bay Times making application for a transfer of location of a package store liquor license to 8 Alley Way in Dillingham. The City Planner confirmed this is not a genuine address in the City address system. Rather, this is the informal address being used by the Sea Inn Bar. The City has not received any application request to date.

Commission/Board Seats Vacant. Advertised on the City's website and Facebook page.

- Planning Commission has one seat open. There are no letters of interest on file.
- Library Advisory Board has one seat open. One letter of interest has been submitted.

City of Dillingham
 Revenues and Expenditures As of August 31, 2017
 Unaudited Figures

	August 31, 2017				August 31, 2016	
	Budget - FY18	MTD	YTD	Percent	YTD	INC/(DEC)
REVENUES:						
General Fund Revenues						
General Sales Tax	\$ 2,700,000	\$ 178,106	\$ 433,667	16%	\$ 552,507	\$ (118,840)
Alcohol Sales Tax	300,000	52,291	58,627	20%	59,093	(466)
Transient Lodging Sales Tax	85,000	5,377	17,162	20%	19,419	(2,257)
Gaming Sales Tax	70,000	6,613	9,740	14%	17,580	(7,841)
Total Sales Tax	3,155,000	242,387	519,196		648,600	(129,404)
Real Property Tax	1,900,000	(1,847)	1,924,706	101%	1,702,044	222,662
Personal Property Tax	620,000	(7,714)	607,013	98%	572,790	34,223
Total Property Taxes	2,520,000	(9,561)	2,531,719	100%	2,274,834	256,885
Telephone Gross Receipts State Tax	70,000	-	-	0%	65,540	(65,540)
Raw Fish Tax	300,000	-	-	0%	-	-
Shared Fisheries	32,325	-	-	0%	-	-
Revenue Sharing	106,192	-	107,553	101%	132,833	(25,280)
Payment in Lieu of Taxes (PILT)	445,000	450,803	450,803	101%	446,018	4,785
State Jail Contract	527,000	-	-	0%	-	-
Admin Overhead	444,307	-	-	0%	(134)	134
PERS on Behalf	109,226	8,655	18,113	17%	20,833	(2,720)
Other Revenues	385,707	24,532	68,072	18%	58,338	9,734
Total	2,419,757	483,990	644,542	27%	723,428	(78,886)
Total General Fund Revenues	\$ 8,094,757	\$ 716,816	\$ 3,695,457	46%	\$ 3,646,862	\$ 48,595
Special Revenue Funds Revenues & Transfers	2,983,138	312,637	344,457	10%	344,457	-
Total Special Revenue Funds Revenues & Transfers	\$ 11,077,895	\$ 4,088,094	\$ 4,088,094	36%	\$ 3,991,319	\$ 8,086,575
Special Revenue Funds Revenues & Transfers						
Water	192,694	25,511	45,951	24%	34,362	11,589
Sewer	347,000	40,502	73,675	21%	57,360	16,315
Landfill	1,047,233	26,741	45,647	4%	34,497	11,150
Dock	734,926	26,090	27,090	4%	99,305	(72,215)
Dock Insurance Payment	-	-	-	-	-	-
Boat Harbor	236,252	11,915	44,811	19%	58,719	(13,908)
Asset Forfeiture Fund	-	-	-	-	-	-
E-911 Service	87,000	6,283	12,405	14%	12,537	(132)
Library Grants	57,636	12,775	24,751	43%	6,953	17,798
Senior Center (Grant)	126,459	30,614	30,614	24%	30,614	-
Senior Center (Non-Grant)	153,938	5,129	7,693	5%	10,110	(2,417)
Total Special Revenue Funds Revenues & Transfers	\$ 2,983,138	\$ 185,560	\$ 312,637	10%	\$ 344,457	\$ (31,820)
Fisheries Infrastructure						
Borough Study Fund	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	3,500	-	265	8%	194	71
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-	#DIV/0!	-	-
Equipment Replacement Capital Project Fund	-	-	-	-	-	-
School Bond Project	-	-	54	#DIV/0!	-	54
Public Safety Planning	-	-	-	-	-	-
Debt Service Fund Revenue	1,146,150	-	-	0%	8,255	(8,255)
Landfill Closure Fund	-	-	-	-	-	-
Total Capital Project Revenues & Transfers	\$ 1,210,150	\$ -	\$ 319	0%	\$ 8,449	\$ (8,130)
Total Revenues & Transfers	\$ 12,288,045	\$ 902,376	\$ 4,008,413	33%	\$ 3,999,768	\$ 8,645

City of Dillingham
Revenues and Expenditures As of August 31, 2017
Unaudited Figures

	August 31, 2017			August 31, 2016	
	Budget - FY18	MTD	YTD	Actual	INC/(DEC)
EXPENDITURES:					
General Fund Expenditures					
City Council	\$ 43,000	\$ 4,463	\$ 7,184	\$ 4,328	\$ 2,856
City Clerk	132,268	10,211	22,211	25,333	(3,122)
Administration	272,383	19,811	48,691	52,029	(3,338)
Finance	602,838	41,023	99,708	100,631	(923)
Legal	90,000	3,913	3,913	14,835	(10,922)
Insurance	125,000	-	-	8,292	(8,292)
Non-Departmental	167,971	28,353	38,175	36,931	1,244
Planning	145,555	6,120	18,216	17,762	454
Foreclosures	4,000	1,076	1,076	2,994	(1,918)
Meeting Hall above Fire Station	3,100	101	293	352	(59)
Public Safety Administration	153,690	11,335	22,104	25,631	(3,527)
Dispatch	473,070	39,161	88,816	95,406	(6,590)
Patrol	794,440	41,689	94,074	137,427	(43,353)
Corrections	628,995	42,894	96,173	111,698	(15,525)
DMV	42,614	3,228	6,890	8,085	(1,195)
Animal Control Officer	93,650	7,048	14,900	17,287	(2,387)
PS IT	-	-	-	1,979	(1,979)
Fire	240,223	14,881	31,525	38,079	(6,554)
Public Works Administration	168,665	12,018	30,463	31,102	(639)
Building and Grounds	313,926	19,793	51,559	48,892	2,667
Shop	316,902	19,157	35,732	47,963	(12,231)
Street	372,754	62,129	92,184	88,489	3,695
Library	100,700	6,192	15,706	24,107	(8,401)
City School	1,300,000	-	15,706	325,000	-
Transfers to Other Funds	1,547,510	-	-	-	-
Total General Fund Expenditures	\$ 8,133,254	\$ 394,598	\$ 1,144,594	\$ 1,264,632	\$ (120,038)
Special Revenue Funds Expenditures					
Nushagak Fish Tax	-	-	-	-	-
Water	224,775	13,101	24,124	31,242	(7,118)
Sewer	295,731	19,485	42,321	32,379	9,942
Landfill	1,047,233	96,537	142,490	157,682	(15,192)
Dock	675,459	31,551	84,506	127,040	(42,534)
Dock (ATD Damages)	-	-	-	-	-
Boat Harbor	232,252	14,771	35,889	40,500	(4,611)
Asset Forfeiture Fund	-	-	-	-	-
E-911 Service	47,307	-	-	-	-
Library Grants	57,636	6,776	13,264	8,388	4,876
Senior Center (Grant)	126,459	24,787	25,646	20,888	4,758
Senior Center (Non-Grant)	153,938	7,281	13,900	17,690	(3,790)
Total Special Revenue Fund Expenditures	\$ 2,860,790	\$ 214,290	\$ 382,142	\$ 435,809	\$ (53,667)
	10,994,044	608,887	1,526,736	1,700,441	
Fisheries Infrastructure Fund	-	-	-	-	-
Borough Study	-	-	-	-	-
Mary Carlson Estate Permanent Fund	5,800	55	55	359	(304)
Ambulance Reserve Capital Project Fund	10,000	-	51,949	-	51,949
Equipment Replacement Capital Project Fund	135,000	-	-	5,662	(5,662)
School Bond Project	-	-	-	-	-

Public Safety Planning	-	-	-	-	-	-
Debt Service Fund	-	-	-	-	-	-
Landfill Closure Fund	1,146,150	14,500	14,500	14,500	1%	14,500
Total Capital Project Funds Expenditures	\$ 1,296,950	\$ 14,555	\$ 66,505	\$ 6,021	5%	\$ 60,484
Total All Expenditures	\$ 12,290,994	\$ 623,443	\$ 1,593,241	\$ 1,706,462	13%	\$ (113,221)
Revenues Over (Under) Expenditures	\$ (2,949)	\$ 278,934	\$ 2,415,172	\$ 2,293,306		\$ 121,866

City of Dillingham
 Revenues and Expenditures As of August 31, 2017
 Preliminary Figures - Unaudited

	Fund Bal. 6/30/2017 <u>UnAudited</u>	FY'18 Revenues	FY'18 Expenditures	Add or (-) Fund Bal	Fund Bal. 8/31/2017 <u>Unaudited</u>
General Fund	\$ 3,610,462	\$ 3,695,457	\$ 1,144,594	\$ 2,550,863	\$ 6,161,325
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	(194,241)	119,626	66,445	53,181	(141,060)
Landfill	(188,733)	45,647	142,490	(96,843)	(285,376)
Dock	701,964	27,090	84,506	(57,415)	644,549
Boat Harbor	78,429	44,811	35,889	8,922	87,351
Asset Forfeitures Fund	11,026	-	-	-	11,026
E-911 Service	249,903	12,405	0	12,405	262,308
Library Grants (Books, Erate, etc.)	6,213	24,751	13,264	11,487	17,700
Senior Center	(38,710)	38,307	39,547	(1,240)	(39,950)
Mary Carlson Estate Permanent Fund	344,550	265	55	210	344,760
Ambulance Reserve Capital Project Fund	664,934	-	51,949	(51,949)	612,985
Equipment Replacement Capital Project Fund	88,890	-	-	-	88,890
School Bond Project Capital Project Fund	315	54	-	54	369
Public Safety Planning	28,885	-	-	-	28,885
Debt Service	-	-	14,500	(14,500)	(14,500)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	2,693	-	-	-	2,693
Total	\$ 5,945,383	\$ 4,008,413	\$ 1,593,241	\$ 2,415,172	\$ 8,360,556

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: November 29, 2017
To: Tod Larson, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 21 Calls; 36.3 Total Man Hours

- 1 Back Pain
- 3 Breathing Problem
- 1 Fall Victim
- 1 Medical Transport
- 1 Respiratory Arrest
- 2 Pain
- 1 Overdose
- 2 Seizure
- 2 Transportation/Traffic Accident
- 3 Traumatic Injury
- 2 Unconscious
- 1 Unknown

Summarization of Fire Responses – 1 Call; 2.3 Total Man Hour

Steam Bath Fire

PROJECTS COMPLETED

Billing completed
Wells Fargo Hydrant fixed (Broken breakaway flange)
EMS Symposium attended and received the following Certifications: NAEMT Safety and NAEMT All Hazard Responder Certification.

ON-GOING PROJECTS:

- Pump Testing
- EMT 2 Class Preparation, 05JAN18 class starts.
- AURORA Elite (our electronic patient records program to report to the State for fires and EMS) will launch the first of the year, Malcolm Wright is in Anchorage attending training to get us updated for the move from AURORA to AURORA Elite.

City of Dillingham

Page 1 of 1

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

Mayor
Alice Ruby

Manager
Rose Loera



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Paul Liedberg

MEMORANDUM

Date: October 24, 2017
To: Rose Loera, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 29 Calls; 40.2 Total Man Hours

- 1 Abdominal
- 1 Back Pain
- 7 Breathing Problem
- 2 Chest Pain
- 1 Diabetic
- 1 Fall Victim
- 1 Poisoning / Ingestion
- 1 Medical Transport
- 1 Other
- 2 Pain
- 1 Psychiatric
- 1 Seizure
- 1 Sick Person
- 2 Traumatic Injury
- 3 Unconscious
- 1 Unknown

Summarization of Fire Responses – 1 Call; .5 Total Man Hour

*Call stood down during response of apparatus.

PROJECTS COMPLETED

- Ambulance Grant, Check being sent out.
- Hydrant was completed with the exception of two hydrants that need repair (Wells Fargo) (Library) hydrants.
- FEMA AFG Grant was not awarded, no explanation given. Will reapply this year.

ON-GOING PROJECTS

- Pump Testing
- Hose Testing
- EMT 2 Class Preparation, 05JAN17 class starts.
- Will be attending the EMS Symposium on 07NOV17 thru 15NOV17.

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Dillingham Volunteer Fire Department & Rescue Squad

Downtown Station
514 Main Street
P.O. Box 1049
Dillingham, AK 99576
Phone: 907.842.2558
Fax: 907.842.5002

Airport Station
815 Airport Road
Dillingham, AK 99576

Lake Road Station
1335 Aleknagik Lake Road
Dillingham, AK 99576



To: Dillingham City Council

On November 10 , 2017 Tiffany Bennett, an EMT-1 for the Dillingham Volunteer Fire Department & Rescue Squad and a Registered Nurse for BBAHC had received the Melissa Ann Peters Memorial Award at the 2017 Alaska EMS Symposium.

The Melissa Ann Peters Memorial Award is given in memory of a young nurse whose untimely death prompted her family and friends to remember her by honoring other nurses who have contributed in a special way to the encouragement of EMS skills, efforts and education.

We are very proud that one of our own was recognized at the State level for her role in EMS.

Norman Heyano, Fire Chief

A handwritten signature in black ink, appearing to be "N. Heyano", written over a horizontal line.

Jon Taylor, Asst. Fire Chief

A handwritten signature in blue ink, appearing to be "Jon Taylor", written over a horizontal line.

Braden Tinker, Fire/EMS Coordinator

A handwritten signature in black ink, appearing to be "Braden Tinker", written over a horizontal line.

Mayor
Alice Ruby

Manager
Tod Larson



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MEMORANDUM

Date: November 28, 2017
To: Tod Larson, City Manager
From: Sonja Marx, Librarian
Subject: November Monthly Report

Slowly, but surely, we have been rearranging sections of the library. Lane Ito, one of our Library Aide/Clerks, has moved entire sections along the walls of non-fiction and junior fiction books. This has freed up valuable shelf space for other collections. With our new windows in place, we have also gained room for more books underneath them. We are always trying to make the library a more functional and user-friendly place as we learn to meet the ever-changing needs of our patrons.

Work is also being done in the museum area as we go through the many donated books we received this fall; deciding what we can put into our collection and what will be saved for future Friends of the Library book sales. Grant funds were also recently used to purchase large book and movie orders that will need to be processed once they arrive. Our library always strives to have new materials in place monthly for all patrons.

The Friends of the Library Board met Saturday morning, November 25th at the Library. They have a new board member, Tyler Bishop. At their next meeting in January, they will hold their elections for officers and plan goals for the coming year.

We welcome Lee Ann Andrew to the Library Advisory Board. All seats have now been filled as we look forward to working together at our next meeting in December.

Library Stat report for October 23rd – November 25th, 2017:

Patron Visits: 2,362 Computer Use: 786 Wireless Use: 264
Story Hour: 23 Other Visits (including Students): 169 Museum Use: 19
Movies Shown: 3 AWE Station Use: 35 Volunteer hours logged: 0

The Library will be closed Monday, December 25th for Christmas

Next LAB meeting Tuesday, December 5th at 5:30 pm at the Library

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Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: October 24, 2017
To: Rose Loera, Interim City Manager
From: Sonja Marx, Librarian
Subject: October Monthly Report

All appears to be running well at the Library. We have had a good start for the new school year with students using the Library daily. We are trying to get all Middle and High school students enrolled in the Alaska Digital Library so they can access materials online for their reading and listening needs. The School Librarian is doing a great job getting them set up in the system. Patrons continue to use the computers and internet at the Library daily as well as checking out items. The staff has been processing materials weekly so new books and audio visuals are on the shelves regularly.

The Friends of the Library Board met Saturday morning, September 30th at the Library. They are seeking a new board member. Many thanks to Cindy Fyfe who has served on the FOL Board for many years. They will be holding officer elections at their next meeting in November. Many goals are set in place for the coming year.

The Library Advisory Board also has a seat to fill. Much was accomplished at our last meeting. There was discussion about establishing an amnesty month in November to help get lost items returned and overdue accounts taken care of. We want our patrons to know we are thankful for them and want them to continue using the Library.

Library Stat report for September 25th – October 21st, 2017:

Patron Visits: 2,042 Computer Use: 730 Wireless Use: 346
Story Hour: 2 Other Visits (including Students): 148 Museum Use: 6
Movies Shown: 4 AWE Station Use: 38 Volunteer hours logged: 0

**The Library will be closed Friday, November 10th for Veterans Day
and Thursday & Friday November 23rd & 24th for Thanksgiving**

Next LAB meeting Tuesday, December 5th at 5:30 pm at the Library

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MONTHLY REPORT - PLANNING DEPARTMENT
November 2017

To: Tod Larson, City Manager

From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission did not meet in November. The next meeting is scheduled for December 13, 2017.

An application for the BBAHC Subdivision was submitted and will be presented at the next Planning Commission meeting.

Permitting

- Land Use Permits –
 - LUP 2017-15 was issued to Jeff Garcia for a new duplex to be built at Lot 1 of Kallenberg Knob. This new property will be 3135 Wood River Road.
- Encroachment Permits – No new applications have been submitted.
- Burial Permits – No new permits have been requested.

Capital Projects

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements – Elite Mechanical and JJC Enterprises (subcontractor) are finalizing the improvements needed at the Dock Lift Station and Dillingham Sewer Lagoon. Major project outcomes include rerouting the force main from HUD into the lagoon as well as installation of a new effluent manhole and flowmeter. These improvements are addressing infrastructure deficiencies which led to our Notice of Violation at the Dillingham lagoon.

The project total is \$1,102,250 and the contract is through December 15, 2017.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for necessary improvements to upgrade the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. Premier Electric construction has begun work and CRW Engineering is providing construction management assistance. This project total is \$761,995

ITB 2017-13 Landfill Cell 3, Phase 1 – This project will expand Landfill Cell 3 in a phased approach which will allow the City to be expanding the cell in order to meet landfill needs at a cost that is manageable at this time. Future expansions will be phased in when funds are available. Bristol Engineering is our engineer of record for this project. The City Council approved Action Memorandum 2017-17 which authorized the City Manager to enter into a contract with JJC Enterprises to provide the services necessary to develop Phase 1A of the Landfill Cell 3 expansion. This project total is \$214,205 and will begin later this winter.

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MONTHLY REPORT - PLANNING DEPARTMENT
October 2017

Date: October 25, 2017
To: Rose Loera, City Manager
From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission meeting scheduled for September 20, 2017 failed to meet quorum. The next meeting is scheduled for October 25, 2017.

At the October 2, 2017 City Council meeting, the Council appointed Kenny Wilson to the Planning Commission. Kenny will serve in Seat G, welcome Kenny! We currently have one remaining vacancy for Seat B.

Permitting

- Land Use Permits – Three LUPs were issued since the last formal staff report.
 - LUP 2017-12 was issued to John and Sonja Marx for a garage/shed.
 - LUPs 2017-13 and 2017-14 were issued to ANTHC for a new well and septic system at RaeBelle Whitcomb's and a new well at Marian Small's.
 - LUP 2017-15 was received and has yet to be issued. This application is for a new duplex to be built at Lot 1 of Kallenberg Knob by property owner Jeff Garcia.
- Encroachment Permits – The City Council adopted Resolution 2017-35 which authorized the Long Term Encroachment for Nushagak to provide utility installation at BBHA's five new home developments in Dillingham.
- Burial Permits – The City issued one burial permit since the time of last reporting.

Capital Projects

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements – Elite Mechanical and JJC Enterprises (subcontractor) are constructing the improvements needed at the Dock Lift Station and Dillingham Sewer Lagoon. Major project outcomes include rerouting the force main from HUD into the lagoon as well as installation of a new effluent manhole and flowmeter. These improvements are addressing infrastructure deficiencies which led to our Notice of Violation at the Dillingham lagoon.

The project total is \$1,102,250 and the contract is through December 15, 2017.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for necessary improvements to upgrade the Dillingham domestic water system by connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. Bids closed on September 27, 2017 at 2:00 PM with two bidders or record. Action Memorandum 2017-16 authorized the City Manager to enter into a contract with Premier Electric for the construction work and CRW Engineering for construction management assistance. This project total is \$761,995 and construction will begin soon.

ITB 2017-13 Landfill Cell 3, Phase 1 – This project will expand Landfill Cell 3 in a phased approach which will allow the City to begin expanding the cell in order to meet landfill needs at a cost that is manageable at this time. Future expansions will be phased in when funds are available. Bristol Engineering is our engineer of record for this project. The Phase 1A expansion bids opened on September 29, 2017 and close on October 31 at 2:00 PM.

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MEMORANDUM

Date: 10-25-17
To: Rose Loera / City Manager
From: Jean Barrett / Port Director
Subject: October Monthly report

October was unseasonably warm so it didn't feel like the end of Port operations for 2017, then the snow hit and we were slowed for a few days until it melted, we are now more than ready for shutdown. There is a saying, "the tide waits for no man" I found myself waiting on tides all of October. We need 20+ feet of tide to pull the float arms out of the water due to erosion, we simply cannot reach far enough out without it. Maybe that problem will be taken care of in the near future keep reading for more information.

Dock

Good things have happened at the end of the season, we have had some challenges this year but came through it knowing we can do our job even with hardships

- In July we had our Hyster 800 tip up on its nose leaving us one "man" down for the final 3 months of the season. The good news is that we have the forklift back up and running after having mechanics from Pape' Machinery here to work on it, I am awaiting a bill from them and should have it to our Insurance company by the first of next week.
- Totals are in for fish shipped out of Dillingham this year. We shipped 19,708,688 pounds of frozen salmon for a total of \$156,021.00 in revenue for the City, t 'was a good summer.
- Now to address a situation that has been an on again / off again issue at the dock. Over the past 5-6 years that I have been the director we have, at times, had an issue with getting our freight invoices to the finance department on time. I will not point fingers and will not make excuses. It has been a problem. I have had discussions with my now dock supervisor and we have tried to brainstorm and resolve this issue, we have thought about the following as a fix but all of these will take some doing.

- We find a way to agree with the two major freight lines that come in to Dillingham on a flat rate for ALL freight coming and going, probably excluding fish. This would shave one of the steps off of the work that is done in order to get the billing out to the customer.
- Shaving one step would help as the information sent to the dock is used for billing the carrier for each bit of freight shipped. If we could come up with a rate this info could go straight to the finance department and they could take care of billing for the incoming weight.
- This is not without its issue either, apparently sometime in the past it was tried without much luck as the City and the carriers could not agree on a price.
- The Dock would still have to record the extras such as docking time, crane time etc.
- After the season is done I will meet with the finance department and my dock supervisor to try and find a solution to bring to the Finance and Budget committee later on in the winter.

Harbor

As mentioned in my opening we have been awaiting adequate water in the harbor to remove the final pieces of the docks, we are almost all there and we will be buttoned up for the winter.

- Earlier in the year the City decided to go ahead and move forward on design for a new dock system in the harbor, this would alleviate several things and help others,
 - The need to use the crane to swing arms twice a year,
 - Update 30+ year old docks that are continually in need of repair,
 - It would also show that we have a shovel ready project in case federal water infrastructure monies were to become available,
 - Stabilize the float system when in the water.
- We have gone through the process and are now in the design phase. PND Engineering won the bid and we have met with them twice to discuss wants and needs for the floats. I have had a first look at the plans and I believe the concept will give us some of the nicest floats/docks in the state.

I have not yet made arrangements for a Port of Dillingham advisory committee meeting but I believe we will meet sometime early 2018

That's all from my perspective

Jean

Mayor
Alice Ruby

Manager
Tod Larson



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MEMORANDUM

Date: November 28, 2017
To: City Manager Tod Larson
From: Chief Dan Pasquariello
Subject: **Public Safety December 2017 report**

Reporting period 10-25-17 to 11-28-17

Police:

- ❖ 331 Calls for service
- ❖ 12 Persons arrested
- ❖ 18 Title 47/Protective custody
- ❖ 24 Citations issued
- ❖ 39 Incident reports

Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A partial breakdown of our incident reports is as follows:

Thefts	6
Assault/Disorderly Conduct	5
Trespass	4
Minor Consuming	4
Vehicle accidents	3
Violation release/probation conditions	3
Traffic offenses	3
Sex offenses	2
Weapons offenses	2
Drug offense	1
Burglary	1
Suicide threats	1
DUI	1

The Chief participated in a Legislative Lunch at the UAF campus attended by House Speaker Edgmon, and representatives of other local criminal justice agencies. The discussion was about the effects of SB 91 and SB 54, and how State budget cuts are affecting criminal justice in Dillingham.

On November 3rd the Chief gave a presentation to DCSD staff and teachers during an in-service training. The presentation was about active shooter response, as well as how to deal with bomb threats and other threats of violence at the school. The fire department assisted with the presentation.

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Additionally, an officer went to the elementary school and read to children at the request of a teacher.

On November 30th we participated in the POD (*point of delivery*) disaster drill held at the high school. The drill was to prepare the Alaska Public Health Service to quickly deliver vaccine to the entire community. Free flu shots were given.

We are still advertising to try and fill our two vacant positions.

Corrections:

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

At the end of November we were trained by State DOC in electronic monitoring.

Dispatch:

- ❖ 399 Calls for service
- ❖ 83% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Alaska State Troopers
- ❖ 6% Dispatched to EMS/Fire
- ❖ 6% Dispatched to Animal Control
- ❖ 145 911 calls received

TecPro came to Dillingham the end of November and begin repairing the inoperative portions of our community camera system.

Animal Control:

- ❖ 4 Animals impounded (*dogs*)
- ❖ 1 pregnant dog sent to rescue group in Anchorage
- ❖ 1 dog sent to Wildwood Corrections center
- ❖ 1 dog surrendered to shelter
- ❖ 1 citation issued
- ❖ 35 Rabies/parvo shots given

On November 10th -12th the Alaska Rural veterinary Outreach held the second spay and neuter clinic of the year at the animal shelter. There were 31 wellness checks, 19 spays, and 16 neuters. A total of 66 animals were seen.

DMV:

- ❖ 78 Registrations/Titles
- ❖ 92 Driver's License/IDs
- ❖ 4 CDLs
- ❖ 11 Road tests
- ❖ 32 Written tests

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Mayor
Alice Ruby

Manager
Rose Loera



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MEMORANDUM

Date: October 24, 2017
To: City Manager Rose Loera
From: Chief Dan Pasquariello
Subject: **Public Safety November 2017 report**

Reporting period 9-25-17 to 10-24-17

Police:

- ❖ 381 Calls for service
- ❖ 15 Persons arrested
- ❖ 15 Title 47/Protective custody
- ❖ 24 Citations issued
- ❖ 29 Incident reports

Approximately 1 out of 10 calls for police service require an incident report to be completed by officers. A partial breakdown of our incident reports is as follows:

Assault/Disorderly Conduct	9
Violation release/probation conditions	6
Trespass	3
Traffic offenses	3
Criminal Mischief	1
Drug offense	1
Thefts	1
Sex offenses	1
Vehicle accidents	1
Burglary	1
Minor Consuming	1

We recently had a case adjudicated in the court system where a man, in early 2016, was selling heroin in the Nerka subdivision. A plea agreement was reached where the defendant will serve 6 years in jail. The \$18,900 in cash he had in his possession was forfeited. This money was placed in our Asset Forfeiture fund for use on drug investigations and the payment of rewards. In May we had placed \$8,600 in the Asset Forfeiture fund from a different case. We have placed posters around town advertising that we will pay informants that help us with drug investigations.

This month we were contacted by the new school district superintendent who invited the police to a school in-service in early November. During the in-service the Chief will do a presentation on active shooter response, as well as how to deal with bomb threats and other threats of violence at the school. The fire department will be doing a presentation on fire suppression. Lockdown and evacuation procedures at the school will also be discussed.

Along with this, we are working on having members of the AST SERT team come to Dillingham and teach Rescue Task Force training to the police, fire, and local AST. This training involves EMTs following police into a building during an active shooter incident to provide aid to injured persons while police deal with the threat. This training is tentatively scheduled for after the new year.

Lutri, our former K-9 officer we had sold to Ketchikan AST has died. He was retired from AST and then died of a blot clot.

We are still advertising to try and fill our two vacant positions.

Corrections:

- ❖ 26 Total Inmates
- ❖ 15 Title 47/Protective custody

One of our corrections officers is currently on FMLA leave until November.

The Commissioner of the State Department of Corrections came to Dillingham to meet with the Bristol Bay Prisoner Re-entry task force at BBNA. He discussed funding a half-way house in Dillingham for prisoners to transition back into the community after serving their prison time. We also discussed the new SB 91 DOC pre-trial supervision requirements, as mentioned in last month's council report.

Dispatch:

- ❖ 381 Calls for service
- ❖ 88% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 2% Dispatched to Animal Control
- ❖ 91 911 calls received

We were audited this month by the State regarding our APSIN (*Alaska Public Safety Information Network*) computer use and our UCR (*Uniform Crime Reporting*) reports. The audit went fine.

We are arranging to have the vendor TecPro come to Dillingham in November and begin repairing the inoperative portions of our community camera system. Numerous cameras in the port and harbor have been down for a while, and we had no budgeted general funds to pay the costs of repair. Money was obtained through a BBEDC grant, and unspent funds from a sun-setting 911 grant.

Animal Control:

The ACO has been on vacation during this reporting period. The patrol division has been handling animal calls.

DMV:

- ❖ 84 Registrations/Titles
- ❖ 94 Driver's License/IDs
- ❖ 3 CDLs
- ❖ 11 Road tests
- ❖ 26 Written tests

Mayor
Alice Ruby

Manager
Tod Larson



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MEMORANDUM

Date: 11-29-17
To: Tod Larson
From: Jean Barrett Port/Public works Director
Subject: November monthly report

Since assuming the role of Public Works Director a majority of my time has been spent within this department mostly because of the time of year, fall and winter are a slow time of year at the harbor and the dock was in the winding down stage for its season. With this said I will be combining both the Port and Public works into one report until May at which time I will once again report separately on each department.

Port / dock

Everything has shut down for the season, although it ran quite a bit longer into the fall than we had anticipated due to the warm weather allowing the barges and freight haulers to operate several weeks longer than normal. To manage the extended season we kept Dean on board for a couple of weeks extra. I believe we need to budget for this extra time starting next FY. On another note it did allow Dean to catch up on all of his paperwork and invoicing.

Harbor

The Harbor has also been put to bed, some of the things I am working on for next season are:

- Surveying of the harbor in anticipation of new floats in the near future
- Working with PN&D on tweaking and making changes on the drawings that have been started by PN&D. I hope to bring a final product to the Port Committee before spring for their comments.
- I am still hoping that the soft start that was ordered and received for the ice machine will be installed this year. I would like to know the machine will be running in the spring for the halibut fishers.

I made a trip to the yearly Fish Expo in Seattle on the 15th, 16th and 17th of November. I found it to be very informative. There were several things that will help us upgrade what we have been doing to make ends meet in the harbor, such as;

- A new paint on protective coating that when applied goes on thicker than the one that we have been applying to the bottom of the float arm floats for the past 5 years to help them from taking on water and sinking.
- This one is NOT harbor related directly, but a new fuel additive that helps with cleaning and also mileage and engine life.

I am looking into this for all of the city equipment and the incinerator at the landfill.

Public Works

Streets

- The crew has been busy for the past week clearing our first substantial snowfall of the season. They have done a great job of getting it cleaned in a timely fashion. Their commitment to the job shows brightly on snow days when they come in as early as 4:30 AM and work a 12 hour shift.

Water / Waste Water

- The WW crew attended a waste water testing training at the end of last month and they both did very well. They both passed one half of their tests but will need to retest on the second half. Apparently this is considered the norm for this test. They will be able to re-test here in Dillingham to pass the other portion.
- The WW crew has been winterizing and readying hydrants and buildings that are not used during the winter months for the cold weather. Also, with the recent snow, clearing around all of the hydrants had to be done making them accessible in case of emergency.
- Streets also utilizes one of the WW crew as an operator during snow removal days. He too has been showing dedication by showing up early and putting in long hours.

Buildings and Grounds

- We are in the Third month of the probationary period for Robert Nielsen as the Building and Grounds Forman. I feel Robert will fit this position as well as anyone we can get. We have started to advertise for a permanent assistant to work buildings and grounds.

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- Yearly maintenance has been done on all of the City boilers including filters, nozzles and adjustments.
- Day to day things are always coming up for the B&G crew, they are the catchall of the city. They take all of it in stride and are much appreciated.

Shop

- We have been short one mechanic all month due to a resignation at the end of October. We advertised the position and were happy to find a very capable and experienced mechanic who we offered the job to but failed to land due to the fact he found another job with a higher starting wage. This would have filled a large void for us and I believe would have given us a long term mechanic. It is unfortunate we continue to lose competent professional prospective employees due to our low starting wage.
- We are finishing up some projects in the shop, The ambulance that is in for an engine swap is almost finished and I expect it to be fired up by the beginning of next week.
- All of our Sanders are on line, and have been much needed over the last few days.

Landfill

- The 960 loader is still at the shop waiting on parts so the Case Loader is at the landfill for the time being. We hope to have the loader repaired and swapped out next week – weather permitting.
- Some good news at the land fill, we have surpassed last year's total sales and we have a full month to go.
- We are down one employee at the landfill as of last week. Fortunately it is slow enough that we can cover with 2 people or with help from other departments. We have begun advertising for a replacement.

That is all from my two offices for this month

Jean

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

Mayor
Alice Ruby

Manager
Rose Loera



Dillingham City Council
Chris Maines
Curt Armstrong
Andy Anderson
Paul Liedberg
Tracy Hightower
Aksel Buholm

MEMORANDUM

Date: October 27, 2017
To: Rose Loera/ City manager
From: Jean Barrett / Public works Director
Subject: October Monthly report

One thing I know for sure after being in this position for a couple of months is that there is NEVER a lack of things to do. The summer projects are moving along with only a few minor hiccups.

City Shop

- The engine swap on the ambulance is on a short hold as we are waiting for some parts, this should be done and ready for service in early November.
- We have been working on our sanders so we will have all three up and running the next time they are needed.
- The cleanup of the whole shop buildings and grounds is a continuing project, it is coming along nicely thanks to the hard work of the whole Public Works crew.
- We are currently down one mechanic in the shop, the public works foreman will be splitting his time between the shop and other duties for the time being, and we are currently advertising for a fleet mechanic to fill the spot.

Water / Sewer

- The sewer lagoon project is moving along very well, the manhole has been installed and sealed. I am pleased with the work the sub-contractor is doing with one exception, the ground at the top of the hill was exceptionally wet and the pipe continued to float to the surface which caused an approximately 130' long hump. CRW will inspect this and give us a direction to go. The most logical one would be to come back a little later in the year, excavate the area and hope the ground water has drained away allowing it to be reburied at the specified depth.

- The dock lift station (LS6) is getting its final inspection on October 27th, Bristol Environmental Services Corp. is going to be in town for this.
- The lift station rehabilitation project is also slowly winding down, Myself, Pancho Garcia and Dagen Nelson inspected all of the lift stations last week and came up with a comprehensive list of deficiencies the contractor needs to fix prior to close out. I was not impressed with the amount of little things that were being left unfinished or ignored completely, some of them are listed below
 - Light fixtures in some of the control cabinets are not working properly
 - Identification tags for each individual pump were supplied and were to be put on the corresponding shut off so we knew which pump was where, these were not even on site
 - Some of the electrical seal offs between the controls and the pump room were not done. This was a huge safety concern as the gasses coming out of the waste can be very explosive

These are only a few of the little things that frustrate us about the contractor.

Streets

- We were once again caught without a sander last week, as it was not a priority with the mechanics. Our goal for the future is to be pro-active so our equipment will be in working order when needed.
- We have started to trim trees in the areas we grade, mostly in the neighborhoods. We are trying to cut things back so as to keep from damaging windows, lights and mirrors. We have part of Nerka loop done and will continue on from there
- Squaw creek road is status quo for the time being. Public Works will run a blade down it this week in anticipation of freezing weather, and then as needed this winter for snow plowing. We have been brainstorming and trying to get a handle on a scope of work and materials needed to bring this road up to standards
 - We need 1'277cy of 6" minus gravel to cover 2'300ft X 30ftX 6"at a cost of \$38,310.00 delivered to squaw creek.
 - will need 1'278cy of E-1 to cap the road at a cost of \$63,900 delivered to Squaw creek
 - Additional cost for water truck if we use it for 3 days @ \$1850/day = \$5,550
 - The grand total would be \$107,760

The road would have to be built up in order to get the water to drain away from the road and to the culvert. We would need to use E-1 to cap the road since we will be grading it and this is the material needed

Landfill

- Things are running fine at the landfill. We have opened a tree cutting area to the public on the site designated for cell 4, this is in anticipation of needing to take a layer of material off to use on the cell 3 expansion. The excavation may or may not happen; time on this will tell.
- We continue to evacuate Freon from the many appliances that are at the transfer station, we have one person that does this for us, and no one from the city that is certified. I looked into classes on this and at the time the company had a class going and were not anticipating another one until spring.

Buildings and grounds

- The B&G crew continues to winterize buildings and prep boiler systems for the impending winter. I hope to work with them on creating a small inventory of parts in order to not only keep costs down but decrease the amount of time chasing parts, this will be a winter project.
- We will start advertising for a permanent assistant in this department as November draws to a close The current assistant is a temporary hire.

That, as they say is it in a nutshell

Jeano

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Tracy Hightower
Chris Maines
Aksel Buholm
Curt Armstrong
Tracy Hightower
Paul Liedberg

MEMORANDUM

Date: November 27, 2017
To: City Manager
From: Ida Noonkesser
Subject: Staff Report

During the month of September, and October, the Senior Center served 1093 congregate meals to 108 individuals, 818 home delivered meals to 68 individuals, gave 855 assisted rides to 54 individuals and 565 unassisted rides to 52 individuals.

We had three new renters in the months of September.

Mary Kapatok who works for BBNA's ADRC, gave haircuts to a number of elders this month.

Kyleann and Steve Cole, who work for HOPE Cottages, donated a large batch of juice cups for the Senior Center. Their donations are appreciated.

I will be contacting the hospital to see if any of their dietitians can come to the Senior Center to provide education for our elders on maintaining a healthy diet as we age.

Barbara Viar donated \$200.00 and a scarf to the Senior Center. Flossie Anderson donated \$100.00 for the Senior Center for the gift bags we are distributing to the Elders next month.

I did some shopping in Anchorage a few weeks ago and will be donating the Christmas food bags for the elders, and V.I Braswell will be donating candies for the bags, as well. We will be passing them out on December 22.

Our Advisory Board meeting for October was cancelled; we were unable to get a quorum.

Our next Advisory Board meeting will be December 13, 2017.

1. CALL TO ORDER

The Code Review Committee met on Thursday, August 31, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines Mayor Alice Ruby Tracy Hightower
Don Moore Janice Williams

Absent: Misty Savo

Other Staff: Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of June 8, 2017

MOTION: Mayor Ruby moved and Tracy Hightower seconded the motion to approve the minutes of June 8, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Mayor Ruby moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

Janice Williams reviewed the To Do List, noting all of the remaining items would require input from finance staff and hoped to be able to have proposed changes for the next meeting.

- b. Review of All Code Sales Tax Exemptions

Committee members reviewed the draft ordinance as presented that had been reviewed by the City's legal counsel with some recommended changes that had been distributed in a separate packet.

Discussion ensued:

- Item P. Nonprofit organizations remove the words "by or" after Sales, services, and rentals, which is similar to current;
- Add language to sections religious and non-profit organizations, "except where such [religious] organizations are engaged in business for profit or savings, or competing with other persons engaged in the same or similar business";
- Effective date suggested was January 1, 2018, to allow staff sufficient time to advertise the newly proposed changes, with introduction September 7, followed by two consecutive public hearings.

MOTION: Mayor Ruby moved and Tracy Hightower seconded the motion to recommend the draft ordinance to the Council with the new changes which would amend the sales tax exemptions and business license exemption sections of code.

VOTE: The motion passed unanimously by voice vote.

c. Draft Ordinance Exemption for Low Income Housing

MOTION: Mayor Ruby moved and Tracy Hightower seconded the motion to recommend to the draft ordinance to the Council to exempt low income housing.

VOTE: The motion passed unanimously by voice vote.

6. NEW BUSINESS

There was no new business.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

The next meeting could be scheduled for October 12, due to the timing between hiring a new city clerk and because the remaining to do items were not time sensitive.

8. ADJOURNMENT

The meeting adjourned at 6:32 p.m.



Chris Maines, Chair

ATTEST:

 Lori Goodell, City Clerk

Approval Date: October 19, 2017

1. CALL TO ORDER

The Code Review Committee met on Thursday, October 19, 2017, in the City Council Chambers, Dillingham, AK. Council Member Chris Maines chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines	Mayor Alice Ruby	Tracy Hightower
Rose Loera	Lori Goodell	

Other Staff: Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of August 31, 2017

MOTION: Alice Ruby moved and Tracy Hightower seconded the motion to approve the minutes of August 31, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

MOTION: Mayor Ruby moved and Tracy Hightower to amend the agenda to add Ordinance 2017-08 under unfinished business item b.

MOTION: Mayor Ruby moved and Tracy Hightower seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

This item is informational only.

- b. Ordinance 2017-08

The committee continued its review of Ordinance 2017-08;

- Continue to encourage public participation,
- Contact attorney regarding duplication of Religious and Non Profit Organizations, and can we combine into one item,

- Identify substantive and non-substantive changes,
- Update document showing existing code versus proposed changes
- Research definition for home business, and business license cap,
- A special meeting to discuss this ordinance is scheduled for Tues, Oct. 24, at 5:30 pm.

6. NEW BUSINESS

a. Review Six Year Period for Allowance of Adjustments

Discussion:

- Verify timeframe for records retention,
- Legal action for collections only allows for six year timeframe,
- Policy for write-offs should be reviewed, this can be taken up in the collections committee.

b. Foreclosure Process

1) Amend the Timeline for Providing Notice to the Council

Discussion:

- The current process rushes the process with the December timeline for a list to council,
- Need to refine method to address specifics and be consistent in our process,
- Review timeline and mailings, and when is council action needed,
- Research and bring back findings to the November Code Committee meeting.

2) Amend the Requirement to Break Out Penalties and Interest in the Total

Discussion:

- The current process is that penalty and interest are listed separate.

c. Impose Excise Tax on Cultivation of Marijuana

Discussion:

- There are no marijuana businesses in town,
- Keep this as a standing item on the agenda while more research is done.

d. Amend Advertising Period to Three Working Days

MOTION: Mayor Ruby moved and Tracy Hightower to modify the current code 2.12.050 from posting adopted ordinance within three day to within three business days.

VOTE: The motion passed unanimously by voice vote.

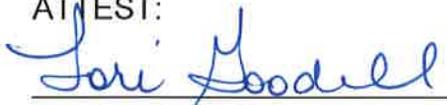
7. PUBLIC COMMENT/COMMITTEE COMMENTS

- Port invoices do not incur interest and penalties, check to see if this is included on the tariff,
- Standardize interest and penalty fees for city services,
- Look into bid advertising timeline to shorten requirement to better utilize funding streams

8. ADJOURNMENT

The meeting adjourned at 6:23 p.m.


Chris Maines, Chair

ATTEST:

Lori Goodell, City Clerk

Approval Date: 11/16/17

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, September 18, 2017, in the City Council Chambers, Dillingham, AK. Mayor Ruby chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Mayor Alice Ruby	Andy Anderson	Don Moore
Curt Armstrong	Navin Bissram	

No other staff present.

3. APPROVAL OF MINUTES

a. August 21, 2017

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the minutes of August 21, 2017.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

MOTION: Curt Armstrong moved and Andy Anderson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. STAFF REPORTS

No staff reports were submitted.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. NEW BUSINESS

a. Excise Tax on Tobacco Products

Discussion:

- Code committee made changes to be in line with the sales tax code;
- Proposed changes will be sent to City Attorney;

- Need to determine the mill rate for taxation on cigarettes 100 mills is proposed which equates to approximately \$20.00 per carton;
- Determination is up to council, and public input will be sought;
- Other communities looked at, MatSu, Anchorage, and Bethel, we can discuss with them process in place, even take a trip to view firsthand the operation;
- Exemption cards are an area that gives difficulty with implementation, will need further research;
- Distributors sell product to resellers, and outside of city;
- Other issues to identify, endorsements, exempt status, retail vs wholesale, when is excise tax applied; when does transfer of ownership take place, where is sale taking place;
- Can meet with business owners when a draft of proposed code is ready, Tracy Hightower could be a good source;
- Need to be clear between sales tax and excise tax;
- Fuel is an exception to how sales tax is being applied;
- Define how to enforce;
- Only one entity can charge an excise tax, related to where transfer of ownership happens;
- Application fee for exemption card is currently \$50.00, and \$50.00 for license fee;
- Putting an endorsement on business license doesn't work with the City's current software;
- License period to be one year in line with business license;
- Penalty in line with sales tax code at 10%;
- Interest to be 6%;
- Will discuss higher penalties, and dispute language, with attorney;
- Offenses and penalties to be added
- Review in October Finance Committee Meeting with possible workshop and shoot to introduce at the November council meeting;
- Need to get the accounting system set up for tobacco tax filings to be ready by January. The State has been contacted and compliance is not an issue;
- Form with clear and easy to follow instructions to be created prior to discussion with vendors.

b. Delinquent Receivables

Discussion:

- Start on denied service list with the biggest outstanding amounts;
- Tax returns and all info has been sent to attorney;
- City can only go back six years;
- Will look into timeline when a promissory note has been signed, and details of each note;
- If default on note code states all amounts are due immediately;
- Sales tax form and exemption log has been sent to attorney, who has identified sales that are not exempt;

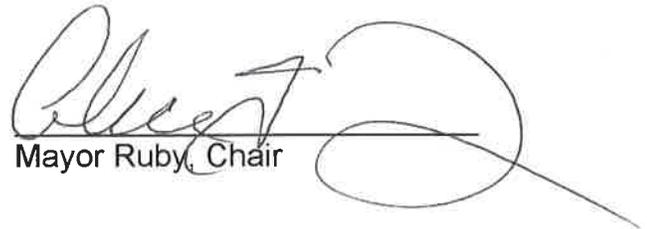
- A letter has not yet been sent to Dillingham Construction;
- Turnover has made the process inefficient and not consistent;
- Some progress has been made with collections;
- Motive Marine owes for port storage, EPC owes for harbor lease. There has been some transition between the entities;
- Need to determine who should pay the outstanding amount before the van is put in place on the lot, we could not release the building until the balance is paid;
- The city can consider making concessions if balance is not part of current owner debt;
- Nush-Wac Rippies have been sent an itemized list of charges;
- Incoming manager will be made aware of the status of delinquencies;
- Deletion of \$10K cap will help clear up some issues regarding taxes;
- Those engaged in casual and isolated sales will still be exempt from sales tax.

8. PUBLIC/COMMITTEE COMMENT(S)

There were no public or committee comments.

9. ADJOURNMENT

The meeting adjourned at 7:27 p.m.



Mayor Ruby, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: 10/23/2017

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, October 23, 2017, in the City Council Chambers, Dillingham, AK. Mayor Ruby chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Mayor Alice Ruby	Andy Anderson	Rose Loera
Curt Armstrong	Navin Bissram	Paul Liedberg

3. APPROVAL OF MINUTES

- a. Minutes of September 18, 2017

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the minutes of September 18, 2017.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. STAFF REPORTS

- a. Review of Financial Statement

The FY18 Financial report was reviewed. Sales Tax and Port revenue is down; property tax is increased from FY17. Studies are being done to investigate why revenue has decreased. Expenditures are in line with the budget. Turnover in the port has had a negative impact on dock/harbor billing.

6. UNFINISHED BUSINESS

- a. Excise Tax on Tobacco Products

- Proposed code and forms were reviewed.
- Definitions and exemptions were clarified.
- Mils were defined to tobacco products.
- Acquiring tax returns was discussed as it would be applied to exemptions, and if this is something the City would pursue.
- License period and fee was defined, exemption endorsement and fee was discussed.
- Established revoked license period would be two years, and process to collect tax.

- Fees and penalty structure deliberated.
- Changes discussed will be integrated into the Ordinance and a draft copy and forms will be sent to the attorney.
- A meeting with the vendors impacted by this ordinance will be scheduled.
- The committee is looking to introduce this to council in December.

b. Ordinance 2017-08 Amend Sales Tax Exemptions

This is a code committee item, with a special meeting to be held October 24, to gain as much public input as possible.

c. Past Due Collections

- Two delinquent accounts, Dillingham Construction and Motive Marine, have been forwarded to the attorney who is reviewing information from 2009 and 2010.
- Clarify specifics of why past due amount was incurred for regarding Motive Marine.
- Nush-Wac Rippies promissory note from 2015 payments did not include amounts for current months so the company continued to fall behind in sales tax remittance. July 2016 forward payments being made included current month sales tax amount. City Staff has met with this company to see what can be done to avoid further delinquencies.
- City needs to develop a standard process to address collections on gaming, including annual random audits.

7. NEW BUSINESS

There was no new business.

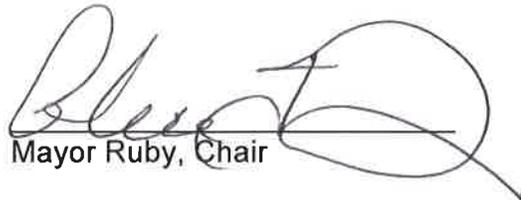
8. PUBLIC/COMMITTEE COMMENT(S)

Research into insurance benefits, plans, and carriers, will be done as the renewal period approaches. Navin is waiting to hear from the broker; January 1st is the renewal period deadline. Budget for insurance stayed static. A special meeting could be scheduled to address this item.

The Mayor will disseminate information regarding the tax changes from the city at the "Brown Bag" luncheons.

9. ADJOURNMENT

The meeting adjourned at 7:40 p.m.



Mayor Ruby, Chair

ATTEST:



Lori Goodell, City Clerk

Approved: 11/20/17

**MEETING AGENDA with minutes attached
5:30 P.M. / DILLINGHAM PUBLIC LIBRARY**

- I. CALL TO ORDER: October 24, 2017 at 5:38 pm**
- II. ROLL CALL:**
Present: **Sonja Marx, Sandra Long, Amy Ruby, Megan Gunderson, Lacey Calvert, Conor Downey**
Absent: Erica Tweet
Seat D still to be filled
- III. APPROVAL OF AGENDA**
Motion to approve agenda by Megan, seconded by Amy. Motion passed.
- IV. APPROVAL OF MINUTES**
- A. Meeting minutes from January 17, 2017
Sonja reviewed meeting minutes from Jan 17th. **Conor made a motion to approve the minutes, seconded by Lacey. Motion carried.**
- V. LIBRARIAN REPORT**
- A. See attached Monthly Reports to the City Council since our last meeting
- Library went from 40 hours a week to 30 hours per week.
 - Hours have been accepted by the public; opening after noon on most days, keeping the 10 am start on Wednesday and Saturday, with the school librarian working 11 am – 5 pm, Monday through Thursday.
 - Trying to establish Alaska Digital Library for the school (and everyone) Principal wants to get all the Middle and High School students entered into the system. Coming up against issues when there are fines and late balances, trying to override this since these are movies and books they have had on their accounts for years. Sonja trying to find out if delinquent accounts can be overridden so students can use the system. Some ideas might be to have students pay off dues through volunteering work. Or perhaps they could replace or donate another item. Non-returned items assess an automatic \$30 lost item fee for replacement; many old items have since been replaced or circulated out. Goal is to make students feel welcome at library; don't want them to avoid the library due to their fines.
 - **Motion: Amy made a motion to support a plan for the school librarian and the city library and the middle school and high school staff to work with students to offer alternative ways to pay off their library fines. Megan seconded the motion. Motion passed unanimously.**

-
- **Motion: Amy made a motion to have a community event in November where people bring in any overdue books or materials and all fines would be forgiven. Motions seconded and carried.**
 - **Suggestion-Make a list of overdue items (not listing patron, but items that are lost) and then community members can support library by donating replacement items. Local businesses can also support this forgiveness effort through monetary donations, to pay late fees.**

Promotion for November, “We’re thankful for our Library”. If people bring in lost items, fines will be forgiven. If they can’t find it and want to replace it, they can purchase it elsewhere and just pay a \$5 reprocessing fee, and all fines on that item will be forgiven. Or they can pay the \$30 lost item fee. LAB asked what is the total amount of outstanding fines? Estimate ~\$2,000 fees owed by students, alone.

Friends of Library Board - last meeting highlights (read by Sonja):

- **Looking for a board member to serve as vice president. (There is an annual membership fee to be a member.)**
- **Book to movie suggestions appreciated.**
- **What is the function of the Friends of Library (FOL)? They are a non-profit who can raise money through book sales, etc. in order to purchase materials, etc. for the library. They volunteer, meet regularly, help meet the needs and functions of the library, and foster relationships-a channel to express ideas for use of library services.**

In Other news:

- A. Library did get a diaper changing station, just needs to be installed. Space for it in men’s bathroom for all to use it.**
- B. Budget, grants, and other contract updates**
- C. Board Seats and appointed offices-**
 - **Motion: Amy makes a motion to reappoint Conor as chairperson. Lacey seconds. Motion carries unanimously.**
 - **Motion: Sandra makes a motion to appoint Amy as vice chairperson, Megan seconds motion. Motion carries.**
 - **Motion: Lacey makes a motion to appoint Sandra as secretary, Megan seconds the motion. Motion carries**

Suggestion to find a way to have school librarian attend future meeting and find some ways to encourage more involvement with staff.

See how Rachael feels about promoting workshops (example Battle of the books). Ways we can support her position. Very important position. Maybe provide her an in-service training opportunity in Anchorage to be a part of the literary community. Often there are scholarships to pay for this.

VI. UNFINISHED BUSINESS

- A. Reminder to revisit book weeding. (Maybe in spring? Start sooner?)
Have a Friends of Library member and a Library Advisory Board member go through the items before being discarded. FOL usually meet monthly on Saturdays. Suggestion to have a sticky note on each book on the inside, with initials from each person who approves it for donation and/or discarding, making sure it is a shared decision.**
- B. Suggestion from Megan to lay books aside by popular genres in baskets/tubs to make it easier for the students to pick from a pre-sorted cart that they are likely to be interested in, rather than making a 12 year old search for items on shelves—often don't know where to start, gets overwhelming during their short time here during the literacy block.**
- C. Consortium Library Agreement with campus and school. Campus used to provide technology support. City now has TekMate to meet the needs. In the past, the campus has provided \$3,000 and the school district \$5,000 to help with operating costs of library and/or purchasing books and materials. New director at campus, Mrs. Rogers, looking into agreement. Sarah Andrews at the campus has an audio-visual budget for materials in which they have purchased materials and made them available at library for their students and the public; "purchased by adult learning program" imprinted on materials. Waiting to see what Cynthia says; agreement has not yet been signed by the campus. The consortium agreement has been crucial to the city, providing \$8,000 for general funds, along with a 20 hour a week paid school librarian position. Find out if there's anything our library could offer the university to make it worthwhile for them to stay in the consortium.**

VII. NEW BUSINESS

- A. Discussion of museum. In the past there was a museum advisory board. City hasn't been able to afford that position, the library staff have helped visitors in the museum. Would the city be open to moving museum if it can be preserved and monitored elsewhere? Possibly the old court house? Territorial building? Senior center? Need a plan though and people to direct it. Moving museum to senior center has many potentials pros-such as elders to volunteer,**

and be on hand to give tours, help catalog and understand materials. Amy recommends Sonja to go to new City Manager to discuss possibilities for the future. How to preserve and reawaken interest in a museum advisory board.

- B. Next meeting date and time. **We will aim for meeting next in December when we have a new member. Tuesday December 5th at 5:30 pm.**

VIII. ADJOURNMENT at 7:35pm