

**CITY OF DILLINGHAM  
FY18 BUDGET AMENDMENT**

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

**Ambulance Replacement Fund**

| <i>Original Budget</i> |  | <i>Revised Budget</i> |  | <i>Change</i> |  |
|------------------------|--|-----------------------|--|---------------|--|
|------------------------|--|-----------------------|--|---------------|--|

|                   |                |                                    |  |  |  |
|-------------------|----------------|------------------------------------|--|--|--|
| Major Equipment   | 6,800          | Lake Road Fire Hall Extension      |  |  |  |
| Volunteer Stipend | <u>(5,000)</u> | Updated cost estimate through FYE. |  |  |  |
|                   | <u>1,800</u>   |                                    |  |  |  |

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CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2018-03**

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

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

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

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Classification.** This is a code ordinance.

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

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

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

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

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

**Section 4. Effective Date.** This ordinance is effective June 1, 2018.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on May 10, 2018.

SEAL:

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

**City of Dillingham Information Memorandum**

Agenda of: April 5, 2018

Attachment to:

Ordinance No. 2018-03 / Resolution No. \_\_\_\_\_

**Subject:**

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

City Manager: Recommend Approval

Signature: *J. Allen* 4/2/18

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

**Summary Statement:**

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

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

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



Attachment to: 2018-03 / Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_

**Summary Statement continued:**

| Route to | Department Head  | Date |
|----------|------------------|------|
| X        | Finance Director |      |
|          |                  |      |
|          |                  |      |
|          |                  |      |
| X        | City Clerk       |      |

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2018-04**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AND APPROPRIATING FUNDS FOR THE FY 2019 CITY OF DILLINGHAM BUDGET**

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY19 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

WHEREAS, duly advertised public workshops were held and the City Council reviewed the budget amendment recommendations presented; and

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2019 budget at 13 mills; and

WHEREAS, the budget presented, reviewed and changed is in accordance with sound and efficient municipal management principles. The City Council should have the power to transfer appropriated monies from one General Government Fund or Special Revenue Fund to another and from one Capital Project to another by resolution and the City Manager should have the power to transfer funds from one line item object to another object code within a fund and within a Capital Improvement Project; and

WHEREAS, additional FY 2019 funds are available for appropriation by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The FY 2019 Operating Budget and Capital Improvement Budget as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2019.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

**Section 1. Classification.** This ordinance is a non-code ordinance.

**Section 2. Severability.** If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 4 was a total of \$11,913,863.

**Section 4. Appropriations.**

A. General Fund Government Operations

|   |                     |
|---|---------------------|
| City Council                              | \$ 45,324           |
| City Clerk                                | 117,128             |
| Administration                            | 262,395             |
| Finance                                   | 626,783             |
| Legal                                     | 100,000             |
| Insurance                                 | 165,000             |
| Non-Departmental                          | 89,420              |
| Planning                                  | 143,022             |
| PS Administration                         | 150,521             |
| PS Dispatch                               | 511,399             |
| PS Patrol                                 | 872,361             |
| PS Corrections                            | 646,925             |
| PS DMV                                    | 44,621              |
| PS Animal Control Officer                 | 104,576             |
| PS Fire Department                        | 267,013             |
| PS IT Support                             | -0-                 |
| PW Administration                         | 215,879             |
| PW Buildings & Grounds                    | 322,380             |
| PW Shop                                   | 302,084             |
| PW Streets                                | 442,071             |
| Library                                   | 113,012             |
| Meeting Hall                              | 2,500               |
| Foreclosures                              | 4,000               |
| IT  | 131,468             |
| City School District                      | 1,300,000           |
| Transfer Subsidy for Operations           | 1,153,631           |
| Transfer to Equipment/Capital             |                     |
| Reserves Fund                             | -0-                 |
| <b>Total General Fund Appropriations:</b> | <b>\$ 8,133,513</b> |

**Special Revenue & Other Funds Appropriations**

|                   |         |
|-------------------|---------|
| Nushagak Fish Tax | \$ -0-  |
| Water             | 288,646 |
| Waste Water       | 268,868 |

|   |                     |
|---|---------------------|
| Landfill  | 868,824             |
| Port-Dock   | 585,462             |
| Port-Harbor   | 184,753             |
| E-911   | 57,739              |
| Senior Center   | 317,788             |
| Debt Service  | 1,063,450           |
| Library Grants  | 80,492              |
| Equipment Replacement/Reserve                         | -0-                 |
| Ambulance Replacement Fund                            | 58,678              |
| Mary Carlson Estate                                   | 5,650               |
| Capital Project (Planning) Fund                       | <u>-0-</u>          |
| Total Special Revenue &<br>Other Funds Appropriations | <u>\$ 3,780,350</u> |

**Total Appropriations**                    **\$ 11,913,863**

**Section 5. Revenues**

General Fund

Taxes

|  |              |
|--|--------------|
| Sales Taxes                            | \$ 2,550,000 |
| Alcohol Sales Taxes                    | 290,000      |
| Transient Lodging Sales Taxes          | 85,000       |
| Real Property Taxes                    | 2,100,000    |
| Personal Property Taxes                | 530,000      |
| Penalty and Interest on Property Taxes | 50,000       |
| Penalty and Interest on Sales Taxes    | 20,000       |
| Gaming Sales Tax                       | 65,000       |
| Tobacco Excise Tax                     | 120,000      |
| Payment in Lieu Taxes (PILT)           | 450,000      |

Other Revenues

|                               |         |
|-------------------------------|---------|
| Jail Contract Revenue         | 567,000 |
| Revenue Sharing               | 130,000 |
| Shared Fisheries              | 20,000  |
| Raw Fish Tax                  | 300,000 |
| Revenues from State of Alaska | 238,486 |
| Administrative Overhead       | 223,249 |
| Charges for Current Services  | 60,000  |
| Lease and Rental Income       | 45,000  |

|                              |              |
|------------------------------|--------------|
| Investment Income            | 10,000       |
| Other Revenues               | 94,100       |
| Transfer from E-911          | 51,139       |
| Transfer from Carlson Estate | <u>4,000</u> |

**Total General Fund Revenues**                    **\$ 8,002,974**

Special Revenue & Other Funds Revenues

|                   |         |
|-------------------|---------|
| Nushagak Fish Tax | \$ -0-  |
| Water             | 197,495 |
| Waste Water       | 358,795 |

|   |                     |
|---|---------------------|
| Landfill  | 231,456             |
| Port – Dock   | 768,075             |
| Port – Harbor   | 155,180             |
| E-911   | 82,750              |
| Senior Center   | 180,560             |
| Library Grants  | 80,492              |
| Debt Service  | 744,415             |
| Mary Carlson Estate Permanent Fund                    | <u>1,000</u>        |
| Total Special Revenue Funds<br>& Other Funds Revenues | <u>\$ 2,800,218</u> |

**TOTAL REVENUES** **\$ 10,803,192**

**Section 6. Transfers**

Transfers from General Fund to Other Funds

|                              |                     |
|------------------------------|---------------------|
| Water                        | \$ -0-              |
| Waste Water                  | -0-                 |
| Landfill                     | 637,368             |
| Senior Center                | 137,228             |
| Ambulance Reserve            | 60,000              |
| Equipment Replacement        | -0-                 |
| Capital Project (Planning)   | -0-                 |
| Debt Service                 | <u>319,035</u>      |
| Total General Fund Transfers | <b>\$ 1,153,631</b> |

Transfer from Dock Fund to Harbor Fund \$ 33,573

**Total Revenues and Transfers** **\$ 11,990,396**  
**Total Appropriations** **\$ 11,913,863**  
**Net Increase (Decrease) to Fund Balances** **\$ 76,533**

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

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

SEAL

\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

\_\_\_\_\_  
Lori Goodell, City Clerk

**City of Dillingham  
FY19 Draft Budget Review Summary**

|   | FY18 Budget            | FY19                | FY19                | FY19                |
|---|------------------------|---------------------|---------------------|---------------------|
|   | Approved<br>as Amended | Dept Req            | City Mgr Rec        | Council<br>Approve  |
| <b>General Fund Appropriations</b>        |                        |                     |                     |                     |
| <b>Department</b>                         |                        |                     |                     |                     |
| City Council                              | \$ 52,500              | \$ 43,000           | \$ 45,324           | 45,324              |
| City Clerk                                | 121,318                | 116,628             | 117,128             | 117,128             |
| Administration                            | 282,883                | 262,395             | 262,395             | 262,395             |
| Finance                                   | 592,038                | 644,775             | 626,783             | 626,783             |
| Legal                                     | 90,000                 | 120,000             | 100,000             | 100,000             |
| Insurance                                 | 165,000                | 165,000             | 165,000             | 165,000             |
| Non-Departmental                          | 168,971                | 89,420              | 89,420              | 89,420              |
| Planning                                  | 116,155                | 155,522             | 155,522             | 143,022             |
| PS Administration                         | 149,990                | 148,071             | 150,521             | 150,521             |
| PS Dispatch                               | 507,020                | 516,474             | 511,399             | 511,399             |
| PS Patrol                                 | 728,240                | 872,361             | 872,361             | 872,361             |
| PS Corrections                            | 644,495                | 647,490             | 646,925             | 646,925             |
| PS DMV                                    | 42,614                 | 44,621              | 44,621              | 44,621              |
| PS Animal Control Officer                 | 99,550                 | 104,576             | 104,576             | 104,576             |
| Fire Department                           | 242,523                | 327,661             | 321,261             | 267,013             |
| PW Administration                         | 182,865                | 211,819             | 215,879             | 215,879             |
| PW Buildings & Grounds                    | 294,926                | 318,380             | 322,380             | 322,380             |
| PW Shop                                   | 297,502                | 302,084             | 302,084             | 302,084             |
| PW Streets                                | 455,054                | 440,546             | 442,071             | 442,071             |
| Library                                   | 104,538                | 113,701             | 113,012             | 113,012             |
| Meeting Hall                              | 3,100                  | 2,500               | 2,500               | 2,500               |
| Foreclosures                              | 4,000                  | 4,000               | 4,000               | 4,000               |
| IT  | 0                      | 131,468             | 131,468             | 131,468             |
| City School District                      | 1,300,000              | 1,300,000           | 1,200,000           | 1,300,000           |
| Transfer Subsidy for Operations           | 1,479,881              | 1,182,789           | 1,134,631           | 1,153,631           |
| Transfer to Equipment/Capital Reserves    | -                      | -                   | -                   | -                   |
| <b>Total General Fund Appropriations:</b> | <b>\$ 8,125,163</b>    | <b>\$ 8,265,281</b> | <b>\$ 8,081,261</b> | <b>\$ 8,133,513</b> |
| Total General Fund Revenue:               | \$ 7,928,112           |                     | \$ 8,075,574        | \$ 8,002,974        |
| <b>Net General Fund:</b>                  | <b>\$ (197,051)</b>    |                     | <b>\$ (5,687)</b>   | <b>\$ (130,539)</b> |

**City of Dillingham  
FY19 Draft Budget Review Summary**

|  | FY18 Budget<br>Approved<br>as Amended | FY19<br>Dept Req | FY19<br>City Mgr Rec | FY19<br>Council<br>Approve |
|--|---------------------------------------|------------------|----------------------|----------------------------|
| <b>Special Revenue Funds not dependent on General Fund</b> |                                       |                  |                      |                            |
| Dock Expenses  | 643,194                               | 618,760          | 609,762              | 585,462                    |
| Dock Revenues  | 767,426                               | 760,575          | 760,575              | 768,075                    |
| Decrease/Increase to Fund Balance                          | 124,232                               | 141,815          | 150,813              | 182,613                    |
| Boat Harbor Expenses                                       | 247,212                               | 184,753          | 184,753              | 184,753                    |
| Boat Harbor Revenues                                       | 172,265                               | 159,180          | 159,180              | 155,180                    |
| Transfer from Dock Fund                                    | (78,947)                              | (29,573)         | (29,573)             | (33,573)                   |
|  | (4,000)                               | (4,000)          | (4,000)              | (4,000)                    |
| E-911 Expenses   | 47,307                                | 51,647           | 57,739               | 57,739                     |
| E-911 Revenues   | 87,000                                | 86,750           | 86,750               | 82,750                     |
|  | <b>39,693</b>                         | <b>35,103</b>    | <b>29,011</b>        | <b>25,011</b>              |
| Asset Forfeitures Expenses                                 | -                                     | -                | -                    | -                          |
| Asset Forfeitures Revenues                                 | 18,900                                | -                | -                    | -                          |
| Decrease/Increase to Fund Balance                          | 18,900                                | -                | -                    | -                          |
| <b>Overall Budget Surplus/(Deficit):</b>                   | 103,878                               | 147,345          | 150,251              | 174,051                    |
| <b>Special Revenue Funds dependent on General Fund</b>     |                                       |                  |                      |                            |
| Water Expenses   | 425,210                               | 288,646          | 288,646              | 288,646                    |
| Water Revenue  | 195,694                               | 197,495          | 197,495              | 197,495                    |
| <b>Due to/(from) General Fund</b>                          | <b>(229,516)</b>                      | -                | -                    | -                          |
| Waste Water Expenses                                       | 385,097                               | 326,013          | 268,868              | 268,868                    |
| Waste Water Revenues                                       | 357,000                               | 358,795          | 358,795              | 358,795                    |
| <b>Due to/(from) General Fund</b>                          | <b>(28,097)</b>                       | -                | -                    | -                          |
| Landfill Expenses  | 943,357                               | 866,982          | 868,824              | 868,824                    |
| Landfill Revenues  | 207,966                               | 206,456          | 256,456              | 231,456                    |
| <b>Due to/(from) General Fund</b>                          | <b>(735,391)</b>                      | <b>(660,526)</b> | <b>(612,368)</b>     | <b>(637,368)</b>           |

**City of Dillingham**  
**FY19 Draft Budget Review Summary**

|  | FY18 Budget           | FY19                  | FY19                  | FY19                  |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
|  | Approved              | Dept Req              | City Mgr Rec          | Council               |
|  | as Amended            |                       |                       | Approve               |
| Senior Center Expenses                               | 259,607               | 317,788               | 317,788               | 317,788               |
| Senior Center Revenues                               | 177,075               | 175,060               | 175,060               | 180,560               |
| <b>Due to/(from) General Fund</b>                    | <b>(82,532)</b>       | <b>(142,728)</b>      | <b>(142,728)</b>      | <b>(137,228)</b>      |
| Debt Service Expenses                                | 1,146,150             | 1,063,450             | 1,063,450             | 1,063,450             |
| Debt Service Revenues                                | 802,305               | 744,415               | 744,415               | 744,415               |
| <b>Due to/(from) General Fund</b>                    | <b>(343,845)</b>      | <b>(319,035)</b>      | <b>(319,035)</b>      | <b>(319,035)</b>      |
| Equipment Replacement Fund Expenses                  | 135,000               | 0                     | 0                     | 0                     |
| Equipment Replacement Fund Txfr in                   | 0                     | -                     | -                     | -                     |
| <b>Inc(Dec) to Equipment Rep Fund Balance</b>        | <b>0</b>              | <b>0</b>              | <b>0</b>              | <b>0</b>              |
| Public Safety Facility Planning Exp                  | -                     | -                     | -                     | -                     |
| Public Safety Facility Planning Txfr in              | -                     | -                     | -                     | -                     |
| <b>Inc(Dec) to Public Safety Facility</b>            | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              |
| Ambulance Reserve Fund Expenses                      | 11,800                | 10,000                | 5,000                 | 58,678                |
| Ambulance Reserve Fund Revenues                      | 0                     | -                     | -                     | -                     |
| Contribution from General Fund                       | 60,500                | 60,500                | 60,500                | 60,000                |
| <b>Inc(Dec) to Ambulance Fund Balance</b>            | <b>48,700</b>         | <b>50,500</b>         | <b>55,500</b>         | <b>1,322</b>          |
| <b><u>Total Transfers from General Fund</u></b>      | <b>\$ (1,479,881)</b> | <b>\$ (1,182,789)</b> | <b>\$ (1,134,631)</b> | <b>\$ (1,153,631)</b> |
| <b><u>Restricted &amp; Captial Project Funds</u></b> |                       |                       |                       |                       |
| Carlson House Expenses                               | 5,800                 | 5,650                 | 5,650                 | 5,650                 |
| Carlson House Revenues                               | 3,500                 | 0                     | 0                     | 1,000                 |
| Increase/(Decrease) Fund Balance                     | <b>(2,300)</b>        | <b>(5,650)</b>        | <b>(5,650)</b>        | <b>(4,650)</b>        |
| Library Grant Funded Expenses                        | 92,432                | 80,492                | 80,492                | 80,492                |
| Library Grant Funded Revenues                        | 92,432                | 80,492                | 80,492                | 80,492                |
| <b><u>Nushagak Fish Tax Funds</u></b>                |                       |                       |                       |                       |
| Nushagak Fish Tax Refunds Expense                    | 0                     | 0                     | 0                     | 0                     |



**CITY OF DILLINGHAM  
FY 2019 Revenues**

| ACCOUNT NAME                        | FY2019<br>Manager<br>Recommendation | FY2019<br>Council Approved | FY 2018<br>as Amended | Variance<br>Inc/(Dec) | Actual<br>2/28/2018 | Percent<br>at 2/28/18 | 3 yr Average | Actual<br>FY 2017 | Actual<br>FY 2016 | Actual<br>FY 2015 |
|-------------------------------------|-------------------------------------|----------------------------|-----------------------|-----------------------|---------------------|-----------------------|--------------|-------------------|-------------------|-------------------|
| <b>GENERAL FUND REVENUES</b>        |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| 6% SALES TAX                        | 2,600,000                           | 2,550,000                  | 2,550,000             | -                     | 1,523,343           | 60%                   | 2,643,403    | 2,510,094         | 2,717,040         | 2,703,076         |
| PENALTY/INTEREST (Sales Tax)        | 20,000                              | 20,000                     | 20,000                | -                     | 7,410               | 37%                   | 36,529       | 17,909            | 72,751            | 18,928            |
| 10% ALCOHOL SALES TAX               | 290,000                             | 290,000                    | 300,000               | (10,000)              | 164,167             | 55%                   | 289,017      | 287,562           | 282,164           | 297,325           |
| 10% TRANSIENT LODGING TAX           | 85,000                              | 85,000                     | 85,000                | -                     | 50,331              | 59%                   | 80,691       | 80,286            | 78,449            | 83,338            |
| REAL PROPERTY TAX                   | 2,100,000                           | 2,100,000                  | 1,900,000             | 200,000               | 1,915,051           | 101%                  | 1,667,989    | 1,675,102         | 1,712,970         | 1,615,896         |
| PILT - BBHA                         | 2,000                               | 2,000                      | 2,000                 | -                     | -                   | 0%                    | 1,925        | 1,175             | 3,117             | 1,485             |
| PERSONAL PROPERTY TAX               | 530,000                             | 530,000                    | 620,000               | (90,000)              | 585,821             | 94%                   | 572,608      | 546,598           | 654,603           | 516,624           |
| PENALTY AND INTEREST (Property Tax) | 50,000                              | 50,000                     | 50,000                | -                     | 34,841              | 70%                   | 52,584       | 39,555            | 56,002            | 62,196            |
| 6% GAMING TAX                       | 65,000                              | 65,000                     | 70,000                | (5,000)               | 35,379              | 51%                   | 88,504       | 78,546            | 118,382           | 68,584            |
| BUSINESS LICENSE                    | 15,000                              | 15,000                     | 14,000                | 1,000                 | 12,950              | 93%                   | 13,983       | 13,675            | 13,975            | 14,300            |
| BUSINESS LICENSE PENALTY            | 1,500                               | 1,500                      | 1,000                 | 500                   | 1,425               | 143%                  | 1,725        | 3,325             | 1,625             | 225               |
| RENT REVENUE – REAL PROP.           | 43,000                              | 43,000                     | 40,800                | 2,200                 | 14,755              | 36%                   | 49,891       | 45,115            | 63,163            | 41,396            |
| RENTAL INCOME (Rooms)               | 2,000                               | 2,000                      | 4,000                 | (2,000)               | 750                 | 19%                   | 2,410        | 1,960             | 1,550             | 3,720             |
| RENTAL INCOME - Foreclosed Property |                                     |                            |                       | -                     |                     | #DIV/0!               |              |                   |                   |                   |
| INVESTMENT INCOME                   | 10,000                              | 10,000                     | 30,000                | (20,000)              | 10,183              | 34%                   | 28,447       | 2,343             | 54,635            | 28,362            |
| EQUIPMENT SALES                     |                                     |                            | 2,000                 | (2,000)               |                     | 0%                    | 508          |                   | 1,525             | -                 |
| FORECLOSED PROPERTIES               |                                     |                            |                       | -                     |                     | #DIV/0!               |              |                   |                   |                   |
| TOBACCO TAX                         | 120,000                             | 120,000                    |                       | 120,000               |                     |                       |              |                   |                   |                   |
| MISCELLANEOUS REVENUE               | 30,000                              | 10,000                     | 10,000                | -                     | 10,384              | 104%                  | 47,038       | 45,109            | 92,574            | 3,431             |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| REVENUE SHARING                     | 130,000                             | 130,000                    | 132,692               | (2,692)               | 132,686             | 100%                  | 181,764      | 132,833           | 202,035           | 210,423           |
| RAW FISH TAX (State)                | 300,000                             | 300,000                    | 398,350               | (98,350)              | 398,350             | 100%                  | 336,356      | 167,849           | 433,564           | 407,654           |
| PAYMENT IN LIEU OF TAXES            | 450,000                             | 450,000                    | 450,800               | (800)                 | 450,803             | 100%                  | 442,233      | 446,018           | 433,838           | 446,844           |
| SHARED FISHERIES BUSINESS           | 20,000                              | 20,000                     | 18,650                | 1,350                 |                     | 0%                    | 27,367       | 36,610            | 27,135            | 18,357            |
| TELEPHONE Gross Receipts Tax (3%)   | 65,000                              | 65,000                     | 70,000                | (5,000)               |                     | 0%                    | 65,367       | 62,525            | 65,540            | 68,037            |
| MOTOR VEHICLE TAX                   | 30,000                              | 30,000                     | 27,000                | 3,000                 | 27,620              | 102%                  | 29,863       | 32,917            | 28,104            | 28,569            |
| PERS ON BEHALF                      | 100,486                             | 100,486                    | 109,226               | (8,740)               | 73265.47            | 67%                   | 420,312      | 103,800           | 127,653           | 1,029,484         |
| LIQUOR LICENSE                      | 4,500                               | 4,500                      | 4,500                 | -                     |                     | 0%                    | 4,700        | 5,200             | 4,000             | 4,900             |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| LAND USE PERMITS                    | 900                                 | 900                        | 900                   | -                     | 308                 | 34%                   | 1,140        | 1,344             | 975               | 1,100             |
| DOCUMENT COPIES                     | 200                                 | 200                        | 200                   | -                     | 10                  | 5%                    | 94           | 22                | -                 | 261               |
| PLATTING FEES                       | 500                                 | 500                        | 500                   | -                     | 520                 | 104%                  | 463          | 240               | 150               | 1,000             |
| RESEARCH REVENUE                    |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| EQUIPMENT RENTAL                    | -                                   | -                          |                       | -                     | 2,100               | #DIV/0!               | 2,795        | 8,384             |                   |                   |
| LABOR INCOME                        |                                     |                            |                       |                       |                     |                       | 263          | 788               |                   |                   |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| SOA TROOPER CONTRACT                |                                     |                            |                       |                       |                     |                       |              |                   | 20,000            | 20,000            |
| REPORTS TO PUBLIC                   | 200                                 | 200                        | 100                   | 100                   | 180                 | 180%                  | 112          | 140               | 182               | 15                |
| TRANSFER IN FROM E911               | 51,139                              | 51,139                     | 47,307                | 3,832                 |                     | 0%                    | 31,199       | 49,026            | 44,571            | -                 |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| COURT DEPOSITS                      | 20,000                              | 20,000                     | 21,500                | (1,500)               | 20,132              | 94%                   | 11,583       | 4,703             | 8,138             | 21,910            |
| DPD-MISCELLANEOUS/DONATIONS         |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| JAIL CONTRACT                       | 567,000                             | 567,000                    | 549,000               | 18,000                | 269,734             | 49%                   | 570,755      | 526,851           | 526,851           | 658,564           |
| COMMISSARY REVENUE                  | 5,000                               | 5,000                      | 6,000                 | (1,000)               | 2,350               | 39%                   | 5,703        | 4,606             | 6,325             | 6,178             |
| FINGERPRINTS, ETC                   | 1,000                               | 1,000                      | 1,000                 | -                     | 575                 | 58%                   | 872          | 915               | 850               | 850               |
| TITLE 47 USER FEES                  | 16,000                              | 16,000                     | 14,500                | 1,500                 | 14,717              | 101%                  | 10,564       | 9,635             | 10,424            | 11,631            |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| DOG LICENSE & FEES                  | 1,200                               | 1,200                      | 1,150                 | 50                    | 1,055               | 92%                   | 1,422        | 955               | 1,407             | 1,904             |
| ACO - DONATIONS                     | 100                                 | 100                        | 150                   | (50)                  | 50                  | 33%                   | 103          | 170               | 140               |                   |
|                                     |                                     |                            |                       |                       |                     |                       |              |                   |                   |                   |
| DMV COMMISSION REVENUE              | 43,000                              | 43,000                     | 41,000                | 2,000                 | 22,836              | 56%                   | 38,168       | 43,233            | 29,306            | 41,965            |

**CITY OF DILLINGHAM  
FY 2019 Revenues**

|                              | <b>FY2019</b>                 | <b>FY2019</b>           | <b>FY 2018</b>    | <b>Variance</b>  | <b>Actual</b>    | <b>Percent</b>    | <b>3 yr Average</b> | <b>Actual</b>  | <b>Actual</b>  | <b>Actual</b>  |
|------------------------------|-------------------------------|-------------------------|-------------------|------------------|------------------|-------------------|---------------------|----------------|----------------|----------------|
| <b>ACCOUNT NAME</b>          | <b>Manager Recommendation</b> | <b>Council Approved</b> | <b>as Amended</b> | <b>Inc/(Dec)</b> | <b>2/28/2018</b> | <b>at 2/28/18</b> |                     | <b>FY 2017</b> | <b>FY 2016</b> | <b>FY 2015</b> |
|                              |                               |                         |                   | -                |                  |                   | -                   |                |                |                |
| <b>AMBULANCE FEES</b>        | <b>60,000</b>                 | <b>60,000</b>           | <b>57,500</b>     | 2,500            | 48,907           | 85%               | 53,126              | 57,414         | 48,277         | 53,687         |
| <b>FIRE DEPT - DONATIONS</b> | <b>500</b>                    | <b>500</b>              | <b>500</b>        | -                |                  | 0%                | 894                 | 2,030          | 242            | 410            |
|                              |                               |                         |                   | -                |                  |                   | -                   |                |                |                |

**CITY OF DILLINGHAM  
FY 2019 Revenues**

| ACCOUNT NAME                    | FY2019<br>Manager<br>Recommendation | FY2019<br>Council Approved | FY 2018<br>as Amended | Variance<br>Inc/(Dec) | Actual<br>2/28/2018 | Percent<br>at 2/28/18 | 3 yr Average | Actual<br>FY 2017 | Actual<br>FY 2016 | Actual<br>FY 2015 |
|---------------------------------|-------------------------------------|----------------------------|-----------------------|-----------------------|---------------------|-----------------------|--------------|-------------------|-------------------|-------------------|
|                                 |                                     |                            |                       | -                     |                     |                       | -            |                   |                   |                   |
| JOINT LIBRARY AGREEMENT         | 8,000                               | 8,000                      | 8,000                 | -                     |                     | 0%                    | 8,000        | 8,000             | 8,000             | 8,000             |
| LIBRARY FINES & FEES            | 4,500                               | 4,500                      | 4,500                 | -                     | 3,575               | 79%                   | 5,725        | 4,191             | 6,976             | 6,009             |
| DONATIONS                       | 3,000                               | 3,000                      |                       | 3,000                 | 2,315               | #DIV/0!               |              | 3,033             |                   |                   |
| TRANSFER IN FROM CARLSON ESTATE | 4,000                               | 4,000                      | 4,000                 | -                     |                     | 0%                    | -            |                   |                   |                   |
|                                 |                                     |                            |                       |                       |                     |                       | -            |                   |                   |                   |
| INSURANCE CLAIM                 |                                     |                            |                       | -                     |                     |                       | 237          |                   |                   | 711               |
| ADMINISTRATIVE OVERHEAD         | 225,849                             | 223,249                    | 260,287               | (37,038)              | 138,162             | 53%                   | 380,329      | 223,368           | 503,667           | 413,951           |
| TXFR IN FROM NUSHAGAK FISH TAX  |                                     |                            | -                     | -                     | -                   |                       | -            | -                 | -                 |                   |
| <b>TOTAL GENERAL FUND</b>       | \$ 8,075,574                        | 8,002,974                  | \$ 7,928,112          | \$ 74,862             | \$ 5,977,042        | 75%                   | \$ 8,208,765 | \$ 7,285,154      | \$ 8,462,875      | \$ 8,921,299      |

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2018-06

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE LEVEL OF FUNDING FOR THE DILLINGHAM CITY SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

---

WHEREAS, Alaska Statute 14.14.060(c) provides that the Dillingham School Board ("School Board") shall submit the school budget for the following year by May 1 for approval of the total amount; and

WHEREAS, the Dillingham City Council ("City Council") shall determine the total amount of money to be made available from local sources for school purposes within 30 days after the School District presents the budget request to the City; and

WHEREAS, the School Board submitted a proposed FY 2019 Budget of \$9,967,610, which includes a request of \$1,300,000, filed at City Hall on April 03, 2018; and

WHEREAS, the City Council shall determine the total amount of money to be made available from local sources for School purposes and shall furnish the School Board with a statement of this sum on or before May 31, 2018; and

WHEREAS, AS 14.17.410(2) requires a contribution from the City in the amount of the equivalent of a 2.65 mill tax levy on the full and true value of the taxable real and personal property as of January 1, 2017, (property values as of January 1 of the previous year from Alaska Taxable Report) which is calculated to be a local contribution in the amount of \$657,112; and

WHEREAS, the City Council wishes to allocate:

- 1) The minimum required amount to meet the City's legal obligation which is 2.65 mill equivalent to property tax or \$657,112; and
- 2) An additional \$425,000, or one/sixth of the six percent sales tax approved by the voters June 19, 2001, of which the intent was to allocate a portion of the six percent to education above that required by state law, subject to an annual appropriation by the City Council; and
- 3) An additional \$217,888 for a **total allocation** to the education operating budget for Fiscal Year ending June 30, 2019, of \$1.3 Million; and

WHEREAS, the actual amount to be appropriated for School District purposes will be made a part of the City's FY 2019 Budget;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council has determined regarding additional funds which may be available to the School District based upon State funding of local governments and other information made available by this date, that the school appropriation be set at \$1.3 Million with \$1.2 Million for instruction and operating costs and \$100,000 for major maintenance for FY 2019.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on May 10, 2018.

---

Alice Ruby, Mayor

ATTEST:

[SEAL]

---

Lori Goodell, City Clerk

**City of Dillingham Information Memorandum**

Agenda of: May 4, 2017

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2017-24

**Subject:**

A resolution of the Dillingham City Council establishing the level of funding for the Dillingham City School District for the fiscal year ending June 30, 2018

---

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

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**Summary Statement:**

By State law the City is required to contribute the equivalent of 2.65 mill tax levy on the full and true value of its taxable real and personal property. The full and true value was obtained from the State's Annual Alaska Taxable 2017 report.

Real and Personal Property True Value was factored on \$247,796,600 X .00265  
Sales Tax was calculated from 2017 audit

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2017-24

**Summary Statement continued:**

| Route to | Department Head  | Date |
|----------|------------------|------|
| X        | Finance Director |      |
|          |                  |      |
|          |                  |      |
|          |                  |      |
| X        | City Clerk       |      |

**DCSD Department  
Budget Narrative FY2019**

**1000 7190 50 51 0000 0**

|   |             |                    |
|---|-------------|--------------------|
| <b>Contribution to DCSD</b>   | <b>7190</b> | <b>\$1,300,000</b> |
| <ul style="list-style-type: none"> <li>• The City of Dillingham's obligation to the Dillingham City School District is 2.65 mills of the property value. The 2017 estimated full and true assessed value of real and personal property is <u>\$247,796,600</u>. 2.65 mills of this figure would equal <u>\$656,660</u> for the year.</li> <li>• In 2007 the City of Dillingham obligated 1/6<sup>th</sup> of the sales tax received. If taxes are paid in at the budgeted rate, that income will be approximately \$ <u>425,000</u>.</li> <li>• The combination of minimum property tax and the additional sales tax would total <u>\$1,081,660</u>.</li> </ul> |             |                    |
| <b>Total DCSD Budget</b>  |             | <b>\$1,300,000</b> |

**CM Remarks:**

- Recommend that the Finance and Budget Committee review City contributions to DCSD in light of current fiscal challenges.



City of Dillingham Action Memorandum      Agenda of: May 10, 2018

Action Memorandum No. 2018-03

**Subject:**

Authorize Contract with Carmen Jackson as a Consultant to the City Finance Department

---

City Manager: Recommend Approval

Signature: 

---

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

Accounting Service Proposal

---

**Summary Statement:**

The last day of work for Navin Bissram, Finance Director as a regular employee was April 26, 2018. The City has retained Pearson Consulting to recruit a regular full-time finance director.

Council direction is to have assistance during the transition of Finance Directors. Navin Bassrim recommended Carmen Jackson, CPA LLC. Ms. Jackson assisted during the last finance director transition in 2015. She is familiar with the city finance processes as well as Accufund, this will allow the finance department to continue services uninterrupted while recruitment continues. She will also provide assistance with the FY18 audit.

Action Memorandum No. 2018-03

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

| Route to | Department Head  | Date |
|----------|------------------|------|
| X        | Finance Director |      |
|          |                  |      |
|          |                  |      |
| X        | City Clerk       |      |







## City of Dillingham - Accounting Services

PROPOSAL

Submitted by

Carmen Jackson CPA, LLC

CARMEN  
JACKSON  
CPA, LLC

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# CARMEN JACKSON CPA, LLC

## I. COVER LETTER

April 22, 2018

Tod Larson  
City Manager  
City of Dillingham  
P.O. Box 889  
Dillingham, AK 99576

SUBJECT: City of Dillingham – Accounting Services

Dear Mr. Todd Larson, City Manager:

In fulfillment of request for proposal, Carmen Jackson CPA, LLC accounting firm is pleased to submit this proposal in electronic format, via email, as requested.

I am the sole member of and lead Certified Public Accountant for Carmen Jackson CPA, LLC (Firm), an accounting firm providing small business consulting, governmental and not-for-profit accounting, tax preparation, QuickBooks training, and interim staffing throughout the State of Alaska. We are dedicated to providing our clients with professional, accurate, and prompt accounting services and guidance in financial and business needs. Following is the Firm's information pertinent to this proposal:

- **Company Name:** Carmen Jackson CPA, LLC
- **Business Type:** Public Accounting Office
- **Point of Contact:** Carmen Jackson, CPA  
Phone: 907-357-2671  
Email: [carmenjackson@cpa.com](mailto:carmenjackson@cpa.com)
- **Mailing Address:** 3500 N Wolverine Dr., Wasilla, AK 99654
- **Physical Address:** 208 S Lamont Circle, Unit B, Wasilla, Alaska 99623
- **TIN:** 81-2809359
- **Proposal Validity:** 30 calendar days beginning April 22, 2018

The Firm has a complete understanding of the scope of work to be fulfilled for the City of Dillingham (City), and we are committed to performing the work within the time period, commencing upon request and continuing until complete, at which time the City may request additional proposal or services. The proposed accounting services are typical services performed for a municipal government. This proposal is valid for 30 days beginning April 22, 2018.

The Firm believes it is best qualified to perform the work required under the engagement because of its commitment to travel remotely providing comprehensive services by highly qualified professionals interested in assisting the City of Dillingham to fulfill all its financial operating and reporting requirements.

Should the City require further information, please do not hesitate to contact me. Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Carmen Jackson', is positioned below the text 'Respectfully,'.

Carmen Jackson CPA, LLC

## 2. VALID LICENSES AND CERTIFICATES

### Alaska Public Accountancy LLC License

#### LICENSE DETAILS

**License #:** 114219  
**Program:** Public Accountancy  
**Type:** Limited Liability Company Public Accounting Permit  
**Status:** Active  
**DBA:**  
**Issue Date:** 08/22/2016  
**Effective Date:** 12/29/2017  
**Expiration Date:** 12/31/2019  
**Mailing Address:** WASILLA, AK, UNITED STATES

#### OWNERS

| Owner Name              | Entity Number            |
|-------------------------|--------------------------|
| Carmen Jackson CPA, LLC | <a href="#">10038906</a> |

#### RELATIONSHIPS

| Title                  | License/Entity #         | Name           | License Status | Expiration Date |
|------------------------|--------------------------|----------------|----------------|-----------------|
| Partner or Shareholder | <a href="#">CPAI2685</a> | CARMEN JACKSON | Active         | 12/31/2019      |

#### DESIGNATIONS

No Designations Found

#### AGREEMENTS/ACTIONS/ACCUSATIONS

No Agreements/Actions/Accusations Found

## Certified Public Accountant License

### LICENSE DETAILS

**License #:** CPAI2685  
**Program:** Public Accountancy  
**Type:** Certified Public Accountant  
**Status:** Active  
**Issue Date:** 11/13/2013  
**Effective Date:** 12/29/2017  
**Expiration Date:** 12/31/2019  
**Mailing Address:** WASILLA, AK, UNITED STATES

### OWNERS

| Owner Name        | Entity Number |
|-------------------|---------------|
| CARMEN M. JACKSON |               |

### RELATIONSHIPS

| Title | License/Entity #       | Name                    | License Status | Expiration Date |
|-------|------------------------|-------------------------|----------------|-----------------|
| Firm  | <a href="#">114219</a> | Carmen Jackson CPA, LLC | Active         | 12/31/2019      |

### DESIGNATIONS

No Designations Found

### AGREEMENTS/ACTIONS/ACCUSATIONS

No Agreements/Actions/Accusations Found

### 3. PROPOSAL

#### Company Experience - The City's Solution Source

Carmen Jackson CPA, LLC is a Public Accountancy firm with more than 20 years of experience in various financial areas including: bookkeeping, payroll, tax, accounting, audit, management, banking, health care, not-for-profits, and governmental accounting. The Firm, located in Wasilla, Alaska, has been in business for just over three years, and is armed with a fresh and modern-day accounting team of three employees. Since opening our doors, we have taken on three first-class cities as clients in addition to providing management advisory services for multiple organizations. Clients in rural communities of Alaska include various small to medium sized entities, not-for-profit, for-profit, and individuals. Select clients and services provided include the following: City of Dillingham, for which we provided temporary Finance Director services for three months, and minimal audit preparation services after they hired the new full-time Finance Director; City of Galena, for which we provide audit preparation services, including multiple FEMA grants as a result of the 2013 flood, and helping them catch up on previously delinquent state and federal audits; City of King Cove, for which we began providing audit preparation services in FY 2015; and finally City of Bethel for which we provide both temporary staff for the Finance Department and audit preparation services.

#### Personnel Qualifications - The Firm

##### Certified Public Accountant - Carmen Jackson

Living in Alaska her entire life, Carmen Jackson has had the opportunity to travel throughout this great state. As a child, Carmen spent nearly five years living on the Kuskokwim River in Aniak. In college, she participated in the Volunteer Tax & Loan Program with the University of Alaska Anchorage and the Alaska Business Development Center. During her first season in this program, Carmen was able to travel to a couple small villages outside of Bethel. The following season, she was asked to return as a supervisor, and she thoroughly enjoyed assisting the village people and exposing students to Rural Alaska.

Prior to opening the Firm, beginning in 2006, Carmen worked as Director of Financial Services at Mat-Su Health Services, Inc., a Federally Qualified Health Center and Community Behavioral Health Center, funded by both the Health Resources Service Administration and the State of Alaska Department of Behavior Health, which provides integrated medical and behavioral health care, where she oversaw a 10-person finance department with two major programs and multiple internal departments. Right out of college, Karen Rogers, founding partner of Altman, Rogers & Company CPA's, hired Carmen as Staff Accountant, and she had the opportunity to further travel in rural Alaska communities, providing financial services to non-profits, governments and corporations. She also spent a year in public practice refreshing her tax skills. Since then, she has come to realize that rural Alaska is where she wants to focus most of her work, which is why she started her own practice providing accounting services to this population.

*Continued on the following page.*

|  |   |
|--|---|
| Scope of Services  | <ul style="list-style-type: none"> <li>• Consult with leadership including Management and Council</li> <li>• Provide support and guidance to Assistant Finance Director</li> <li>• Evaluation and prioritization of Finance Department duties needed to complete timely and accurate financial reports</li> <li>• Communicating with auditors if needed</li> </ul>                        |
| Current Title  | Certified Public Accountant (CPA)   |
| Years of Experience  | 20+   |
| Years Rural Community Specific Experience                  | 5+  |
| Employment Status  | Sole LLC Member   |
| Similar Projects Experience                                | <ul style="list-style-type: none"> <li>• City of Galena; audit preparation services, management advisory services, and assisting with budget preparation; Galena, AK</li> <li>• Mat-Su Health Services, Inc.; management advisory services, audit preparation, and Finance Director and CFO services; Wasilla, AK</li> </ul>  |
| Professional Credentials                                   | <ul style="list-style-type: none"> <li>• Certified Public Accountant, State of Alaska, #2685, November 13, 2013 – Current</li> </ul>  |
| Professional Statement                                     | <p>My career as an Accountant has included a variety of experience that has given me a depth and knowledge base to offer to clients. I enjoy working with rural clients to stabilize their finance departments with sound processes to build efficiency and quality reporting. I enjoy building positive relationships with clients and related parties for compliance and reporting.</p> |
| Management Skills  | <ul style="list-style-type: none"> <li>• Effective team builder and leader</li> <li>• Employee mentoring and development</li> <li>• Quality administrative processes</li> <li>• Effective and efficient planning</li> </ul>   |
| Able to provide all services the City desires as discussed | YES   |

Certified Public Accountant - Christina Trent

|  |   |
|--|---|
| Project Position Description                               | <p><b>Certified Public Accountant</b></p> <ul style="list-style-type: none"> <li>• Audit preparation services</li> <li>• Grant and tax reporting and analysis</li> <li>• Budget preparation services</li> </ul> |
| Current Title  | Certified Public Accountant (CPA)   |
| Years of Experience  | 10+   |
| Years Rural Community Specific Experience                  | 3+  |
| Employment Status  | Certified Public Accountant   |
| Similar Projects Experience                                | <ul style="list-style-type: none"> <li>• City of Galena audit preparation</li> <li>• City of Bethel audit preparation</li> <li>• City of King Cove audit preparation</li> </ul>                                 |
| Professional Credentials                                   | <ul style="list-style-type: none"> <li>• Certified Public Accountant, State of Alaska, April 2008 – Current</li> </ul>  |
| Professional Statement                                     | <p>Although I am not available to travel on-site to clients, I work very effectively via remote access. My skills are best applied for audit preparation, tax, and technical advisory services.</p>             |
| Professional Characteristics                               | <ul style="list-style-type: none"> <li>• Ethical</li> <li>• Dedicated</li> <li>• Detail oriented</li> <li>• Efficient</li> <li>• Productive</li> </ul>  |
| Able to provide all services the City desires as discussed | YES, with the exception of on-site work   |

Accountant - Cheryl Bartlett

|  |  |
|--|--|
| Project Position Description   | <p style="text-align: center;"><b>Accountant</b></p> <ul style="list-style-type: none"> <li>● Accounts payable processing</li> <li>● Payroll preparation</li> <li>● Bank reconciliations</li> <li>● Assisting with audit preparation</li> </ul>  |
| Current Title  | <b>Accountant</b>  |
| Years of Experience  | 17+  |
| Years Rural Community Specific Experience  | 9+   |
| Employment Status  | <b>Employed</b>  |
| Similar Projects Experience  | <ul style="list-style-type: none"> <li>● City of Bethel; Interim Assistant Finance Director duties, audit preparation assistance, monthly ongoing accounting assistance</li> <li>● Mat-Su Health Services, Inc.; Accountant and Billing Manager; Wasilla, AK</li> </ul>  |
| Professional Credentials   | <ul style="list-style-type: none"> <li>● Accounting/Business Systems courses, Linn-Benton Community College, Albany, Oregon</li> </ul>   |
| Professional Statement   | <p>I enjoy digging into projects, and cleaning up and sorting out the details. I have a keen ability to see the bigger picture while focusing in on the details. I recognize when I need guidance, I request it, and then I move forward with work. I am available to work on site in order to complete projects within my skill set as determined by the Lead Accountant.</p> |
| Professional Characteristics   | <ul style="list-style-type: none"> <li>● Ethical</li> <li>● Dedicated</li> <li>● Detail oriented</li> <li>● Harder worker</li> <li>● Able to work long hours</li> </ul>  |
| Able to provide all services the City desires as described in the <i>RFP Scope of Services</i> | YES  |

---

## Firm References

### Former Employment/Client Reference 1

- Name: LaMarr Anderson, Board Member of Mat-Su Health Services
- Address: PO Box 3808, Palmer, Alaska 99645
- Telephone Number: (907) 232-5082
- Email Address: lamarra05@gmail.com
- Accounting Services Provided: Served as Accountant, Finance Director, and Interim CFO, providing advisory and audit preparation services
- Service Period: January 2006 – July 2013; August 2014 – Current

### Former Employer Reference 2

- Name: Maryalice Larson, Retired CEO of Mat-Su Health Services
- Address: 1508 Elder Dr., Marshalltown, IA 50158
- Telephone Number: (641) 351-4297
- Email Address: malarson444@gmail.com
- Accounting Services Provided: Served as Director of Financial Services, and Accountant
- Service Period: January 2006 through her retirement

### Former Client Reference 3

- Name: Randy Moss, Ph.D.
- Address: 4589 Ranch Blvd., Mountain Green, UT 84050
- Telephone Number: (907) 232-5374
- Email Address: lccrmoss@gmail.com
- Accounting Services Provided: Audit preparation and management advisory services
- Service Period: 2012; 2013

### Former Client Reference 4

- Name: Shanda Huntington, City Manager, City of Galena
- Address: Po Box 149, Galena, AK 9974
- Telephone Number: (907) 656-1301
- Email Address: shuntington@ci.galena.ak.us
- Accounting Services Provided: Audit preparation services; management advisory services, and training of finance staff
- Service Period: FY 2014 and FY 2015; March 2015 – Current

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## Scope of Work

Carmen Jackson will be the main Firm team member for the City and she will take direction from the City Manager or assigned designee. Carmen will coordinate with the City Manager or designee from duties, engagement objectives, and other administrative duties of the engagement. Initial duties of the firm will be evaluating the status of work and tasks needing to be completed within the Finance Department in order for the City to meet reporting deadlines. Carmen will provide an on-site evaluation from April 29<sup>th</sup> through May 2<sup>nd</sup>.

Once the analysis is complete, the City may request Cheryl Bartlett, Firm Accountant, to provide initial and then monthly ongoing, on-site Accounting Assistance to support the Assistant Finance Director with the timely financial reporting. The Accountant may provide approximately seven to ten days of service per month to the City.

The City may further request the Firm to provide audit preparation services for the FY18 Financial Statement audit. Audit preparation services will be provided by Christina Trent, CPA off-site. Hours for the completion of FY18 audit are estimated at between 200 and 300 hours.

Firm team member may use Firm-owned laptops during the engagement. The City may provide computer for Firm team member to use as well. The Firm will not be responsible for updates or maintenance of the City computer hardware, software, or network. The City will provide tables, chairs, access to wireless services, a photocopier, and basic office supplies while Firm staff are on-site.

City of Dillingham staff will be available to assist the Firm team members by providing information, documentation, and explanations. The quality and timeliness of this information will directly affect the cost of the services the Firm provides to the City. The City will provide the Firm with timely information and documents to successfully work in these areas.

## Remote Access

As some requirements of the City will need to be completed remotely, the Firm may provide services via remote access to the City's accounting system, upon approval from the City Manager. Remote access may be provided or supported by either the City or the Firm. The provider of the access will be responsible for the maintenance of the remote connection. Firm team members will handle all use of City data and information in a professional and confidential manner.

## Work Schedule

Initial on-site work will be performed April 29<sup>th</sup> through May 2<sup>nd</sup>. Outside of the initial evaluation, additional work may be performed for the City via remote access to the City's accounting system, server, and other files. Hours/time for services performed will be at the request of the City Manager or designee, and are expected to be reasonable and within standard business working hours and days.

### Schedule of Costs (Fees and Expenses)

Total actual cost will be based on hours worked at the hourly rates listed below. The City will pay for airfare and lodging on a per occurrence basis. The Firm has estimated airfare and lodging rate is to be determined. Based on phone interview with the City Manager and Assistant Finance Director, it is estimated that professional fees for the initial evaluation will range between \$3,000 and \$4,000. Professional fees for on-site Accounting assistance from the Firm Accountant are estimated to be an on-going monthly fee of \$6,000 to \$8,500. Audit preparation service fees are estimated to cost between \$25,000 and \$37,500. This estimate may change based on the condition of the records, cooperation from staff, the number of funds, and number of grants. If fees and hours appear to exceed these estimates a discussion with the City Manager will occur before additional services are provided.

#### SCHEDULE OF COSTS (PROFESSIONAL FEES AND EXPENSES)

| Job Class or Expense                                    | Rate or Fee |
|---|-------------|
| CPA Services  | \$125/hour  |
| Accountant Services                                     | \$85/hour   |
| Airfare<br>(round trip from Anchorage to<br>Dillingham) | \$400       |
| Lodging in Dillingham<br>(one person for one night)     | TBD         |

The Firm team will not require meals and incidental per Diem

### Term of Contract and Commitment to Perform Work

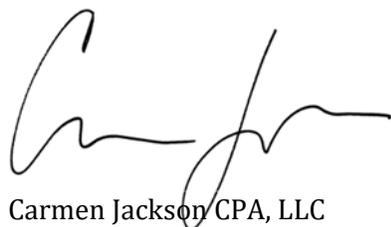
Services will commence once proposal is accepted and an engagement letter is signed by both parties and terminate upon notice by either party or hiring of a Finance Director. The Firm's proposal is valid for 30 days beginning April 22, 2018.

### Billing for Services

The City will be billed monthly for services, and payment will be expected within 15 days of receiving each invoice. If payments become more than 30 days overdue, work may be suspended until the account is brought current.

### Submission Authorization

The Firm authorizes Carmen Jackson CPA to submit this proposal on behalf of the Firm.



Carmen Jackson CPA, LLC

**City of Dillingham Action Memorandum**      Agenda of: May 10, 2018  
**Action Memorandum No.** 2018-04

**Subject:**  
Approve salary for the Planning Director

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City Manager: Recommend Approval

Signature: 

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**Fiscal Note:**  Yes  No      **Funds Available:**  Yes  No

**Other Attachments:**

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**Summary Statement:**

The City received an application for the Planning Director position that shows a work history of parallel positions with planning duties. The interview confirmed extensive knowledge of all planning, grant process, and project management.

The planning department has been vacant for two months with planning duties falling to other departments to fill in. This has left the planning department falling behind in strategies for growth, grants, as well as reporting.

The City Manager has offered the position of Planning Director, which includes additional duties in Public Works. Acceptance is contingent upon the salary being in line with education, knowledge, and work experience.

Action Memorandum No. 2018-04

Summary Statement continued:

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on May 10, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

| Route to | Department Head  | Date |
|----------|------------------|------|
| X        | Finance Director |      |
|          |                  |      |
|          |                  |      |
| X        | City Clerk       |      |



May 4, 2018

US Army Corps of Engineers, Alaska District  
Program Manager, Regulatory Division  
Attn: DA Permit Application 2017-271, Pebble Limited Partnership  
PO Box 6898  
Joint Base Elmendorf Richardson, AK 99506-0898

Subject: Public Scoping Comments Pebble Project

Dear District Commander:

The City of Dillingham, submits the following comments regarding concerns that should be considered in the EIS.

The adage "We all live downstream" could not be any truer for the community of Dillingham. The city was founded on fishing with the first cannery opening in the late 1800's. Dillingham continues to be reliant on the fishing industry. The EIS must consider potential impacts on the fishery overall; from spawning streams to the commercial fishing district; subsistence activities and the geographic areas that support subsistence; the economy of our community and region and disruptions from both the mining and any potential down-stream impact from a change in water activity and quality.

Dillingham's population hovers around 2,400 and is the economic, transportation, and public service center for western Bristol Bay. During the winter months, Dillingham is a service center for the upper Bristol Bay residents. When fishing season begins the population more than doubles as both commercial and sport fishermen arrive, as well as seafood processing plant workers. This increase in activity supports Dillingham through sales tax, property tax for hundreds of fishing vessels stored in Dillingham, and an increase in revenue for local business.

Seafood harvesting and processing operations in our community (and region) are an economic engine for the community, the region and a major source of employment and economic output for the state of Alaska. The EIS should consider the local, regional and statewide impact of any potential disruption of that economic output. The 2016 Alaska State Commercial Fisheries Entry Commission indicates Dillingham residents hold 102 Bristol Bay Salmon Drift permits (of a total of 1,855 issued) and 89 Bristol Bay Salmon set permits (of a total of 965 issued). The 2016 revenue generated from the resident fishers was over \$10,000,000 in gross earnings. It is important to note that all permit holders; whether Dillingham residents or not, are critically dependent upon the fishery and the health of the rivers upon which they rely. The EIS should consider the impact on Dillingham, the region and the state if that fishing income is impacted.

A 2017 the Alaska Department of Fish and Game reports one thousand and ninety subsistence permits in the region with 439 of those permits in Dillingham. These numbers show the critical importance the fishery; commercial, sport, and subsistence, is to the community of Dillingham. Fish species are not the only wildlife critical to our residents and that could be impacted. Residents in Dillingham and in the region depend heavily on wildlife such as moose, caribou, and other wildlife as well as waterfowl of all types. Our residents are harvesters of all wild vegetation, especially berries, that depend on water quality. The EIS should consider the social, cultural and economic impact of the activity on subsistence

activities and the economic impact if that were lost to households that are not able to use that food source.

Considering the impact a mine upriver would have on the region goes beyond just the revenue from fishing. Dillingham is the hub city in the Bristol Bay region. As such there is a hospital, court house, and a busy airport. The mine would create a major increase of activity in Iliamna, thus shifting the flow of movement coming in and out of Naknek/King Salmon. This increase could pose a loss of activity in and out of Dillingham. The EIS should consider the potential decreased activity and how it would impact the City of Dillingham's ability to support services. The mine would also alter the flow of water in the area; the EIS should consider how this would change the streamflow influence on the salmon run. Would there be a downturn in fish returning to the area to spawn? Mining activity will modify the landscape, destroying habitat. The loss of sustainable fish and wildlife may well mean many residents would have to consider relocation to an area that could allow the continued subsistence lifestyle no longer available to them in Dillingham.

The EIS should consider the potential impact and harm to the community if an incident does occur. The United Nations Environment Program report titled 'Mine Safety Storage; Safety is no Accident' discusses mine failings despite regulations for safety;

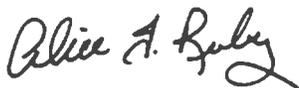
Recent tailings dam failures have provided evidence that tailings storage facilities are not always safe. For example, the 2015 Samarco mine tragedy in Brazil resulted in 19 deaths and polluted hundreds of kilometres of river (see case study, pg 17). Even when fatalities do not occur, the failure of tailings storage facilities can have lasting social, environmental and economic consequences and often prove extremely difficult and costly to remediate.

The location of the Pebble Mine poses great risk to the region. That risk exists not only during the actual mining activity but for generations AFTER the mine ceases to operate and this should be considered in the EIS.

The EIS should consider whether any accident that occurs at the mine from a spill, leak or other event could impact the quality of water in our downstream location. The biggest impact an accident would have on the region would be to destroy the rich salmon resources. The loss of this resource would not only affect the commercial fishery but the subsistence needs of all in the area. The loss would be impossible to reverse. A spill would negatively impact surface and ground water. Local residents are critically dependent upon the resources, economically and socially. The EIS should consider impacts to not only the fish and wildlife, but the land, water and critical habitat upon which they depend.

Lastly, we urge that the EIS consider the impact to activities surrounding the commercial, sport, cultural and subsistence methods, the change in waterways due to dams, culverts, and dust deposits in water from construction, increased erosion and sedimentation; the potential loss of the fishing industry, and the financial impact on local revenues.

Sincerely,



Mayor Alice Ruby



April 23, 2018

Honorable **Kimberly D. Bose**, Secretary  
Federal Energy Regulatory Commission  
888 First Street, NE  
Washington, DC 20426

**Letter In Support of FERC Project No. P-14873**

To whom it may concern,

As the Mayor for the City of Dillingham I'm writing this letter in support of the proposed Nuyakuk River Hydroelectric Project (P-14873). This project, as currently proposed, would represent a significant improvement from both an infrastructural and environmental perspective over the current condition in our region.

In addition to citizens personal power needs, a major industry in the region is fish packaging and processing. At present, the huge power requirement is provided entirely by diesel generation. Aside from the obvious fossil fuel generation impacts to the environment associated with this type of power production, a bulk of the diesel that is utilized for generation in our region is barged many miles up the Nushagak River for delivery. This mode of transport presents the consistent potential for spills and environmental impacts to our pristine watershed.

This project would provide a renewable option for power generation and would significantly lower our local power rates to both individuals and businesses in our region. Given our relatively isolated location and requisite self-sufficiency, cost-effective reliable power would represent a significant step toward solidifying the stability and viability of not only the City of Dillingham but the surrounding villages in our region into the future.

Obtaining power from our rivers is a smart solution for reducing dependence on fossil fuels. In the current financial reality of reduced federal and state revenues any and all steps that an isolated, rural community can take to encourage sustainable, clean, and more affordable power is important to promote.

I strongly urge FERC to approve the Preliminary Permit Application for the Nuyakuk River Hydroelectric Project.

Sincerely,

A handwritten signature in black ink that reads "Alice A. Ruby". The signature is written in a cursive style.

Alice Ruby, Mayor



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

## Department of Transportation and Public Facilities

PO Box 196900  
Anchorage, Alaska 99519-6900  
Main: 907.269.0542  
Toll Free: 800.770.5263  
TDD: 907.269.0473  
dot.alaska.gov

In Reply Refer To:  
Dillingham Airport Master Plan  
TBD / CFAPT00353  
Consultation Initiation

April 4, 2018

Mayor Alice Ruby  
City of Dillingham  
PO BOX 889  
Dillingham, AK 99576

Dear Ms. Ruby:

The Alaska Department of Transportation and Public Facilities (DOT&PF), in cooperation with the Alaska Division of the Federal Aviation Administration (FAA), is proposing to update the existing Dillingham Airport Master Plan and Practicability Study by conducting geotechnical investigation at the Dillingham Airport. This project is located within Sections 17, 18, 19, and 20, T 13 S, R 55 W, Seward Meridian on USGS Quadrangle map Dillingham A-7, Latitude 59° 02' 40.83"N, Longitude 158 ° 30' 19.84"W. See enclosed Figure 1 for a location and vicinity map and Figure 2 for the Area of Potential Effect (APE), as described below.

For purposes of the National Historic Preservation Act, we are initiating this consultation with you to assist us in determining the Area of Potential Effect (APE) and identifying historic properties that may be affected by the proposed project.

### **Project Description**

The project consists of a geotechnical investigation to help determine the practicability of shifting the runway, adding a parallel taxiway, and relocating Wood River Road outside of the Object Free Area. This information will be used to update the 2005 draft Master Plan and the 2012 Runway Safety Area Practicability Study, in addition to developing an Airport Layout Plan.

The proposed project would drill twenty-four holes within the property limits of the Dillingham airport to better understand subsurface soil composition and water table limits (Figure 2). Twenty

of these holes would be drilled through or adjacent to the existing runway. The remaining four would be drilled through and alongside Wood River Road. The two drill locations alongside Wood River Road would require travel off the road surface but would not require vegetation or ground clearing activities. PVC pipe may be installed in the bore holes to measure groundwater levels.

**Preliminary Area of Potential Effect**

The proposed APE is contained within the existing boundary of the airport. It consists of the existing runway, areas adjacent to the runway, and locations on and adjacent to Wood River Road. The APE will be finalized after comments are received from your agency and the consulting parties.

**Identification Efforts**

A review of the Alaska Heritage Resources Survey (AHRS) mapper on February 27, 2018, and a cultural resources survey report reviewing field work conducted in 2010 and 2011 by Cultural Resource Consultants LLC for the Dillingham Airport Improvements project indicated that no National Register of Historic Places eligible or nominated sites have been identified within the proposed APE.

These reviews resulted in the identification of four sites that are within 300 feet of the proposed drill locations (Table 1). None of these sites have been determined eligible for or listed to the National Register of Historic Places (NRHP).

Table 1. Survey Results from the AHRS Database

| AHRS #    | Site Name                 | Determination of Eligibility (DOE) |
|-----------|---------------------------|------------------------------------|
| DIL-00208 | 20 Drum Site              | Not Eligible                       |
| DIL-00209 | School Chair Site         | Not Eligible                       |
| DIL-00247 | Dillingham Airport Runway | Not Eligible                       |
| DIL-00248 | Dillingham Airport Road   | Not Eligible                       |

**Consulting Parties**

DOT&PF is initiating consultation with the following parties: SHPO, City of Dillingham, Curyung Tribal Council, Bristol Bay Native Association, and the Bristol Bay Native Corporation.

If you have questions or comments related to this proposed project, please contact me at the address above, by telephone at (907) 269-0535, or by e-mail at michael.wanzenried@alaska.gov.

Your timely response will greatly assist us in incorporating your concerns into project development. For that purpose, we respectfully request that you respond within thirty days of your receipt of this correspondence.

Sincerely,





Michael Wanzenried  
Cultural Resources Specialist

Enclosures:

Figure 1 – Location and Vicinity Map

Figure 2 - APE

Electronic cc w/ enclosures:

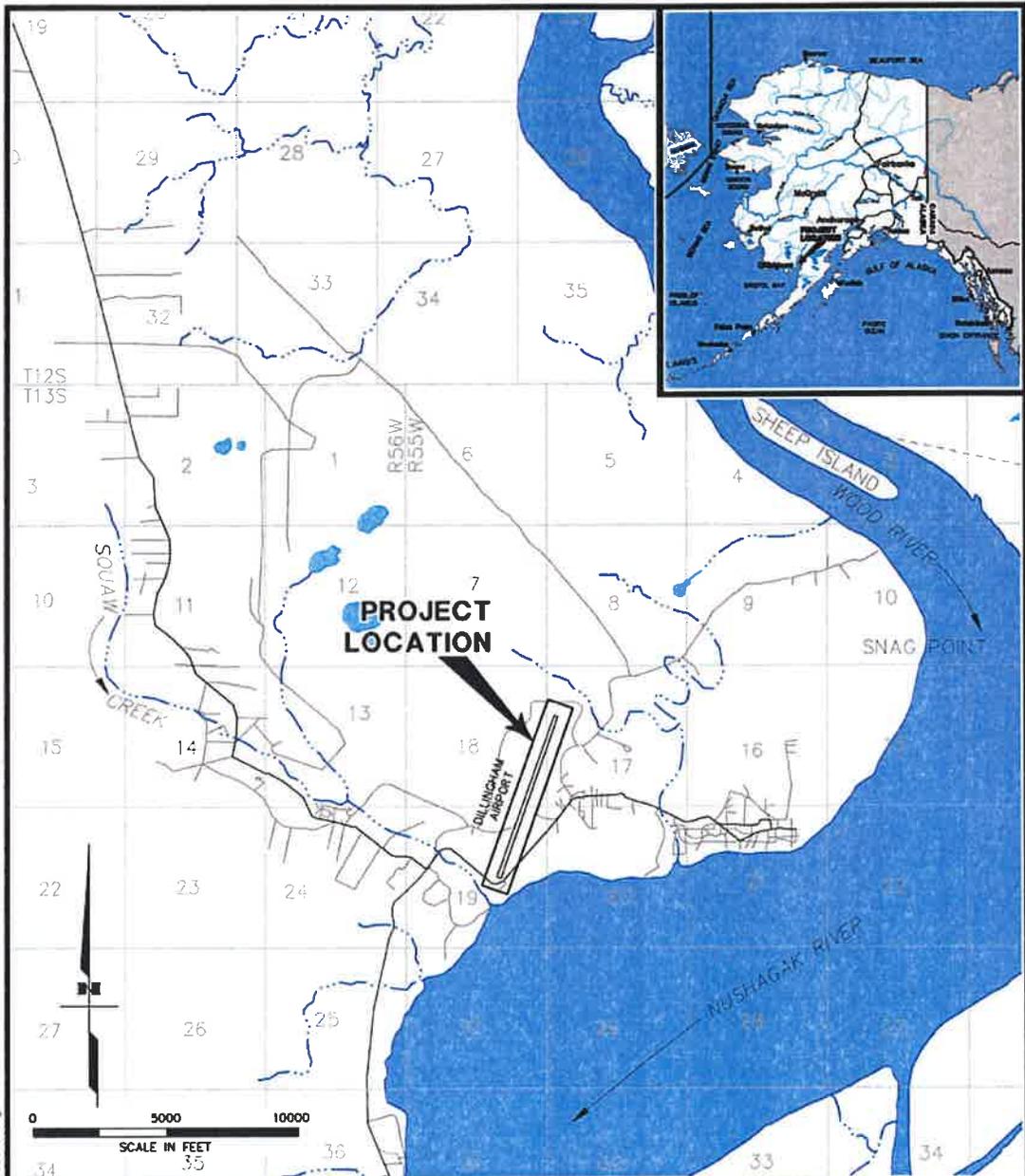
Brian Elliott, DOT&PF Central Region, Regional Environmental Manager

Keith Gordon, FAA Environmental Protection Specialist

Leslie Grey Environmental Program Manager, FAA Alaskan Region, Airports Division

Kathy Price, DOT&PF Statewide Cultural Resources Manager

Jessica Wuttke-Campoamor, CM, DOT&PF Program Development, Anchorage Field Office,  
Project Manager



P:\Projects\000459\ENV\ENV-DILLINGHAM-SECTION.dwg 2011-11-8

Vicinity Map

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Sections 17, 18 & 19, T 13 S, R 55 W &  
Section 13, T 13 S, R 56 W, Seward Meridian



**STATE OF ALASKA**  
DEPARTMENT OF TRANSPORTATION  
AND PUBLIC FACILITIES

---

Dillingham Airport Master Plan Update

---

Dillingham, Alaska

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DATE: NOVEMBER 2011    FIGURE 1





# Public Notice

## Application for Marijuana Establishment License

**License Number:** 17769

**License Status:** Initiated

**License Type:** Retail Marijuana Store

**Doing Business As:** ALASKAN GROWN CANNABIS

**Business License Number:** 1070263

**Email Address:** kpeacock1@hotmail.com

**Latitude, Longitude:** 59.221800, -158.275000

**Physical Address:** 232 Main Street E.  
Dillingham, AK 99576  
UNITED STATES

### Licensee #1

**Type:** Entity

**Alaska Entity Number:** 10079221

**Alaska Entity Name:** Alaskan Grown Products LLC

**Phone Number:** 907-312-8521

**Email Address:** kpeacock1@hotmail.com

**Mailing Address:** HC89 Box 255  
Willow, AK 99688  
UNITED STATES

### Entity Official #1

**Type:** Individual

**Name:** Kalla Peacock

**Phone Number:** 907-312-8521

**Email Address:** kpeacock1@hotmail.com

**Mailing Address:** HC89 Box 255  
Willow, AK 99688  
UNITED STATES

*Note: No affiliates entered for this license.*

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and a copy of the application will be posted on AMCO's website at

<https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.

**POSTING DATE** \_\_\_\_\_



# Public Notice

## Application for Marijuana Establishment License

**License Number:** 16915

**License Status:** Initiated

**License Type:** Retail Marijuana Store

**Doing Business As:** BRISTOL BAY BUD COMPANY

**Business License Number:** 1066517

**Email Address:** bristolbaybudcompany@gmail.com

**Latitude, Longitude:** 59.040488, -158.524143

**Physical Address:** 233 Airport Road  
Dillingham, AK 99576  
UNITED STATES

### Licensee #1

**Type:** Entity

**Alaska Entity Number:** 10077501

**Alaska Entity Name:** Bristol Bay Bud Company, LLC

**Phone Number:** 907-357-2518

**Email Address:** bristolbaybudcompany@gmail.com

**Mailing Address:** PO Box 876090  
Wasilla, AK 99687  
UNITED STATES

### Entity Official #1

**Type:** Entity

**Alaska Entity Number:** 10077205

**Alaska Entity Name:** HRGS Enterprises, LLC

**Phone Number:** 907-357-2518

**Email Address:** hrgsenderprises.ak@gmail.com

**Mailing Address:** PO Box 876090  
Wasilla, AK 99687  
UNITED STATES

### Entity Official #2

**Type:** Individual

**Name:** Heather Allen

**Phone Number:** 907-357-2518

**Email Address:** hrgsenderprises.ak@gmail.com

**Mailing Address:** PO Box 876090  
Wasilla, AK 99687  
UNITED STATES

### Entity Official #3

**Type:** Individual

**Name:** Gorden Isaacs

**Phone Number:** 907-843-0474

**Email Address:** gorden.isaacs@gmail.com

**Mailing Address:** PO Box 563  
Dillingham, AK 99576  
UNITED STATES

### Entity Official #4

**Type:** Individual

**Name:** Susan Isaacs

**Phone Number:** 907-843-0473

**Email Address:** alaskaweedsupply@gmail.com

**Mailing Address:** PO Box 563  
Dillingham, AK 99576  
UNITED STATES

### Entity Official #5

**Type:** Individual

**Name:** Richard Allen

**Phone Number:** 907-357-2518

**Email Address:** bristolbaybudcompany@gmail.com

**Mailing Address:** PO Box 876090  
Wasilla, AK 99687  
UNITED STATES

**Note:** No affiliates entered for this license.

Interested persons may object to the application by submitting a written statement of reasons for the objection to their local government, the applicant, and the Alcohol & Marijuana Control Office (AMCO) not later than 30 days after the director has determined the application to be complete and has given written notice to the local government. Once an application is determined to be complete, the objection deadline and a copy of the application will be posted on AMCO's website at <https://www.commerce.alaska.gov/web/amco>. Objections should be sent to AMCO at [marijuana.licensing@alaska.gov](mailto:marijuana.licensing@alaska.gov) or to 550 W 7th Ave, Suite 1600, Anchorage, AK 99501.

**POSTING DATE** \_\_\_\_\_