



Alice Ruby, **Mayor**

**Council Members**

- Chris Napoli (Seat A) • Chris Maines (Seat B) • Aksel Buholm (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL**  
**David B. Carlson Council Chambers**

Dillingham City Hall, 141 Main Street, Dillingham, AK 99576 (907) 842-5212

<b>WORKSHOP, REVENUE IDEAS FOR CIP FUNDING</b>	<b>6:00 P.M.</b>	<b>SEPTEMBER 6, 2018</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>SEPTEMBER 6, 2018</b>

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
  - a. Regular Council Meeting, August 2, 2018 ..... page 3
  - b. Board of Equalization Meeting, August 16, 2018 ..... page 9
  - c. Special Council Meeting, August 27, 2018 ..... page 11
- 4. APPROVAL OF CONSENT AGENDA**
- APPROVAL OF AGENDA**
- 5. STAFF REPORTS**
  - a. City Manager and Staff Reports ..... page 13
  - b. Standing Committee Reports ..... page 43
- 6. PUBLIC HEARINGS**
- 7. CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
  - a. Corey Evans, President Dillingham City School District, and Jason Johnson, Dillingham City School District Superintendent
- 8. ORDINANCES AND RESOLUTIONS**
  - a. Ordinance 2018-05. An Ordinance of the Dillingham City Council Amending Section 4.16.020 Business License, to Add an Exemption for Casual and Isolated Sales page 49
  - b. Ordinance 2018-06, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions Renewing the Taxable Amount for Fishing Vessels and Aircraft ..... page 51
  - c. Resolution 2018-14, A Resolution of the Dillingham City Council Authorizing Foreclosure Proceedings on Delinquent Property Taxes for the Years 2012-2017 ..... page 55

- d. Resolution 2018-15, A Resolution of the Dillingham City Council Awarding the Contract for the Fire Suppression Work at the Department of Public Safety ..... page 61
- e. Resolution 2018-16, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Approve Emergency Road Repairs  
*To be provided as soon as quote is received*

**9. UNFINISHED BUSINESS**

a. Citizen Committee Appointments

- 1) Senior Advisory Commission, 1 Seat Open – *(one letter of interest)* ..... page 73
- 2) Library Advisory Board, 1 Seat Open

b. Progress Report

- 1) Dave Carlson House Property
- 2) Territorial School

**10. NEW BUSINESS**

- a. City Manager Evaluation ..... page 75

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

**12. COUNCIL COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURNMENT**

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, August 2, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

**2. VOICE**

Mayor Ruby was present.

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

Andy Anderson	Chris Maines	Aksel Buholm
Paul Liedberg	Chris Napoli	

Council members absent:

Curt Armstrong – excused

Staff in attendance:

Lori Goodell	Anita Fuller	Dan Pasquariello
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**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, June 21, 2018
- b. Special Council Meeting, July 16, 2018

MOTION: Chris Maines moved and Andy Anderson seconded the motion to adopt the minutes of June 21, 2018 and July 16, 2018.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Chris Maines moved to approve the amended agenda and Chris Napoli seconded the motion.

VOTE: The motion to approve the agenda passed unanimously by voice vote.

**5. STAFF REPORTS**

- a. City Manager and Staff Reports

Discussion:

- Council requested the City Manager have an updated report on the status of the harbor plan.
- Road plan shows long term major upgrades; council also requests a short term maintenance plan as well as a schedule for upkeep.
- The Public Safety and the Fire Department were commended for the work performed during the recent fire.
- Documentation for total close out of the school bond is being completed.

- b. Standing Committee Reports

There were no committee reports.

The Mayor recommended that Chris Napoli be appointed to the Code Review Committee.

MOTION: Paul Liedberg moved and Aksel Buholm 2<sup>nd</sup> the motion to concur with the Mayor's recommendation to appoint Chris Napoli to the Code Review Committee.

VOTE: The motion passed unanimously by voice vote.

Discussion:

- The City Clerk will work with the Territorial School Committee Chair to schedule a meeting;
- The School Facility Committee will plan a meeting in the fall.

## 6. PUBLIC HEARINGS

There was no public hearing.

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

Daniel Cheyette, Bristol Alliance Fuels:

Daniel Cheyette of Bristol Alliance Fuels informed council they are working on plans for improvements, erosion control, and economic opportunity at their Dillingham facility. They are requesting the City evaluate a small parcel of land along Scandinavian Creek that could have an impact on the plans.

Jack Smith, Dillingham, Waste Management:

Mr. Smith informed Council he is interested in improvements at the landfill; changes in fees, sorting methods. He referred to a study done in Nondalton, and proven methods in Norway. He offered to be part any committee that is formed to consider changes that could benefit the landfill.

Mike Keenan, Brannon Rentals LLC

Spoke regarding the protest of the Willow Tree Inn liquor license. Brannon Rentals has obtained the Willow Tree Inn. The State has extended the time for the city to remove their protest of the liquor license. Brannon Rentals has paid the taxes and utilities, and will satisfy the delinquent sales tax as soon as they can get the information from the previous owner.

## 8. ORDINANCES AND RESOLUTIONS

- a. Resolution 2018-12. A Resolution of the Dillingham City Council Authorizing the City Manager to Award an Engineering Contract for the Design Phase of the Wastewater System Upgrades and Landfill Groundwater Monitoring Wells

The laydown resolution, also sent to council prior to the meeting, does not have any substantive changes, incorporates a few minor changes, as well as adding the contract amount.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to adopt Resolution 2018-12.

VOTE: The motion to adopt Resolution 2018-12 passed by unanimously by voice vote.

## 9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission, 1 Seat Open
  - 2) Library Advisory Board, 1 Seat Open
  - 3) Planning Commission, 1 Seat Open

Mayor Ruby recommended Jason Lamson to the Planning Commission.

MOTION: Chris Maines moved and Chris Napoli seconded the motion to concur with Mayor Ruby's recommendation to appoint Jason Lamson to the Planning Commission.

VOTE: The motion passed by unanimously by voice vote.

b. Progress Report

1) Dave Carlson House Property

2) Territorial School

There was no progress report.

**10. NEW BUSINESS**

a. Action Memorandum 2018-06, Award Contract for the FY19 Aggregate Bid

MOTION: Andy Anderson moved and Paul Liedberg seconded to motion to award the FY19 Aggregate Bid Contract.

VOTE: The motion passed unanimously by voice vote.

b. Action Memorandum 2018-07, Approve Contract with the State of Alaska Department of Corrections for the Regional and Community Jail FY19

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to approve the FY19 State of Alaska DOC Regional and Community Jail Contract.

Discussion: This contract is approximately \$12,000 less than budgeted. The City has accepted two pre-trial tasks; electronic monitoring and pre-trial assessments. The State sends the contract and does not enter into negotiations. If funding were to drop too low the city could opt to not accept the contract.

Council requested, if possible, other community jail contract amounts be acquired for comparison.

VOTE: The motion to amend passed unanimously by voice vote.

c. Review Protest of Willow Tree Liquor License

In April City Council voted unanimously to protest the Willow Tree Inn liquor license renewal and the State upheld the city protest. Brannon Rentals has made a payment to bring the delinquent accounts current as the state has indicated they would be willing to work with Brannon Rentals to renew the license if the City of Dillingham removes their protest. There are still delinquent sales tax reports and payments that Brannon Rentals LLC says they will satisfy as soon as they can obtain the information from the former owner. Also discussed; social issues of alcohol in the community, and how many establishments are good for Dillingham, as well as the City stance of supporting local small businesses.

MOTION: Paul Liedberg moved and Aksel Buholm seconded to motion to withdraw the protest of the Willow Tree Liquor License contingent upon payment due.

VOTE: The motion passed unanimously by voice vote.

d. Discussion Relating to Additional and/or New Revenue Stream for CIP Projects

Discussion:

- The real property tax base is not sufficient, or distributed equitably enough to consider increasing for CIP funding;

- An increase to sales tax for a specific purpose with a limited time could be researched as a possibility. However, it is too late to have this on the ballot in October;
- GO Bonds and Loans are other possibilities to explore;
- Updates on CIP list is important to keep Council informed of progress and future budget needs;
- This item will stay on the September agenda, and council will come with a list of ideas to discuss;
- A date in October will be selected to have an in depth examination of this important topic.

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

Susan Isaacs

- Spoke regarding the hazards of plastic bags, and requested Council consider banning their use in Dillingham, noting that Anchorage has just passed a resolution banning them in Anchorage;
- Spoke regarding the fire last week noting those that responded; thanked the City Manager for posted on Facebook;
- Inquired about the status of clean up on the Bingman properties, stating it is an eyesore.

## 12. COUNCIL COMMENTS

Chris Maines:

MOTION: Chris Maines moved and Chris Napoli seconded to motion to bring the Bristol Alliance Fuels property disposal request to the Planning Commission.

Discussion: Both Danielle Cheyette and Russell Phelps from BBNC will be involved with the BAF issue.

VOTE: The motion passed unanimously by voice vote.

Paul Liedberg:

- Stated he appreciates the landfill discussions. Also, noted the fish bin set-up has worked well this year and will get a thank you out when the season is over;
- City staff was thanked for work done during the busy summer;
- Informed Council he is not going to run for his seat in October, allowing others have the opportunity.

Aksel Buholm:

- Noted Jack Libby of Dillingham Construction wants to open a dialogue with the city regarding his outstanding accounts;
- Commented that Quality Asphalt and Paving is not leaving town yet; inquired about tax breaks or some other in-kind arrangement to assist with city road maintenance;
- Extended thanks to the Police and Fire Departments regarding the recent fire.

Chris Napoli:

- Stated he supports a discussion with private industry, working together to come up with solutions for the landfill;
- Staff was thanked for their detail reports concerning the fire.

Andy Anderson:

- Reported he is undecided if he will run for his seat in the upcoming local election.

## 13. MAYOR'S COMMENTS

Alice Ruby:

- Appreciates the action Council took on the boat harbor. It could be beneficial to partner with someone towards development. The City had started a process a few years back before the COE changed their policy;
- BOE has received a late file appeal. The Clerk will poll BOE Committee members and get a hearing scheduled;

- The DCSD Superintendent had been invited to introduce himself at the next council meeting. Commented she has been invited to be a presenter at the new teacher training;
- FCC Commissioner is coming next week, Chris O'Connor will be escorting him around;
- Recommends the plastic bag issue be addressed by code review committee as a discussion item;
- Thanked Fire Department and community for help with the fire, noting the Fire Department needs more volunteers;
- A moment of silence was observed for former council member Andy DeValpine and all those lost since the last meeting.

**14. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 8:18 p.m.

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Mayor Alice Ruby  
[SEAL]

ATTEST:

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Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_



**1. CALL TO ORDER**

A Board of Equalization hearing was held on Thursday, August 16, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 1:00 p.m.

**2. ROLL CALL**

Mayor Alice Ruby was present.

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

Chris Maines                      Andy Anderson                      Curt Armstrong

Staff in attendance:  
Lori Goodell

**3. APPROVE THE AGENDA**

MOTION: Chris Maines moved and Curt Armstrong seconded motion to approve the agenda as presented.

VOTE: The motion passed unanimously by voice vote.

**4. LATE FILED APPEALS FOR CONSIDERATION**

City Clerk Goodell reported that Mr. and Mrs. Yonashiro had been advised of the late file requirements specified in 4.15.125 of the Dillingham Municipal Code.

a. LFRP18-01, Yonashiro

MOTION: Chris Maines moved and Andy Anderson seconded the motion to accept the late filed appeal of LFRP18-01.

Discussion:

- Appellant states the assessment notice was received and they did not appeal during the appeal period as they did not realize the significance of the notice;
- The appeal process would have allowed the city assessor to have a discussion regarding valuation practices and a review of the specific properties;
- Code states it must be demonstrated how they were unable to comply, and they did not provide a reason for being unable to comply;
- An appeal for the 2019 cycle is available for next year;
- Many valuations went up, those who did appeal were able to have a reevaluation of their property. This was available to the Yonashiro's as well.

VOTE: The motion to accept the late filed appeal failed by unanimously voice vote.

**5. CITIZEN DISCUSSION (Prior Notice or Agenda Items)**

There was no citizen's discussion.

**6. MAYOR/COUNCIL COMMENTS**

- It was noted a citizen commented they chose not to appeal as they were unsuccessful in a previous appeal;

**7. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 1:09 p.m.

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

ATTEST:

[SEAL]

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

Approval Date: \_\_\_\_\_

**1. CALL TO ORDER**

A special meeting of the Dillingham City Council was held on Monday, August 27, 2018, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 12:15 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson                      Chris Maines                      Aksel Buholm                      Curt Armstrong  
Chris Napoli

Paul Liedberg was excused

Staff in attendance:

Tod Larson                      Lori Goodell                      Anita Fuller                      Jean Barrett

**3. APPROVAL OF AGENDA**

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

VOTE: The motion to approve the agenda passed unanimously by voice vote.

**4. SPECIAL BUSINESS**

- a. Resolution 2018-13, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Competitive Bid Process and Approve Emergency Repairs for the Sewer Lagoon Outfall Pipe

MOTION: Andy Anderson moved and Chris Maines seconded the motion to adopt Resolution 2018-13.

The City Manager reported the area for this emergency repair has been examined by the Public Works Director and Chris Meng, from JJC Enterprises Inc. Quotes for two solutions were submitted to the City and Bristol Engineering reviewed the quotes. The recommendation is to straighten the pipe and provide increased protection for 10-15 years while a long term solution for the sewer lagoon is implemented.

Discussion:

- The 3:1 slope increases the quote by \$114,564. The recommended work will be between 2 and 2.5 slope;
- Funding is coming from the following; \$60k from existing rip rap budget, \$490k from investment CD's that mature in December, the rest will need to come from the general fund;
- Other funding sources will continue to be explored, i.e. USDA, and COE;
- City Planner is researching the permitting requirements and the City Manager will be working with the State to get permitting done timely;
- JJC will begin to stock pile rock and begin work in October when the tides will allow for work on the beach;
- A plan for the negative impact to the downtown roads due to hauling rock will be discussed in the September 6<sup>th</sup> council meeting. The plan will include a list of repairs by street for council to consider;
- An option for road maintenance could be to see if contracting out this service might be an option.

VOTE: The motion to adopt Resolution 2018-13 passed by unanimously by voice vote.

**5. CITIZEN’S DISCUSSION (Open to the Public)**

There were no comments

**6. COUNCIL COMMENTS**

There were no comments

**7. MAYOR’S COMMENTS**

Mayor Ruby:

- Informed council that she visited the elementary school;
- Encouraged everyone to attend the 9/31 event at the high school to support the students.

**8. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 1:04 p.m.

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Mayor Alice Ruby  
[SEAL]

ATTEST:

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Lori Goodell, City Clerk

Approval Date: \_\_\_\_\_

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** August 30, 2018  
**To:** Mayor and City Council  
**From:** Tod Larson  
**Subject:** September 2018 City Manager Report

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**Personnel** – Welcome to our new employees and thank you to those that have served the City faithfully and are moving on to other positions/careers.

New Employees:	Anthony Thomas—Police Officer
Resignations:	N/A
Transfers:	Brookes Stephenson—Water Wastewater Darryl Tilden—Water Wastewater Ivan Sam—Buildings and Grounds
Promotions:	N/A
Position Vacancies:	Dispatch Fleet Mechanic Senior Center Cook

**Department Head Professional Development** – We covered Part I & II of Human Resource and Employment Law since last Council meeting. HR and Employment Law are complex and lengthy topics that all managers need to be familiar with.

**FCC Commissioner Visit** – FCC Commissioner Brendan Carr was in Dillingham on August 10th. Mayor Ruby and I had an opportunity to visit with the Commissioner for about an hour at the Dillingham Library. The primary purpose of his visit was educational to observe and speak with organizations and community leaders regarding rural Alaska's access to broadband and the digital world.

**Ice Rink Discussion** – The Public Works Director and I met with Mark Lisac at the Ice Skating Rink in Dillingham. Mr. Lisac indicated that there is some renewed interest in

revitalization of the ice skating rink and ice hockey teams. We had a good conversation and look forward to any further movement and discussions with the volunteer group.

**Outfall Pipe Update** – JJC has begun stockpiling Riprap for the outfall emergency protection project. Projected completion is September 30th.

**Capital Improvement Projects (CIP)** – The Planner has information on specifics of each project in her monthly report. We have been moving all those projects along as expeditiously as possible given the short timeline for action. RFPs are being produced and the Planner’s focus has switched to funding for CIP.

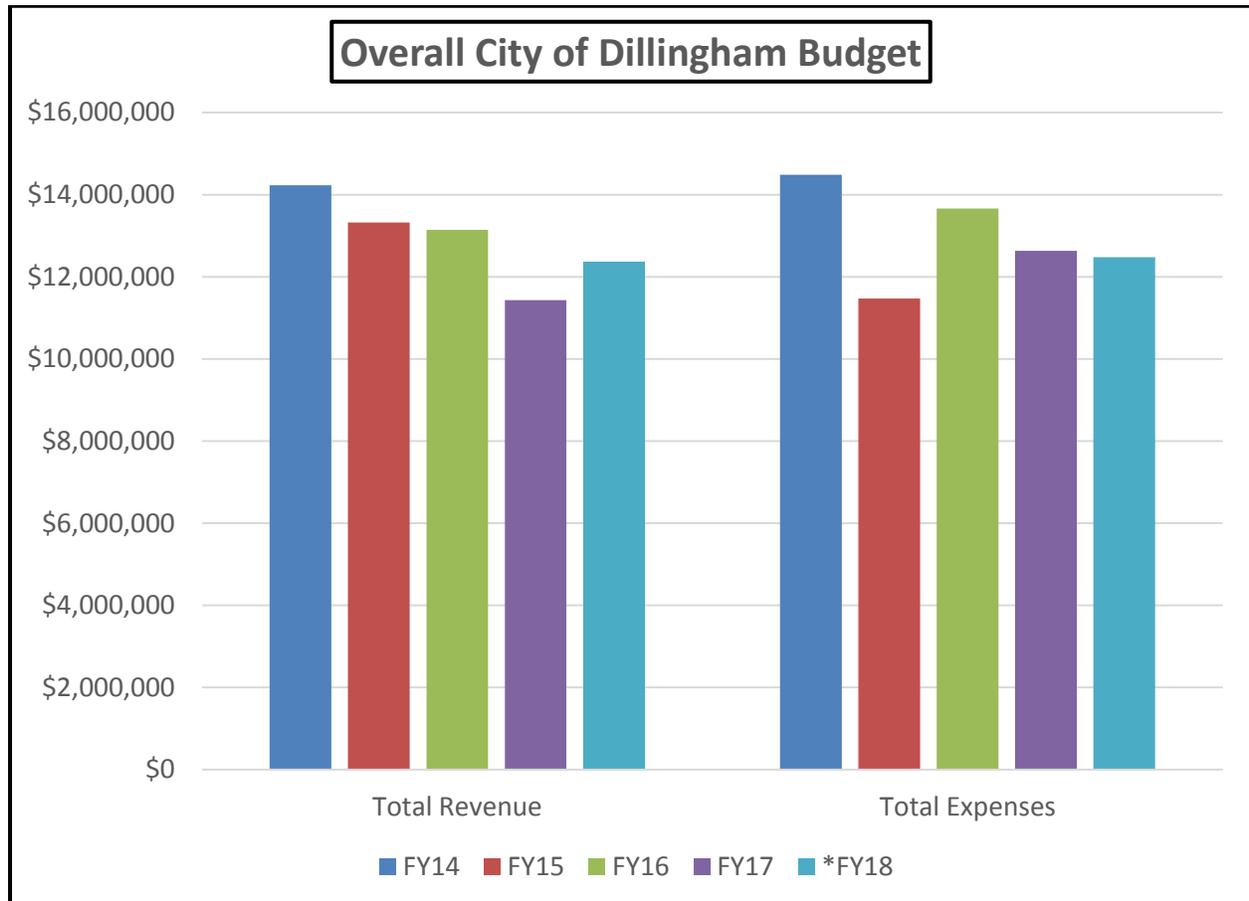
**Downtown Streets Pulverize and Recycled Asphalt Product (RAP)** – Recommend that we have QAP pulverize the asphalt and emplace RAP in the areas identified in the attached map. These areas are in the worst condition.

**Local 71 Union Representative Visit** – Cathy Lavender from Local 71 came to Dillingham. She met with all the Local 71 members from the City Staff during lunch and fed them.

**Legal Update** – As some of the Council may have heard, the United State Supreme Court issued a ruling in late June having to do with public employee unions. The case is Janus v. AFSCME Local 31. You can Google it if you want to learn all the details, but basically the idea is that the Supreme Court ruled that public employees cannot be forced to pay certain fees – called “agency fees” – to a union that they don’t want to join. The City currently has two Collective Bargaining Agreements with unions representing public employees here in Dillingham (PSEA and Public Employees Local 71), and both of the Collective Bargaining Agreements with those unions have provisions that are affected by the Janus ruling. They both require employees to pay these agency fees to the union even if the employee doesn’t want to join the union. So I’ve been working with our City Attorney and the two unions to figure out exactly how the existing CBAs may need to be amended to make it clear that these fees are not required anymore. We haven’t reached any tentative agreements yet, but when we do, I’ll be bringing those to you (along with a more complete analysis from the attorney) for the Council to consider for approval.

## Facts impacting the City and the Street Department.

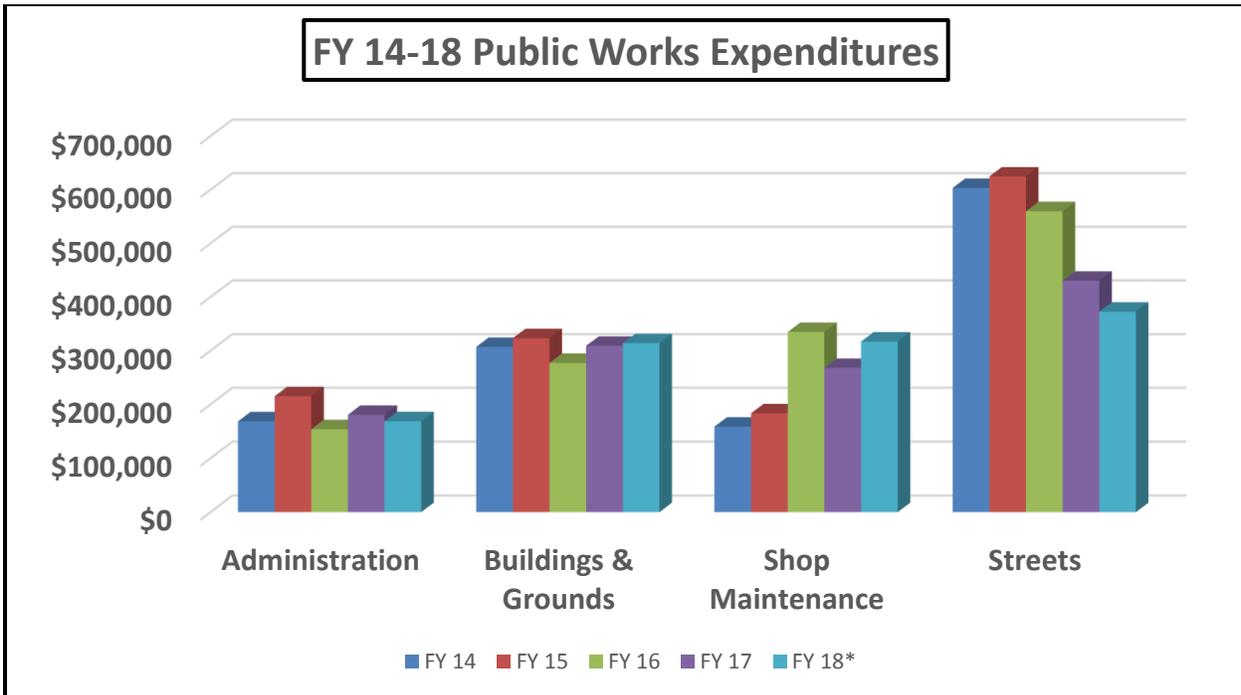
Overall City of Dillingham Budget		
Year	Total Revenue	Total Expenses
FY14	\$14,231,184	\$14,485,328
FY15	\$13,323,161	\$11,472,997
FY16	\$13,142,798	\$13,667,392
FY17	\$11,433,908	\$12,631,734
*FY18	\$12,368,503	\$12,482,289



- FY18 Numbers are from the FY 18 Budget Ordinance (projected) - all others are audited amounts. Data is raw (unadjusted).
- From FY14 to FY18 revenues decreased by 13.1% or decreased by \$1,862,681.
- From FY14 to FY18 expenditures decreased by 13.8% or decreased by \$2,003,039.
- Inflation rate was 4.8% during that same time period. The price of all goods and services continued to rise through this time frame.
- Adjusted for inflation, expenditures decreased by 18.6%. In other words the City decreased spending by approximately \$2,694,271 from FY14-18.
- There are consequences in the City's ability to perform its mission with this loss of funding.

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

FY 14-18 - Public Works Expenditures					
	Administration	Buildings & Grounds	Shop Maintenance	Streets	Total
FY 14	\$168,470	\$307,029	\$158,637	\$603,283	\$1,237,419
FY 15	\$215,076	\$323,208	\$183,440	\$624,719	\$1,346,443
FY 16	\$153,945	\$277,129	\$334,823	\$559,986	\$1,325,883
FY 17	\$180,592	\$309,017	\$267,872	\$430,327	\$1,187,808
FY 18*	\$168,665	\$313,926	\$316,902	\$372,754	\$1,172,247



- FY18 Numbers are from the FY 18 Budget Ordinance (projected) - all others are audited amounts. Data is raw (unadjusted).
- The Public Works budget has been reduced by close to 20% from FY14-18 or reduced 24.8% adjusted for inflation. (The decrease appears less significant because of the decision in FY16 to bring maintenance budgets into the public works budget from other departments. That factor skews the data somewhat.)
- FY18 streets budget is 61.8% of FY14 levels. Inflation was 4.8% during this time period, so the streets budget in FY18 was really 57.0% of FY14.
- A 43% reduction in budget for the streets department has caused undesired repercussions.
- Streets personnel in past years were working significant overtime (up to 10 and 12 hour days) to maintain the roads in the condition that they were. Those resources are not available now.
- The Streets Department consists of an equipment operator who also doubles as a backup water/wastewater operator, is also required to dig up water/sewer problem areas (three currently need digging and repair), support harbor and dock operations, among other tasks in addition to street responsibilities.

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

- The Public Works Foreman also acts as an operator. The Public Works Foreman is responsible for streets, water, and wastewater operations. With the constant turnover in the water/wastewater positions, the foreman must perform those duties more often.

### **Road Maintenance Plan Ahead.**

1. Hiring QAP to pulverize the identified areas of the core streets and compacting RAP in those areas will eliminate 85% of the pothole issues in the downtown asphalt road network.
2. The public works crew will cold patch the bigger areas that the pulverizing does not address.
3. The public works crew will add additional gravel at both ends of Waskey Road and in the area near Big Foot.
4. The Planner will develop the gravel roads management plan (summary included after this report) that will address the long term prioritized requirements of all sections of road within the City of Dillingham. This will be completed in conjunction with local stakeholders involved in road repair and funding. The plan is due prior to the beginning of the FY20 budget cycle so the Finance and Budget Committee can recommend funding to apply toward the plan.
5. Take a hard look at the past severe reductions in the streets budget during the FY20 budget cycle in order to restore adequate funding to maintain City streets.
6. Consider authorizing a second equipment operator on the City manning document.
7. With the asphalt road network improved, the equipment operator(s) will have an improved ability to address the gravel roads and regular road maintenance may occur.

### **Requested Decision – Downtown Streets Pulverizing and RAP Decision.**

Respectfully Submitted,  
Tod Larson

**City Street Plan:**

***Recommendations***

According to a 2015 reporting on Dillingham public roads, the City of Dillingham currently maintains 98% of the unpaved/unimproved roads within city limits. The City also maintains only 11% of all paved roads, with the State of Alaska responsible for over 89% of paved roads. For this reason, I recommend developing a gravel road management system (GRMS) first, as part of a more comprehensive city street plan. A second phase of the project would develop a paved road management system.

<b>Dillingham Public Roads</b>			
<b>Paved Roads</b>		<b>16.89</b>	<b>42%</b>
	City of Dillingham	1.82	11%
	State of Alaska	15.07	89%
<b>Unpaved/Unimproved Roads</b>		<b>23.00</b>	<b>58%</b>
	City of Dillingham	22.60	98%
	State of Alaska	0.40	2%
<b>City of Dillingham Total</b>		<b>24.41</b>	<b>61%</b>
<b>State of Alaska Total</b>		<b>15.47</b>	<b>39%</b>
<b>Total Miles Roads</b>		<b>39.88</b>	

*Source: 2015 Dillingham Public Roads Report*

Based on a project to establish a GRMS in Wyoming, with similar rural road features and limited resources, the following conclusions were reached (Huntington, 2010):

- 1) **The overall effort required to implement a gravel roads management system (GRMS) for local agencies must be minimal.**
  - Data collection efforts must be limited.
  - Analysis must be simple and transparent.
  
- 2) **There are four basic steps involved in implementing a GRMS:**
  - **Assessment**
    - How are we collecting, analyzing, and using information about our unsealed roads network?
    - What resources do we have to improve the situation?
    - What should we do next to improve our unsealed roads management?

The agency should also assess its available resources and assets. Five aspects that should be assessed are:

- Support
  - Without the political will to carry through with implementation of a GRMS, any effort to establish such a system may be wasted. Therefore road

managers need to convince their crews of the value of a management system, and if additional funding is needed, elected officials or other decision makers may also need to be convinced.

- Financial Resources
  - Implementing a GRMS does not have to be expensive, but it has to be well thought out and designed to work within an agency's financial and logistical restraints.
- Hardware, Software and GPS
  - Keep things simple by using a spreadsheet to begin with.
- Information

The following list contains some of the types of information that might be useful when establishing a GRMS:

- Surface conditions
- Traffic counts
- Safety or crash data
- Drainage assessments
- Road section location and length
- Aerial and other photos
- Classification data, such as functional classes and maintenance intervention levels
- Maintenance and construction histories
- Costs
- Soil types

- Personnel
  - Personnel will need certain skills to help with the implementation of a GRMS. Those skills fall into three classes: Computer skills, preferably with GIS, though spreadsheets will do; GPS skills; and unsealed roads skills. Of these, probably the most unique and difficult to acquire are the roads skills.

- **Inventory**

Any roadway management system must have at least four fundamental pieces of information. They are:

- Unique Section Identification
- Location
- Surface Type
- Length

Even if no other information is available, this simple inventory will allow an agency to begin implementing a management system. There are a number of other pieces of information that many agencies will find desirable, some of which are listed below:

- Road Name and Number
- Top Width

- Inventory Date
- Inventory Data Collector
- Owner
- Maintenance Intervention Level
- Functional Class
- Traffic Volumes
- Traffic Speeds
- Subgrade Type(s)

- **Cost and maintenance history**

Once the network inventory is in place, additional information may be collected pertaining to each discrete section. Tracking maintenance and its costs is a fundamental process when trying to manage an unsealed road network. Existing systems such as time cards, work orders, and other field reports may be modified to collect this information.

Eight types of work performed on unsealed roads have been identified:

- Blading
- Reshaping
- Drainage Maintenance
- Regravelling
- Dust Control
- Stabilization
- Isolated Repairs
- Major Work

Of these, all but the last two should be scheduled as part of a GRMS. 'Isolated Repairs' should be performed on an as-needed basis, while 'Major Work' should be performed as funds become available.

*Cyclical Maintenance Scheduling System*

- Split the road network into reasonable maintenance management sections.
- Set the minimum acceptable surface condition for each road section, based on various factors such as traffic volume, road use, and political considerations. This condition should be selected as the 'maintenance intervention level.'
- An appropriate maintenance strategy should then be assigned to each section, generally based on the agency's typical, current practices.
- With this information, prioritized lists of maintenance tasks can be generated.

- **Condition monitoring**

Unfortunately the surface characteristics of unsealed roads change very quickly, making the collection of useful condition data difficult. Useful performance data are difficult to collect mainly because surface conditions change quickly due to weather, traffic and maintenance. There are many possible methods for evaluating an unsealed road which are summarized as follows:

- Visual distress surveys
  - Pavement Surface Evaluation and Rating (PASER) Visual Survey Method

- Measurement-based distress surveys
  - USACE-CRREL Unsurfaced Road Condition Index
- Automated roughness measurement
- Gravel thickness measurement
- Photographs

**3) Cyclic maintenance programs may be developed once a network is inventoried and its maintenance history is available.**

***Other questions for consideration before implementing a GRMS:***

- 1) Are we willing to allow very low volume roads to be maintained at a lower standard in favor of maintain high volume roads at a higher standard?

Managing citizen expectations of what can be accomplished with a given level of resources is important to reducing complaints and increasing satisfaction with city services. Providing a rationale for the maintenance schedule and who gets what when, along with publishing a maintenance rotation, provides transparency and accountability of city operations.

- 2) Are we willing to take time to collect data upon which good decisions can be based, even if that means the GRMS cannot be implemented until 2019?

One problem many agencies will face is that it may take some time to collect data upon which good decisions can be based. Thus, there will need to be considerable effort expended before a management system shows many rewards. This reality must be understood both by those who will fund the effort and by those who will do the work. Identifying areas where benefits can be achieved quickly, such as instituting needs-based maintenance scheduling, may help get an agency through the early period when initial data is being collected. Support for an asset management program must be maintained through this early period while historical data are being accumulated.

- 3) Do we have any existing sources of data that could speed the process (e.g. AKDOT)?

**Resources:**

[South Dakota Manual](#)

The SD-LTAP publication, Gravel Roads: Maintenance and Design Manual, (Skorseth and Selim 2000) provides guidance for those directly responsible for maintaining gravel roads. It begins with directions for maintainers, beginning with the basics of gravel roadway prism and shape. It discusses drainage considerations and the properties, procurement, handling, and placement of good surfacing gravel. It discusses stabilization and dust control. It also goes over some of the newer techniques for working gravel roads. The appendices discuss thickness design, gradation and plasticity, quantity calculations, the decision of when to pave a gravel road, and a walk-around motor grader inspection including a checklist. It is concise, well written, and well illustrated. As such, it is very accessible to those directly responsible for maintaining gravel roads.

## References

Huntington, G. a. (2010, September 29). *Wyoming Technology Transfer Center, Gravel Roads Management Report*. Retrieved from Upper Great Plains Transportation Institute: <https://www.ndltap.org/events/conference/downloads/2010GRMfinal.pdf>

***City of Dillingham***  
**House District 37 / Senate District S**

~ 8/30/18 ~

***30<sup>th</sup> Alaska State Legislature ~ 2<sup>nd</sup> Interim***  
**AUGUST 2018 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

***~ Division of Elections slated to certify the recently held Primary Election by Sept. 4<sup>th</sup> ~***



Since your Senator Lyman Hoffman has no challenger, he is assured of another four years in the Senate. Speaker Bryce Edgmon did not have a challenger on the Democratic side, so he will face off against a Republican opponent.

Other House and Senate races are almost set for the November ballot. The incumbent House Minority Leader Charisse Millett of South Anchorage has lost her bid for a 6<sup>th</sup> term as she trails her challenger Josh Revak by 15 percentage points. Meanwhile, Rep. Dan Saddler of Eagle River/Ft. Richardson is not returning, as his bid for the open senate seat was taken by Rep. Lora Reinbold. She does have an opponent on the Democratic side.

Two other races are so close that there could be a recount. Initially Senator Peter Micciche representing the Kenai Peninsula was losing in the Republican primary. Now it appears he has pulled ahead slightly as absentee and question ballots were counted. The same goes for the House Rules chair Rep. Gabrielle LeDoux on behalf of the Elmendorf area. She was trailing her opponent for the Republican nod on election night, but now she has pulled ahead after votes started trickling in for those voting absentee.

If recounts are asked for in any of the races, it could delay the certification process by the Lt. Governor's office. Additionally, candidates have until September 4<sup>th</sup> to withdraw from any of the races and have their names removed from the general election ballot.

In other statewide races, it appears former legislator Nancy Dahlstrom has taken the Republican side in the seat representing Eagle River and Ft. Rich. She faces a Democratic challenger, but this House District 13 seat has been held by a Republican for many, many years.

Besides Sen. Hoffman, there are just a handful of incumbents that are running unopposed in the general. They are Sen. Click Bishop and Rep. Tammie Wilson both of Fairbanks, Rep. Colleen Sullivan-Leonard of Wasilla, Rep. Gary Knopp of the Kenai, and Rep. Neal Foster of Nome.



**BALLOT INITIATIVE**

It appears that the Stand for Salmon initiative will appear as Ballot Measure 1 at the General Election on Nov. 6<sup>th</sup> this fall. This came about after the Alaska Supreme Court issued a 48-page decision allowing parts of the initiative to stand where they don't conflict with the state constitution in removing regulatory powers it allocates to state officials. With the courts' decision, it now goes back to the Superior Court for the amendment striking certain language before it can be certified by the Lt. Governor's office



## **GOVERNOR'S CORNER**

<http://gov.alaska.gov>

**Handy phone numbers for Governor's offices: Anchorage: 907-269-7450 and Juneau: 907-465-3500**

Former aide to U.S. Lisa Murkowski and my lead contact for your harbor project – Ephraim Froehlich has joined the Office of the Governor on August 1<sup>st</sup> as a senior advisor on Fish and Game issues and as the deputy director for state and federal relations.

The governor has signed **SB 105** into law. This is an omnibus healthcare measure to benefit Alaskans. For more information, you can pull up the bill under BASIS at – <http://w3.akleg.gov/index.php> or look at the governor's press release at –

<https://gov.alaska.gov/newsroom/2018/08/governor-walker-signs-healthcare-omnibus-sb-105-into-law/>

The governor also put his signature to four education bills to improve Alaska's schools. The bills are **HB 212, HB 213, SB 185, and SB 216**. They too can be found on BASIS. In a nutshell, the bills improve access to different sources of funding for rural and urban schools, creates a PFD raffle with 75% of the earnings to go to the schools, and allows for our school districts to rehire teachers that have retired.



## **WEBSITES OF INTEREST**

**Online Public Notices for Alaska** <https://aws.state.ak.us/OnlinePublicNotices/default.aspx>

**2018 Legislators contact information** <http://akleg.gov/docs/pdf/Legislator-Contact-List-2018.pdf>

**2018 2<sup>nd</sup> Session Interim Staff contact list** <http://akleg.gov/docs/pdf/InterimPhoneList.pdf>

**Legislative Publications List** <http://akleg.gov/publications.php>

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

View specifics for the Capital and Operating Budgets.

**Alaska Tax Division – Spring 2018 Revenue Sources Book**

<http://www.tax.alaska.gov/programs/documentviewer/viewer.aspx?1423r>

**Congressional Delegation websites** (Current phone numbers will be listed on these sites)

<http://murkowski.senate.gov/public> [www.sullivan.senate.gov](http://www.sullivan.senate.gov) <http://donyoung.house.gov>



~ End Report ~

*Trust everyone will have a great Labor Day weekend – Enjoy your family and friends. Be kind to one another.*

*I salute U.S. Senator John McCain – a great American and war hero. As all veterans and active duty military personnel fight on, let us never forget all of the sacrifices they and their families make everyday. I'm proud to call them my brother!*

~ Cliff

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** August 24, 2018  
**To:** Tod Larson, City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

### **Elections:**

Primary Election was held on August 19<sup>th</sup>. The turnout was fairly light with a total of 204 ballots being cast. All information is uploaded to the state, and all materials are sent back to Nome, the Region IV Elections Office. The Election Judges do a wonderful job managing the flow of voters, and addressing questions and concerns of voters.

Regular City Election is scheduled for Tuesday, October 2, 2018, for the purpose of electing council and school board seats.

- Candidate filing ends September 4.
- Filing period for write-in candidates began September 5 and ends October 1.
- Absentee Voting in Person will begin September 17.

The following seats are up for election:

<u>Seat</u>	<u>Currently Held By</u>	<u>Term</u>
<b>Council</b>		
Seat A	Chris Napoli	one year term that will expire October 2019
Seat E	Andy Anderson	three year term that will expire October 2021
Seat F	Paul Liedberg	three year term that will expire October 2021
Mayor	Alice Ruby	three year term that will expire October 2021
<b>School Board</b>		
Seat B	Kim Williams	two year term that will expire October 2020
Seat D	Corey Evans	three year term that will expire October 2021
Seat E	Bernina Venua	three year term that will expire October 2021

I have received a declaration of candidacy for Mayor, Council Seat A and F, and School Board Seat B.

General Election is scheduled for Tuesday, November 6.

**Supplemental Code** I have received a supplement for the Dillingham Municipal Code. This supplement includes code ordinances adopted since the last update done July of 2017. I have contacted the department heads requesting them to see me with their book; to make sure they have a copy of the supplement properly inserted into their code book. The City of Dillingham website has the supplement loaded and is current.

**Committees:**

**Code Review Committee** has forwarded two ordinances to council for approval; one that adds an exemption to the business license allowing for casual and isolated sales, the second to extend the valuation cap on fishing vessels and aircraft. They have just begun to review Title 7. This title was rewritten in its entirety by the city attorney, updating the code to reflect currently practices.

**Finance & Budget Committee** was tasked by City Council to look at Marijuana taxation. The City has been notified by the State of Alaska of three license applications; two retail locations and one cultivation facility. This is a complex issue and the committee is currently doing research.

**STANDING ITEM(S):**

**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) There are no licenses currently up for renewal.

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

- Senior Advisory Commission has one seat open. There is one letter of interest on file.
- Library Advisory Board has one seat open. There are no letters of interest on file.

**Follow-up:**

Attached is the list of FY19 state jail contract amounts requested by Council at the August Regular Council Meeting.

**Clerk Note:**

I will be out of the office August 31 through September 16, returning on Monday, September 17. Cynthia Rogers will be handling issues that arise and must be taken care of.

<b>Regional &amp; Community Jails</b>	<b>FY 19 Funding Level</b>	<b>FY19 Beds</b>
Bristol Bay Borough	\$285,739	4
City of Cordova	\$135,303	6
City of Craig	\$322,724	7
City of Dillingham	\$526,851	8
Haines Borough	\$215,954	6
City of Homer	\$424,080	7
City of Kodiak	\$991,552	22
City of Kotzebue	\$982,050	12
North Slope Borough	\$1,032,870	9
City of Petersburg	\$173,626	12
City of Seward	\$368,952	14
City of Sitka	\$391,194	15
City of Unalaska	\$431,207	10
City of Valdez	\$354,749	13
City of Wrangell	\$325,274	12



City of Dillingham  
Revenues and Expenditures As of June 30, 2018  
Unaudited Figures

	UnAudited				June 30, 2017	
	Budget - FY18	MTD	YTD	Percent	YTD	INC/(DEC)
<b>REVENUES:</b>						
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,550,000	\$ 248,415	\$ 2,265,459	89%	\$ 2,510,094	\$ (244,636)
Alcohol Sales Tax	300,000	22,448	246,920	82%	287,562	(40,642)
Transient Lodging Sales Tax	85,000	13,129	76,052	89%	80,286	(4,235)
Gaming Sales Tax	70,000	-	59,243	85%	78,546	(19,302)
Total Sales Tax	3,005,000	283,993	2,647,673		2,956,488	(308,815)
Real Property Tax	1,900,000	(3,801)	1,911,250	101%	1,675,102	236,147
Personal Property Tax	620,000	(37,608)	546,609	88%	546,497	112
Total Property Taxes	2,520,000	(41,409)	2,457,858	98%	2,221,599	236,259
Telephone Gross Receipts State Tax	70,000	-	-	0%	62,525	(62,525)
Raw Fish Tax	398,350	-	398,350	100%	167,849	230,501
Shared Fisheries	18,650	-	18,650	100%	36,610	(17,960)
Revenue Sharing	132,692	861	133,547	101%	132,833	714
Payment in Lieu of Taxes (PILT)	450,800	-	450,803	100%	446,018	4,786
State Jail Contract	549,000	-	545,777	99%	526,851	18,926
Admin Overhead	260,287	141,831	279,993	108%	223,368	56,625
PERS on Behalf	109,226	10,081	114,487	105%	103,800	10,687
Other Revenues	410,107	46,264	346,080	84%	407,304	(61,224)
Total	2,399,112	199,037	2,287,688	95%	2,107,158	180,530
<b>Total General Fund Revenues</b>	<b>\$ 7,924,112</b>	<b>\$ 441,621</b>	<b>\$ 7,393,220</b>	<b>93%</b>	<b>\$ 7,285,246</b>	<b>\$ 107,974</b>
<b>Total Special Revenue Funds Revenues &amp; Transfers</b>	<b>\$ 3,211,341</b>		<b>\$ 2,833,050</b>	<b>88%</b>	<b>\$ 2,907,580</b>	
	<b>\$ 11,135,453</b>		<b>\$ 10,226,270</b>	<b>92%</b>	<b>\$ 10,192,826</b>	
<u>Special Revenue Funds Revenues &amp; Transfers</u>						
Water	425,210	23,141	229,426	54% *	205,902	23,524
Sewer	385,097	81,937	436,750	113%	643,249	(206,499)
Landfill	943,357	202,512	606,591	64% *	789,035	(182,444)
Dock	767,426	41,885	832,665	109%	740,381	92,284
Dock Insurance Payment	-	-	-	-	-	-
Boat Harbor	251,212	145,208	285,769	114%	145,388	140,380
Asset Forfeiture Fund	-	-	18,900	-	-	18,900
E-911 Service	87,000	5,945	71,118	82%	74,882	(3,764)
Library Grants	92,432	5,437	74,159	80%	107,649	(33,490)
Senior Center (Grant)	126,459	-	116,336	92%	93,446	22,890
Senior Center (Non-Grant)	133,148	93,625	161,337	121%	107,649	53,689
<b>Total Special Revenue Funds Revenues &amp; Transfers</b>	<b>\$ 3,211,341</b>	<b>\$ 599,691</b>	<b>\$ 2,833,050</b>	<b>88%</b>	<b>\$ 2,907,580</b>	<b>\$ (74,530)</b>
Fisheries Infrastructure	-	-	-	-	-	-
Borough Study Fund	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund Revenue	3,500	154	1,443	41% *	640	803
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-	-	60,500	(60,500)
Equipment Replacement Capital Project Fund	-	-	-	-	-	-
School Bond Project	-	-	-	-	-	-
Public Safety Planning	-	-	-	-	-	-
Debt Service Fund Revenue	-	-	-	-	-	-
Landfill Closure Fund	1,146,150	287,383	1,146,150	100%	1,190,646	(44,496)
<b>Total Capital Project Revenues &amp; Transfers</b>	<b>\$ 1,210,150</b>	<b>\$ 287,537</b>	<b>\$ 1,147,593</b>	<b>95%</b>	<b>\$ 1,251,785</b>	<b>\$ (104,193)</b>
<b>Total Revenues &amp; Transfers</b>	<b>\$ 12,345,603</b>	<b>\$ 1,328,850</b>	<b>\$ 11,373,862</b>	<b>92%</b>	<b>\$ 11,444,611</b>	<b>\$ (70,749)</b>

City of Dillingham  
Revenues and Expenditures As of June 30, 2018  
Unaudited Figures

	June 30, 2018			June 30, 2017		
	Budget - FY18	MTD	YTD	Percent	YTD	INC/(DEC)
<b>EXPENDITURES:</b>						
General Fund Expenditures						
City Council	\$ 52,500	\$ 2,526	\$ 45,952	88%	\$ 62,422	\$ (16,470)
City Clerk	121,318	11,078	113,492	94%	128,111	(14,619)
Administration	282,883	27,389	276,974	98%	295,226	(18,252)
Finance	592,038	81,217	598,654	101%	574,000	24,653
Legal	90,000	5,626	59,513	66%	149,299	(89,786)
Insurance	165,000	39,896	159,584	97%	163,280	(3,696)
Non-Departmental	168,971	336,578	165,810	98%	213,787	(47,977)
Planning	116,155	16,819	90,195	78%	124,752	(34,556)
Foreclosures	4,000	-	2,707	68%	6,958	(4,251)
Meeting Hall above Fire Station	3,100	495	2,938	95%	3,068	(130)
Public Safety Administration	149,990	18,231	149,913	100%	163,503	(13,590)
Dispatch	507,020	66,287	517,273	102%	486,567	30,706
Patrol	728,240	80,607	658,229	90%	686,789	(28,560)
Corrections	644,495	63,153	596,793	93%	631,569	(34,776)
DMV	42,614	4,679	42,331	99%	44,062	(1,731)
Animal Control Officer	99,550	11,048	102,231	103%	94,995	7,236
PS IT	-	-	-	-	-	-
Fire	242,523	30,061	237,698	98%	224,368	13,330
Public Works Administration	182,865	14,161	164,074	90%	180,590	(16,516)
Building and Grounds	294,926	36,956	270,017	92%	309,017	(39,000)
Shop	297,502	25,206	296,502	100%	267,872	28,630
Street	455,054	22,007	438,789	96%	430,325	8,464
Library	100,538	14,142	107,824	107%	84,605	23,220
City School	1,300,000	-	1,300,000	100%	1,300,000	-
Transfers to Other Funds	1,479,881	412,429	862,703	58%	1,621,495	(758,791)
<b>Total General Fund Expenditures</b>	<b>\$ 8,121,163</b>	<b>\$ 1,320,592</b>	<b>\$ 7,260,195</b>	<b>89%</b>	<b>\$ 8,246,659</b>	<b>\$ (986,464)</b>
<b>Special Revenue Funds Expenditures</b>						
Nushagak Fish Tax	-	-	-	-	-	-
Water	425,210	55,338	428,616	101%	163,597	265,019
Sewer	385,097	44,187	377,233	98%	653,494	(276,261)
Landfill	943,357	87,070	613,749	65%	714,165	(100,415)
Dock	658,154	135,236	996,437	151%*	680,089	316,348
Dock (ATD Damages)	-	-	-	-	-	-
Boat Harbor	247,212	62,215	289,105	117%	154,908	134,196
Asset Forfeiture Fund	-	10,903	10,903	0%	1,114	9,789
E-911 Service	47,307	-	-	0%	49,026	(49,026)
Library Grants	92,432	8,795	67,155	73%	68,283	(1,128)
Senior Center (Grant)	126,459	13,843	88,715	70%	131,403	(42,688)
Senior Center (Non-Grant)	133,148	49,674	160,166	120%	107,649	52,517
<b>Total Special Revenue Fund Expenditures</b>	<b>\$ 3,058,376</b>	<b>\$ 467,263</b>	<b>\$ 3,032,080</b>	<b>99%</b>	<b>\$ 2,723,728</b>	<b>\$ 308,352</b>
	<b>11,179,539</b>	<b>1,787,854</b>	<b>10,292,274</b>	<b>92%</b>	<b>10,970,387</b>	

	June 30, 2018			June 30, 2017		
	Budget - FY18	MTD	YTD	Percent	YTD	INC/(DEC)
Fisheries Infrastructure Fund	-	-	-	-	-	-
Borough Study	-	-	-	-	-	-
Mary Carlson Estate Permanent Fund	5,800	342	1,422	25%	\$ 49,370	(47,948)
Ambulance Reserve Capital Project Fund	11,800	-	9,104	77%	\$ 286,183	(277,080)
Equipment Replacement Capital Project Fund	135,000	-	64,546	48%	22,299	42,246
School Bond Project	-	-	-	-	\$ -	-
Public Safety Planning	-	-	-	-	\$ -	-
Debt Service Fund	-	-	-	-	\$ -	-
Landfill Closure Fund	1,146,150	-	1,146,150	100%	\$ 1,190,646	(44,496)
<b>Total Capital Project Funds Expenditures</b>	<b>\$ 1,298,750</b>	<b>\$ 342</b>	<b>\$ 1,221,221</b>	<b>94%</b>	<b>\$ 1,548,498</b>	<b>\$ (327,277)</b>
<b>Total All Expenditures</b>	<b>\$ 12,478,289</b>	<b>\$ 1,788,197</b>	<b>\$ 11,513,496</b>	<b>92%</b>	<b>\$ 12,518,885</b>	<b>\$ (1,005,389)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ (132,686)</b>	<b>\$ (459,347)</b>	<b>\$ (139,634)</b>		<b>\$ (1,074,273)</b>	<b>\$ 934,640</b>

City of Dillingham  
 Revenues and Expenditures As of June 30, 2018  
 Preliminary Figures - Unaudited

	Fund Bal. 9/30/2017 UnAudited	FY'18 Revenues	FY'18 Expenditures	Add or (-) Fund Bal	Fund Bal. 6/30/2018 Unaudited
General Fund	\$ 3,610,462	\$ 7,393,220	\$ 7,260,195	\$ 133,025	\$ 3,743,487
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	(194,241)	666,175	805,849	(139,674)	(333,915)
Landfill	(188,733)	606,591	613,749	(7,159)	(195,892)
Dock	701,964	832,665	996,437	(163,773)	538,191
Boat Harbor	78,429	285,769	289,105	(3,336)	75,093
Asset Forfeitures Fund	11,026	18,900	10,903	7,997	19,023
E-911 Service	249,903	71,118	0	71,118	321,021
Library Grants (Books, Erate, etc.)	6,213	74,159	67,155	7,004	13,217
Senior Center	(38,710)	277,673	248,881	28,792	(9,918)
Mary Carlson Estate Permanent Fund	344,550	1,443	1,422	20	344,570
Ambulance Reserve Capital Project Fund	664,934	-	9,104	(9,104)	655,830
Equipment Replacement Capital Project Fund	88,890	-	64,546	(64,546)	24,344
School Bond Project Capital Project Fund	315	-	-	-	315
Public Safety Planning	28,885	-	-	-	28,885
Debt Service	-	1,146,150	1,146,150	-	-
Landfill Closure Fund	172,044	-	-	-	172,044
Other	2,693	0	-	-	2,693
<b>Total</b>	<b>\$ 5,945,384</b>	<b>\$ 11,373,862</b>	<b>\$ 11,513,496</b>	<b>\$ (139,634)</b>	<b>\$ 5,805,750</b>

\*Mary Carlson Estate Fund adjustments have not been made as the date of this report

\*Dock Expenses were over as a result of the All-Tide Dock Fender Repair not budgeted.

\*Senior Center expenses were over as a result of operational costs such as Electricity, Heating fuel, Water/Sewer costs as well as some in fringe benefits.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** 8/28/18  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker, Fire Coordinator  
**Subject:** Monthly Staff Report

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### **EMS Calls- 36**

- Abdominal Pain-2
- Altered Mental-1
- Back Pain-2
- Breathing Problem-3
- Chest Pain-5
- Choking-1
- Fall Victim-5
- Gun Shot Wound-1
- Medical Transports-3
- Other- 5
- Seizure-2
- Traumatic Injury-3
- Unconscious-3

### **Fire Calls-2, 87.0 man hours**

- Bingman`s buildings at the harbor
- Wahl`s boat yard steam bath

### **On-Going Projects**

- Pump Testing (Fall Time)
- Station Clean-up
- Retention & Recruitment
- Fall AFG Grant (Communications Upgrade)



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report for August

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The Summer Reading Program was again a huge success with about 60 young people registered and attending. We ended in early August with the local Subway of Dillingham providing Subway sandwiches and cookie platters for our three different age groups. They also gave wonderful prizes for everyone, along with \$15, \$10 and \$5 gift cards based on how much reading was recorded on the log sheets. A big "thank you" to Andrew and Kate Berkoski for sponsoring this program for the library. Subway Rocks!

Our two BBEDC positions also ended in August before school began. Thanks again to BBEDC for helping us with our staffing needs during this busy summer season. Our school librarian will start after Labor Day. This school year, teachers will be bringing their classes to the library during scheduled times they arrange with the school librarian. The library will not be open to the general public during those times if the classes come in the morning when the library is not currently open; only the school librarian will be available. The Library will continue the current scheduled hours for the general public as posted.

The Friends of the Library had another Book Sale on Saturday, August 18<sup>th</sup>. The Library Advisory Board did not meet in August as planned; meeting rescheduled for a date yet-to-be determined in September.

The Librarian, Sonja Marx, will be attending the 2018 ARSL (Association of Rural and Small Libraries) conference in Springfield, IL September 11-15 for continuing education purposes funded by an Alaska State Library grant.

### **Library Stat report for July 23<sup>rd</sup> – August 25<sup>th</sup>, 2018:**

**Patron Visits: 2,888    Computer Use: 738    Wireless Use: 575**  
**Story Hour: 24    Other Visits (including Students): 160    Museum Use: 107**  
**Movies Shown: 3    AWE Station Use: 37    Volunteer hours logged: 1**

**Library will be closed Monday, September 3<sup>rd</sup> for Labor Day**



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report – August 2018

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### Planning Commission

The Commission last met on March 28. The next meeting is scheduled for August 29.

### Permitting

- Land Use Permits – One new application is under review; three more have been processed.
- Burial Permits – One burial permit was issued this month.

### Capital Projects

Resolution 2018-12 authorized the award of an engineering contract for the design phase of the wastewater system upgrades and landfill groundwater monitoring wells. Resolution 2018-13 authorized the contract for the emergency repairs for the sewage lagoon outfall pipe. RFP development and identification of funding is ongoing. FY19 CIP Priority Projects spreadsheet has been posted on the City of Dillingham home page and the Planning Department web page and provides information and status on all active projects.

ITB 2017-10 Dillingham Lagoon and Dock Lift Station Improvements - Meters, manholes, conduit and related equipment were all installed and tested earlier this year. The Honeywell controller which collects and records the flow data is expected to be installed by mid-September. CRW requested a status update from Elite Mechanical on August 24, but has yet to receive a response. The project total is \$1,144,523.54.

ITB 2017-12 Dillingham Water Systems Improvements – This project is for improvements of the Dillingham domestic water system, connecting our new wells to the water treatment plant and updating the electronic systems that regulate water production. The final punch list has been completed. Request for approval to operate was sent to DEC on July 10 by CRW Engineering. Once a response has been received, the project will be closed out. The project total is \$765,934.

ITB 2017-13 Landfill Cell 3, Phase 1 – This phased project expanded the Landfill Cell 3. Future phases will be undertaken as funding becomes available. A substantial completion inspection was performed by Bristol Engineering on July 13. JJC Enterprises, LLC was provided a list of punch list items needed prior to final acceptance, and is still pending. The project total is \$214,205 and began on March 19, 2018.

### Requests for Proposal

- RFP 2018-03 for DPS Clean Agent Fire Suppression System, closed on 7/26. NOI to award was issued on 8/28. NTP is pending Council approval of resolution to award contract.
- RFP 2018-04 for FY19 Petroleum and Propane Fuels, has been extended to 8/30 at 4:00 pm.
- RFP 2018-05,-06,-07, D & Seward Streets Rehabilitation, will close 8/30 at 4:00 pm.

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City of Dillingham

Page 1 of 2

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

## **Dillingham Downtown Streets Rehabilitation**

### **STP-0001 (335)57180**

The Planning Department has been in regular contact with Aaron Hughes, P.E., Project Manager for the Dillingham Downtown Streets project, and can offer this update:

**Bottom Line** – This long-awaited federally funded project is on schedule for construction during summer of 2019. Construction bidding is expected by January or February of 2019. Status details appear below.

### **Right of Way Acquisition**

The ROW acquisition is essentially complete. All but one ROW was completed. The DOTPF will be claiming prescriptive rights for that parcel (Parcel 3), enabling the installation of the sidewalk where one exists today. The current sidewalk stops at the owner's gravel driveway. The designed sidewalk will also have to stop at the driveway, but will be picked up on the next parcel (See sheet G4 on the plan set).

### **Hotel Demolition**

The hotel on 2<sup>nd</sup> Avenue is set for demolition, which will coincide with project construction activity. This work will most likely be completed in April or May of 2019.

### **Project Design**

The project design plans were delayed from summer to winter of 2018. This was primarily due to DOTPF's new environmental program which requires the re-evaluation and rewrite of the environmental document to meet the new standards. The environmental staff expects to have completion of this document by December 2018.

### **Utility Agreements**

Agreements with Nushagak are well under way. The City has been in contact with Greg Shearer, DOTPF, to discuss water line work (CIP Priority #4 – Water System Improvements, Downtown Streets Support) and outstanding items needed to complete utility agreements with the City.

### **DOTPF Recent Project Correspondence**

*August 21, 2018* – The City received confirmation from the DOTPF, Design & Engineering Services, Preliminary Design & Environmental section, that no historic properties will be affected as part of this project. Those wishing to comment on this finding must contact Erik Hilsinger, Cultural Resources Specialist, within thirty days of the receipt of his correspondence. The full packet of information is available in the Planning Office.

*August 22, 2018* – The City received the Dillingham Downtown Streets Rehabilitation PS&E 2.0 Review from Gregory Hartman, P.E., Consultant Coordinator, DOTPF, Design & Engineering Services – Central Region, Aviation Design Section. The packet included the PS&E Review assembly for the project as well as a number of other attachments, including the plans and engineer's estimates. Those wishing to comment on the packet must contact Mr. Hartman by Thursday, September 13. A review meeting has been set for Tuesday, September 18, at 1:00 pm in Anchorage. The full packet of information is available in the Planning Office.

### **Related City Projects**

The City has two related projects:

- CIP Priority #4 – Water System Improvements, Downtown Streets Support
- CIP Priority #7 – D Street and Seward Street Rehabilitation Project

See the FY19 CIP List on the City website for the latest updates on these projects.

The City will not be able to bid our construction projects with this DOTPF federally funded project, as we do not currently have construction funding sources secured at this time. Careful coordination with DOTPF Project Engineer, Aaron Hughes, will continue to take place on related City projects.

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
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Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** August 28, 2018  
**To:** City Manager Tod Larson  
**From:** Chief Dan Pasquariello  
**Subject:** Public Safety September 2018 council report

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*Reporting period 7-29-18 to 8-28-18*

### Police:

- ❖ 414 Calls for service
- ❖ 22 Persons arrested
- ❖ 37 Title 47/Protective custody
- ❖ 9 Citations issued
- ❖ 30 Incident reports

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

Thefts	8
Assault/Disorderly Conduct	6
Violation release/probation conditions	5
Criminal mischiefs	3
Trespass	2
Burglary	2
Vehicle accidents	1
Sex offense	1
Traffic offenses	1

One of our long-time officers broke his hand while on duty and has been on light duty most of the summer. He returns to full duty in early September.

One of our recently hired police officers is currently attending the Police academy at UAF Fairbanks. Our other recently hired officer is nearing the end of his filed training and will soon be on his own.

### Corrections:

- ❖ 32 Total Inmates
- ❖ 37 Title 47/Protective custody

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**Dispatch:**

- ❖ 498 Calls for service
- ❖ 83% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Alaska State Troopers
- ❖ 9% Dispatched to EMS/Fire
- ❖ 3% Dispatched to Animal Control

One of our long-time dispatchers has been promoted to Dispatch Supervisor. We are in the process of filling our last dispatcher slot.

For years we have had a fire sprinkler head directly above our computer servers, but were unable to fix the problem due to high cost. We located funds from a sun-setting E-911 grant and have put out an RFP to install a clean agent fire suppression system in our server room, which will hopefully be approved at this council meeting.

**Animal Control:**

- ❖ 4 Animals impounded (*dogs*)
- ❖ 4 Animals returned to owners
- ❖ 1 Dog in Title 47 Protective Custody
- ❖ 1 Dog adopted from shelter
- ❖ 1 Compassionate euthanasia
- ❖ 12 Rabies/parvo shots given
- ❖ 1 Dog bite case

The ACO received a series of three Rabies Immune Globulin shots. The shots will theoretically protect the ACO from contracting rabies for the next two years.

**DMV:**

- ❖ 143 Registrations/Titles
- ❖ 43 Boat registrations
- ❖ 133 Driver's License/IDs
- ❖ 3 CDLs
- ❖ 13 Road tests
- ❖ 35 Written tests

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## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett Port/Public Works Director  
**Subject:** Monthly Staff Report

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The summer of 2018 has come and gone. It was a record for fish caught and overall escapement this year it was also a record for boats in the Nushagak. Some eight hundred 32' Bristol Bay Gillnetters these figures will both affect our final numbers in freight across the dock, and in harbor sales this being said final numbers will not be in for another month. This summer was a wet one, it rained twice, once between May and the beginning of July, and then again from early July until present! The rain put a damper (pun intended) on road maintenance as it is very hard to grade the slop that builds up on our roads when it is as wet as it was.

### **Dock**

- We have had a great year on the dock, as previously stated the final numbers are not available at the time of this report but we were ahead of the 2017 season early in the summer.
- Only one small issue on the dock this summer, at one point the pin that holds the top handler to the container completely let loose and it dropped a 40' container damaging it to the point that we will probably have to purchase it. The top handler will need to be sent out for total rebuilding or purchase a new one, we are looking into both scenarios.

### **Harbor**

- I believe when all is said and done it will be a near record year for the harbor as far as revenue is concerned. With the record number of boats fishing the Nushagak River this year. We were never without a handful of boats in the harbor, which in my 12 years at the harbor has never been seen.
- In mid-August old Mother nature decided to remind us who was in charge and hit us with the tail end of a typhoon, 60 MPH gust came directly into the harbor along with 4' waves crashing over the bulkhead bringing the tide up well over 26 feet, it was quite exciting.

- We were fortunate that we didn't have any issues with any of the boats, skiffs or human injuries.
- Some of our infrastructure was damaged, for instance one of the float arm floats and arm coming unhooked, and the float breaking loose from the ramps and ending up under them. We will have to wait until after we get the ramps out to try to retrieve this piece. Another arm came loose and snapped the upper retaining bolt, this was fortunately fixable with another bolt.
- The waves took a toll on the East side of the harbor, eroding away several feet at some places and unearthed some electrical power lines that run to the South end of the harbor. I believe this is the next big rip wrap job the City will have to face. We were able to refill some of the eroded area with gravel and will attempt to reinforce with some concrete slabs.

### **Public works**

- **Streets** have been a challenge this summer. All the rain we had has made it very tough to keep up with the washboards and potholes. The guys have done their best to keep the main areas somewhat smooth. We still intend to do some patching before the cold weather hits.
- **Water / Waste Water** has been (knock on wood) pretty good with the exceptions of a few small issues; the one thing that did happen was during the great storm of 2018 we lost almost 20 feet of shoreline on Snag Point which unearthed approximately 160 feet of sewer outflow pipe. The City Manager, Planner, Public Works foreman and I have put many hours into working on a plan to recover the exposed pipe before ice up happens on the river.
- We have 1 water line repair to do by the Peter Pan Cannery where a curb stop has been weeping this summer. We were unable to turn off the water due to its proximity to the camp cookhouse. Now that Peter Pan has shut down we will be able to unearth the curb stop and repair it, this should happen during the second week of September.
- We have one sewer line repair near HUD where the old main ties into the new line going directly to the sewer lagoon, this should take place during the second or third week of September.
- The City has executed a contract with JJC contractors of Dillingham to cover and wrap the pipe up to where the bluff covers it with foliage. We are confident the fix will be more than a band aid and we hope that it is at least a ten year fix.
- **Landfill** has been a busy place AND also very tough on equipment this summer! We have had to work on every piece of equipment out there at some point in time. We are currently up and running on everything except the antiquated Cat 960 which I refuse to put any more money into and propose to sell it at the next mayor's sale. We desperately need to replace this piece of equipment in order to keep things moving along.