



Alice Ruby, **Mayor**

**Council Members**

- Holly Johnson (Seat A) • Chris Maines (Seat B) • Bob Himschoot (Seat C)
- Keggie Tubbs (Seat D) • Tracy Hightower (Seat E) • Paul Liedberg (Seat F)

**DILLINGHAM CITY COUNCIL  
MEETING AGENDA – FEBRUARY 6, 2014  
David B. Carlson Council Chambers**

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

<b>WORKSHOP – QUARTERLY FINANCIAL STATEMENTS AND MID YEAR BUDGET REVIEW</b>	<b>6:00 P.M.</b>	<b>FEBRUARY 6, 2014</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>FEBRUARY 6, 2014</b>

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

A. Regular Council Meeting – January 9, 2014

**IV. APPROVAL OF CONSENT AGENDA**

**APPROVAL OF AGENDA**

**V. STAFF REPORTS**

A. City Manager Report

B. Standing Committee Reports

**VI. PUBLIC HEARINGS**

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

**VIII. ORDINANCES AND RESOLUTIONS**

A. Introduce Ordinance No. 2014-01, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY 2014 City of Dillingham Budget (*Clerk Note: Ordinance No. 2014-01 will be distributed early in the week.*)

B. Introduce Ordinance No. 2014-02, An Ordinance of the Dillingham City Council Amending DMC Section 2.09.010, Regular Meetings, to Remove the Obligation to Hold a Council Meeting the Third Thursday in April and May to Review the Budget

- C. Introduce Ordinance No. 2014-03, An Ordinance of the Dillingham City Council Amending Chapter 4.20 of the Dillingham Municipal Code to Exempt from Sales Tax Sales of Electricity and Telephone Services to Users Outside the city, Professional Services Provided Outside the City, and Non-Commercial Personal Property Ordered for Delivery from Outside and Delivered to a Person Within the City
- D. Adopt Resolution No. 2014-09, A Resolution of the Dillingham City Council Approving the Application to the Rasmuson Foundation for a Tier I Grant for the Senior Center
- E. Adopt Resolution No. 2014-10, A Resolution of the Dillingham City Council Authorizing the City to Complete a Questionnaire for a Loan from the Alaska Drinking Water Fund
- F. Adopt Resolution No. 2014-11, A Resolution of the Dillingham City Council Authorizing the City to Apply for a Loan from the Alaska Clean Water Fund
- G. Adopt Resolution No. 2014-12, A Resolution of the Dillingham City Council Approving the Legislative Reauthorization of the Dillingham Library and Museum Building Roof Repairs, Number 13-DC-317

#### **IX. UNFINISHED BUSINESS**

- A. Citizen Committee Appointments
  - 1. Cemetery Committee, 4 Seats Open
  - 2. Planning Commission, 3 Seats Open
  - 3. Senior Advisory Commission, 1 Seat Open
  - 4. Parks and Recreation Committee, 4 Seats Open
- B. Strategic Planning – Approve a Workshop for April 12, 2014
- C. Consider Regulating Material Sites - Update
- D. Request for a Late-Filed Appeal
- E. Juneau Hill Visit

#### **X. NEW BUSINESS**

- A. BOE Training Available
- B. Reschedule March 6 Council Meeting to March 13

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

- XII. COUNCIL COMMENTS
- XIII. MAYOR'S COMMENTS
- XIV. EXECUTIVE SESSION
- XV. ADJOURNMENT

**I. CALL TO ORDER**

The Regular Meeting of the Dillingham City Council was held on Thursday, January 9, 2014, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 7:03 p.m.

**II. ROLL CALL**

Mayor Alice Ruby was present.

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

Holly Johnson, Seat A  
Chris Maines, Seat B  
Bob Himschoot, Seat C  
Keggie Tubbs, Seat D  
Tracy Hightower, Seat E  
Paul Liedberg, Seat F

Staff in attendance:

Rose Loera, City Manager  
Carol Shade, Finance Director  
Dan Pasquariello, Chief of Police/Sergeant at Arms  
Jody Seitz, Planning Director  
Janice Williams, City Clerk

**III. APPROVAL OF MINUTES**

A. Regular Council Meeting – December 5, 2013

MOTION: Chris Maines moved and Paul Liedberg seconded the motion to approve the minutes of December 5.

VOTE: The motion to approve the minutes of December 5 passed unanimously.

**IV. APPROVAL OF CONSENT AGENDA**

A. Resolution No. 2014-08, A Resolution of the Dillingham City Council to Offer Thanks and Commendation to Alaska State Trooper Investigator Nasruk Nay for His Service to the City of Dillingham

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve the consent agenda.

VOTE: The motion to approve the consent agenda passed unanimously.

**APPROVAL OF AGENDA**

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve the agenda as presented.

VOTE: The motion to approve the agenda passed unanimously.

## V. STAFF REPORTS

### A. City Manager Report

City Manager Loera reported on the following:

- Hires – dispatcher and corrections officer positions had been filled; would be looking to hire a fire dept. coordinator;
- Landfill RFP – the only responsive bidder's estimated fuel usage per batch was considerably cost prohibitive; the RFP was pulled along with the bid for the building; would be going back out to bid for a system with maximum consumption of 75 gallons per batch;
- AKDEC – the existing landfill permit was due to expire June 1, 2013; open burning would not be allowed after that date; City would need to show in its permit application that it was actively engaged in purchasing and/or implementing new technology including bailing, compacting, and/or incinerating its trash. Work on the land use management could not proceed until the City had set its direction.
- Public Safety Facility – Agnew::Beck had identified the three main stakeholders, police, fire, and Military Affairs; a copy of the Phase I Summary Report would be provided in the next Council packet; a telephonic meeting was being scheduled for January 27, to include some of the council members, chief of police and fire dept. to review the report and some of the suggested sites; third week in February the stakeholders will be brought in and assist in getting into the details;
- Water Meters – preference was inside installs, cost approx. \$500 per building, less expensive than outside installs; grant funds could be used to purchase the meters;
- Progress on the new Fire Truck was underway;
- DMV had reopened;
- Joint meeting of the City Council and Planning Commission was being suggested by staff, in part to review each other's roles, possibly February or March; and
- Council meetings to review the Budget are scheduled in code for April and May, and was recommending not having the second Council meeting in those two months;

Discussion:

- suggested identifying the types of batteries that were noted in the draft landfill flyer; and
- recommended that there be a specific subject for the Joint Meeting.

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to concur with the Finance Committee's recommendation to bring a code revision to the Council to remove the obligation for a second meeting in April and May.

Discussion:

- noted the code revision could be done in the Finance Committee.

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VOTE: The motion to bring a code revision to the Council to remove the obligation for a second meeting in April and May passed unanimously.

B. Standing Committee Reports

Bob Himschoot, Chair of the Finance and Budget Committee, reported the members would be reviewing the financial internal controls policy over the next several months with a recommendation for Council approval. Committee was also working on the budget schedule.

Paul Liedberg, Chair of the Code Review Committee, reported on the following:

- a special meeting was being scheduled on Point of Sale for January 16, and an ordinance would be drafted for the next Council meeting;
- reviewing the inconsistencies between the tariff and the code;
- Chris Beck of Agnew::Beck was working on a schedule for bringing forth a policy on material sites; and
- expecting a draft ordinance from the Attorney in February on the subdivision ordinance.

VI. PUBLIC HEARINGS

There were no public hearings.

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

There was no citizen's discussion.

VIII. ORDINANCES AND RESOLUTIONS

- A. Resolution No. 2014-01, A Resolution of the Dillingham City Council Adopting an Alternative Allocation Method for the FY14 Shared Fisheries Business Tax Program and Certifying that this Allocation Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 5: Bristol Bay

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to approve Resolution No. 2014-01.

Manager Loera stated this was a routine annual filing and would provide about \$25,000 in revenue.

VOTE: The motion to approve Resolution No. 2014-01 passed unanimously.

- B. Resolution No. 2014-02, A Resolution of the Dillingham City Council Amending the Bank Account Signature Authority Forms for City Bank Accounts Due to a Change in Council Members

MOTION: Craig Maines moved and Holly Johnson seconded the motion to approve Resolution No. 2014-02.

VOTE: The motion to approve Resolution No. 2014-02 passed unanimously.

- C. Resolution No. 2014-03, A Resolution of the Dillingham City Council Amending the Investment Account Signature Authority Forms for City Investment Accounts Due to a Change in Council Members

MOTION: Paul Liedberg moved and Holly Johnson seconded the motion to approve Resolution No. 2014-03.

VOTE: The motion to approve Resolution No. 2014-03 passed unanimously.

- D. Resolution No. 2014-04, A Resolution of the Dillingham City Council Authorizing the City Manager to Waive the Purchasing Requirements and Issue Task Order #2 with Agnew::Beck to Assist the City with Identifying Options for Managing Material Sites Within City Limits

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to approve Resolution No. 2014-04.

Manager Loera reported from this phase an ordinance would be drafted to guide the City on regulating material sites and provide procedures for staff. She noted the \$12,000 cost would come from the Planner's budget and general funds, which would be included in a mid-year budget amendment. Although the fiscal note was not included, which was the proper procedure, the source of funds was included in the action memorandum.

VOTE: The motion to approve Resolution No. 2014-04 passed unanimously.

- E. Resolution No. 2014-05, A Resolution of the Dillingham City Council Opposing the Passage of House Bill 77 by the Alaska State Legislature

MOTION: Bob Himschoot moved and Chris Maines seconded the motion to approve Resolution No. 2014-05.

Discussion ensued over whether or not the Chikuminak Dam project, in the 5<sup>th</sup> Whereas, should be singled out as in opposition.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to amend Resolution No. 2014-05 by removing the 5<sup>th</sup> Whereas.

Discussion:

- commented if the project was brought back as a separate resolution, it could provide an opportunity to expand more on why the City had concerns.

VOTE: The motion to approve the amended Resolution No. 2014-05 passed unanimously.

VOTE: The motion to approve Resolution No. 2014-05 as amended passed unanimously.

- F. Resolution No. 2014-06, A Resolution of the Dillingham City Council Expressing Strong Support for Governor Parnell's Proposal to Appropriate \$3 Billion from the Constitutional Budget Reserve into the Alaska Retirement Trust Funds in 2015

MOTION: Keggie Tubbs moved and Holly Johnson seconded the motion to approve Resolution No. 2014-06.

Manager Loera noted that hopefully this appropriation would stave off any increase in the percentage the municipalities were required to contribute to the unfunded liability, which was currently at \$11.8 Billion.

VOTE: The motion to approve Resolution No. 2014-06 passed unanimously.

- G. Resolution No. 2014-07, A Resolution of the Dillingham City Council Authorizing the Adoption of "Lutri", the City's Drug Dog

MOTION: Tracy Hightower moved and Keggie Tubbs seconded the motion to approve Resolution No. 2014-07.

Manager Loera reported the City's drug dog, Lutri, was purchased with the City's asset forfeiture funds back in 2009. He had not been working as a drug dog for the last three months since his last trainer had vacated his position. The State Troopers were interested in putting him in Ketchikan. Lutri had been used with the State's drug enforcement unit for a majority of the time, although the City of Dillingham's officers were assigned to work with the State Troopers.

Mayor Ruby noted the City did recognize that there was a problem enforcing drug and alcohol issues, but the City needed a well planned long-term plan.

VOTE: The motion to approve Resolution No. 2014-07 passed unanimously.

**IX. UNFINISHED BUSINESS**

- A. Citizen Committee Appointments

- 1. Cemetery Committee, 4 Seats Open
- 2. Planning Commission, 3 Seats Open

Mayor Ruby reported she had no new appointments to recommend.

- B. Council Appointments

Mayor Ruby recommended appointing Holly Johnson to the Code Review Committee, and Paul Liedberg to the Nushagak/Mulchatna Watershed Council.

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to concur with the two appointments.

VOTE: The motion passed unanimously.

C. Strategic Planning – Schedule a Workshop in February

Mayor Ruby noted the Council would be polled as soon as the City received a commitment from the Foraker Group.

D. Schedule a Joint Workshop of the School Board and Council for a Presentation from the School Facility Committee on the Territorial School

Manager Loera noted she would find out when Supt. McLeod was due back in town.

E. Consider Regulating Material Sites

Paul Liedberg noted the plan was to have a draft ordinance before the Council for the March 6 Council Meeting. Mayor Ruby noted the committee had discussed the need to have something in place soon ahead of the construction season, but would also look at phasing in any enforcement so it did not cause any undue hardship on the the operators.

F. Request for a Late-Filed Appeal – Earlene George

Manager Loera referred to the Attorney's memo that the stated the City had a code in place that was pretty firm no late filed appeals would be accepted.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to ask the City's Attorney to draft an ordinance that would allow for narrow exceptions to the appeal deadline.

Mayor Ruby recommended that the Council decide at their next meeting whether to refer a draft of the ordinance to the Code Committee or hold a Council workshop. Manager Loera was asked to report at the next meeting when the Attorney could have a draft ordinance prepared.

VOTE: The motion to ask the Attorney to draft an ordinance passed unanimously.

**X. NEW BUSINESS**

A. Action Memorandum No. 2014-01, Award a Contract for a Project Manager

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to approve Action Memorandum No. 2014-01.

Manager Loera reported a committee had narrowed the seven bids down to the three highest scores, had contacted the references, and recommended Gordon and Associates. She felt although he did not have a support team like the larger firms, similar to the previous project manager, the City had the ability to access engineers and other like consultants. The contract would be for three years, of which a majority of the cost would come from grant sources. Current projects included the dock lift station, building at the landfill, some water projects. She confirmed he would not be bidding on any of the projects he was overseeing.

Discussion:

- commented to be aware that his past role competing with other local contractors might create a perception that it conflicted with his decision-making.

VOTE: The motion to approve Acton Memorandum No. 2014-01 passed unanimously.

B. Juneau Hill Visit

Manager Loera noted they were looking at the period February 10 through 21 when the legislature would be in session. Mayor Ruby commented the City would be looking to send two Council members, of which one would be a senior member, as well as the City Manager.

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

There was no citizen's discussion.

**XII. COUNCIL COMMENTS**

Chris Maines:

- commented he appreciated the City opposing HB 77; and
- stated he was amazed and pleased with the Public Works's quick and informative response to a water problem at the Curyung Office building.

Keggie Tubbs: no comment

Tracy Hightower:

- wished investigator Nay good luck on his transfer, wished he could stay.

Paul Liedberg:

- asked if there was a forum to contact Knik Construction to make the timber they cut down more available to the citizens; and
- thanked the staff for all the work they do throughout the City.

Mayor Ruby and City Manger noted they would follow up with Knik.

Bob Himschoot:

- wished Trooper Nay well on his new transfer, amazed he could be as engaged with the community in his job.

Holly Johnson:

- noted several community members had commented the bike path could be better managed, so she appreciated seeing the new snow blowing equipment in use.

**XIII. MAYOR'S COMMENTS**

Mayor Ruby:

- commented had spent phone time with Rep. Edgmon to explain capital projects and discuss pursuing partnerships for a new Public Safety facility;
- noted a citizen had complained about lack of maintenance on Squaw Creek Road, which was not the City's responsibility, and would see what could be done; and
- asked to join together to recognize a moment of silence for those lost since the last meeting.

**XIV. EXECUTIVE SESSION**

A. Legal Matter

1. Update from the Public Safety Department

MOTION: Keggie Tubbs moved and Bob Himschoot seconded the motion to enter into executive session to discuss Legal Matter, Update from the Public Safety Department. [8:35 p.m.].

Mayor Ruby invited the City Council, Manager Loera, and Chief Pasquariello into the executive session.

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

The Mayor and Council moved into executive session. Manager Loera, City Clerk Williams, and Chief of Police Pasquariello were included in the session.

MOTION: Keggie Tubbs moved and Chris Maines seconded the motion to come out of executive session [9:40 p.m.].

GENERAL CONSENT: The motion to come out of executive session passed without objection.

**XV. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:40 p.m.

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

ATTEST: [SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

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

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 27, 2014  
**To:** Mayor and City Council  
**From:** Rose Loera, City Manager  
**Subject:** Monthly Report

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**Staffing Changes** – Stephanie McCumber has been promoted to Fire Department Coordinator. The Public Works Director will now be supervising the landfill directly with two Landfill Operators instead of a Landfill Supervisor and Landfill Operators. We have been using the BBEDC training funds for training in Public Safety and Public Works. This is working very well for the City and staff.

**Vacancies** – we are currently advertising for four vacancies to include Public Works Assistant, Fire Department Assistant, Sr. Patrol Officer and Heavy Equipment Operator.

**Landfill** – we had a teleconference with Department of Environmental Conservation (DEC) and were told very directly that as of June 1, 2014 we will not be able open burn at the landfill. According to DEC we are the only Class II landfill in the State that is still doing open burning. We need to submit our new landfill permit application by May 1, 2014 and it can include an interim plan while we are working on the long term plan for disposing of the garbage. We also need to update our Landfill Management Plan by then. I will be meeting the DEC staff on February 11 which is the day before I fly to Juneau.

We are advertising a RFP for either an incinerator or a thermal conversion system that burns no more than 75 gallons of fuel for lighting the burner. The deadline for the RFP is mid-February and we are crossing our fingers we'll get a responsive bidder that we can accept and move forward with a long term solution to the landfill.

**Public Works** –our 1983 950B Cat Loader is out of commission. This is one of two loaders that we use to clear snow in the winter and use at the City Dock in the summer. We will need to have an emergency purchase of an engine and hydraulics as this is essential piece of equipment for us. Eventually we would like to replace it with a 1021 Case Loader with bucket and forks which is going to cost about \$438,000. Hopefully we will be able to get grant funding for this.

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

**All Tide Dock Repair** – the insurance company should be sending us our first reimbursement for the repair of the All Tide Dock for about \$275,000. They are holding back our reimbursement pending receipt of documentation of employee wages and equipment rental, which we are working on.

**Public Safety Planning Process** – Agnew::Beck (AB) held a teleconference meeting with three council members, City Manager, Fire Chief and the Chief of Police on January 29<sup>th</sup>. They discussed Phase I report that was prepared by AB and the various sites that would be considered for the facility.

**Fire Truck** –John Dunson, from the Fire Department, will be going to Philadelphia for the pre-conference meeting on the Fire Truck.

**Harbor Lease Lots** – we have received a request to expand the Harbor Lease lot # 3 into lease lot # 4. The expansion if approved will not impact any of the parking on the south end of the harbor. In order to do this we will need to go out for bid.

**Strategic Planning Session** – having problems coming up with dates in February and March with the Foraker Group. It's looking like April 12<sup>th</sup> is the earliest that it can be done with all our schedules.

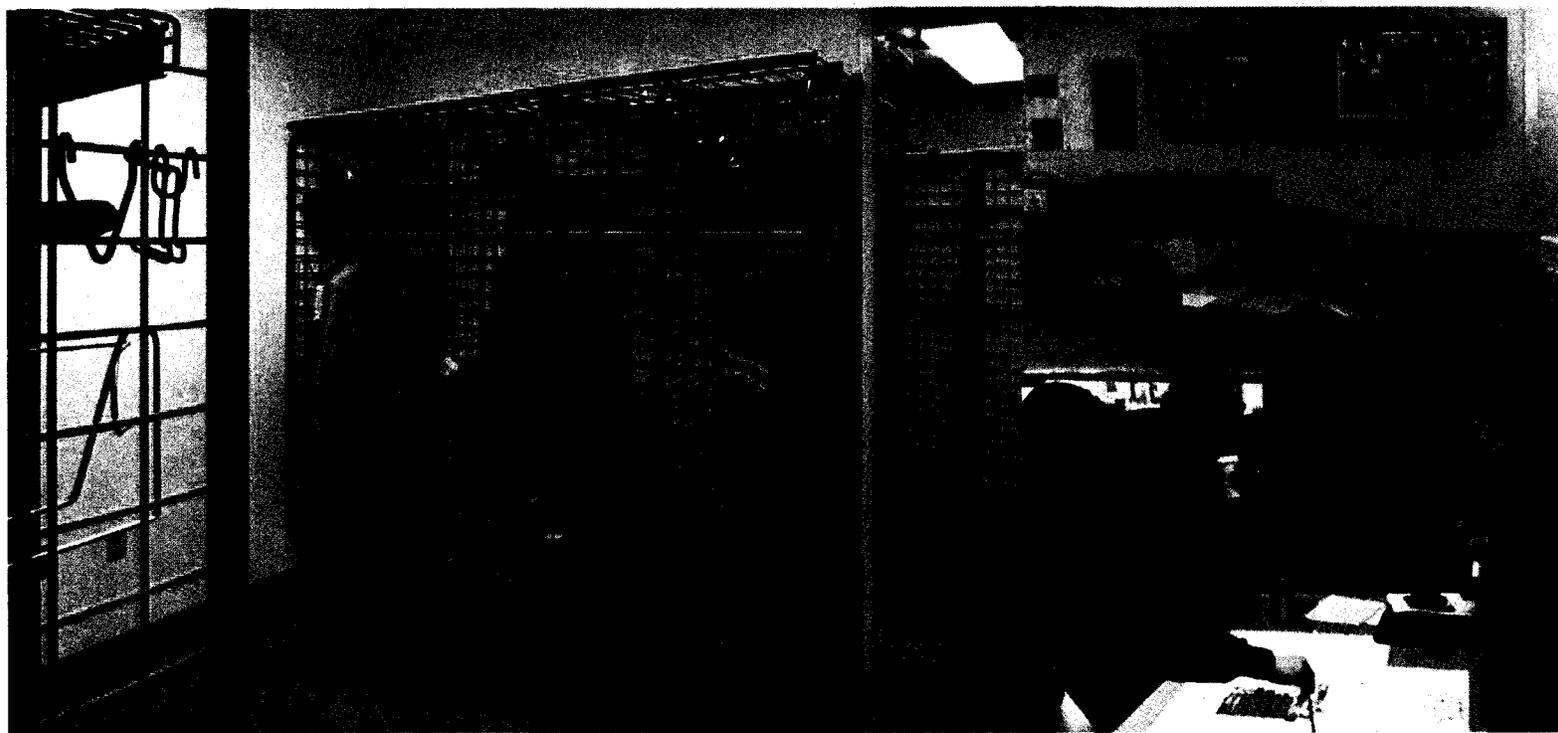
Traveling to Anchorage and Juneau – February 11 – 14<sup>th</sup>.

Attachment: Phase I Summary Report – Public Safety/Fire Hall Facility

# CITY OF DILLINGHAM: PUBLIC SAFETY BUILDING AND FIRE HALL FEASIBILITY PLAN

## PHASE I SUMMARY REPORT

Prepared by Agnew::Beck Consulting  
with assistance from Bettisworth North  
January 28, 2014



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# INTRODUCTION

## PROJECT PURPOSE

The purpose of the Dillingham Public Safety and Fire Hall Feasibility Plan project, as outlined in the City of Dillingham's original Request for Proposal, is to: "...recommend a plan for a new Public Safety and Fire Department building/s" for the City of Dillingham. More specifically, this project aims to:

- Build on past/current efforts to move this project forward by evaluating a range of possible alternatives and identifying a feasible preferred alternative that is supported by a broad group of stakeholders and potential partners; and,
- To create documentation that will position the City to successfully pursue project funding and implement the project.

## PHASE ONE + SUMMARY REPORT PURPOSE

The purpose of Phase One was to first clarify overarching project goals. Once project goals were clarified, the focus of Phase One efforts was to confirm interest and needs of the two main stakeholder groups, the Dillingham Public Safety and Volunteer Fire Departments, and then those of other potential stakeholders as a start toward building a list of "interested stakeholders." "Potential stakeholders" were defined as entities that had in the past or recently expressed interest, or were identified as a likely candidate for a shared public safety/fire hall facility in Dillingham. "Interested" stakeholders become those parties that expressed interest in some kind of shared facility. After interest and needs were confirmed, the project team collected information regarding potential site locations and shared these preliminary sites with the Public Safety and Volunteer Fire Departments for their initial evaluation. Finally, the project team, working closely with City staff, identified potential next steps in the planning process.

The purpose of this Summary Report is to provide key findings from work-to-date toward meeting Phase One and overarching project goals. The first phase of work included the following key tasks:

- Reviewing current/past relevant planning documents, with a particular focus and use of results from the January 2010 *Dillingham Public Safety Building and Downtown Fire Hall: Building Condition Assessment*.

- Interviewing key potential stakeholders that have expressed interest or have some investment in exploring a shared public safety and fire hall facility in Dillingham. A preliminary list of potential stakeholders was identified by City staff. Additional contacts were added to this list via conversations with potential stakeholders.
- Conducting a site visit to:
  - Have face-to-face conversations with key stakeholders in Dillingham including City Administration, Public Safety, Fire Hall and other community leaders to:
    - Confirm individual and start to identify shared project goals.
    - To identify specific stakeholder space and site needs.
  - Collect and review, with key stakeholders, potential site locations for a future shared public safety and fire hall facility.

## PROCESS

Major milestones in the process for developing this summary report are outlined below. Included are key dates, activities, involved stakeholders and products, including relevant materials that were shared by stakeholders.

**Table I: Key Planning Milestones**

Date	Activity	Potential Stakeholder(s) Involved	Product
<b>STAKEHOLDER INTERVIEWS</b>			
11/15/13	Interview	<ul style="list-style-type: none"> <li>• Brigadier General Leon M. Bridges, Assistant Adjutant General – Army, Alaska Army National Guard – Head of Facilities</li> <li>• Jerry Walton, Deputy Director, Alaska Department of Military and Veterans Affairs, Facility Management Office</li> </ul>	<ul style="list-style-type: none"> <li>• Interview notes</li> </ul>
11/26/13	Interview	<ul style="list-style-type: none"> <li>• Captain Barry Wilson, “C” Detachment Commander, Alaska State Troopers</li> </ul>	<ul style="list-style-type: none"> <li>• Interview notes</li> <li>• Shared – State of AK Department of Administration, “Universal Space Management Standards”</li> </ul>
12/10/13	Interview	<ul style="list-style-type: none"> <li>• Billy Houser, Community Jails/EM/CRCs, DOC Division of Probation/Parole, Alaska Department of Corrections</li> </ul>	<ul style="list-style-type: none"> <li>• Interview notes</li> <li>• Shared               <ul style="list-style-type: none"> <li>○ ACA Jail Standards</li> <li>○ Environmental Standards P &amp; P, 801.03</li> <li>○ Physical Plant P &amp; P, 801.1</li> <li>○ Jail Standards 1994</li> <li>○ Community Jail Program History</li> </ul> </li> </ul>

**Table I Continued**

Date	Activity	Potential Stakeholder(s) Involved	Product
<b>SITE VISIT</b>			
12/13/13	Project Check-In	<ul style="list-style-type: none"> <li>Dillingham City Manager, Rose Loera</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed site visit agenda</li> <li>Preliminary outline for summary report</li> <li>Schedule for potential next steps</li> </ul>
12/13/13	Preliminary Site Identification Site tour (in DLG)	<ul style="list-style-type: none"> <li>City Planner, Jody Seitz</li> <li>Dillingham Chief of Police Dan Pasquariello</li> </ul>	<ul style="list-style-type: none"> <li>Annotated map with potential sites</li> <li>Preliminary info on sites</li> <li>Potential site photos</li> </ul>
12/13/13	Interview	<ul style="list-style-type: none"> <li>Dillingham Chief of Police Dan Pasquariello</li> </ul>	<ul style="list-style-type: none"> <li>Modified space program and needs</li> <li>Refined site requirements</li> <li>Feedback on potential sites</li> </ul>
12/13/13	Interview	<ul style="list-style-type: none"> <li>Mayor Alice Ruby</li> </ul>	<ul style="list-style-type: none"> <li>Project history</li> <li>Confirmed project goals</li> </ul>
12/13/13	Executive Committee Meeting	<ul style="list-style-type: none"> <li>Dillingham Volunteer Fire Department Executive Committee:                             <ul style="list-style-type: none"> <li>Norman Heyano, Fire Chief</li> <li>Malcolm Wright, Assistant Fire Chief</li> <li>John Dunson</li> <li>Debbie Milligan, Secretary</li> <li>Megan Brown, Fire Dept. Coordinator</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Modified space program and needs</li> <li>Refined site requirements</li> <li>Feedback on potential sites</li> </ul>

Note, in addition to the key stakeholders noted above, the following individuals were also contacted, and in some cases, provided the project team with pertinent background materials.

- McHugh Pierre, Deputy Commissioner, Alaska Department of Military and Veterans Affairs
- Sergeant Tim Tuckwood, Alaska State Troopers, Dillingham
- Tanci Mintz, State Leasing and Facilities Manager, Alaska Department of Administration (provided link to State of Alaska Leasing Division information by region, <http://doa.alaska.gov/dgs/leasing/>)

## KEY FINDINGS

This part of the summary highlights key findings from a review of background materials, stakeholder interviews and a December 13th site visit in Dillingham. It includes:

- Stakeholder Overview – A table outlining potential stakeholders, interest in a shared facilities, and pertinent comments.
- Interested Stakeholder Goals – An overview of each interested stakeholder’s facility goals.
- Interested Stakeholder Space Needs/Facility Options – A detailed overview of interested stakeholder space needs and related preliminary facility options.
- Potential Shared Facility Site Locations – A brief overview of stakeholder site needs, potential sites, and a preliminary evaluation of potential sites.

## STAKEHOLDER OVERVIEW

Table 2 below provides an overview of all potential stakeholders for a shared public safety and fire hall facility in Dillingham.

**Table 2: Stakeholder Overview**

Potential Stakeholder(s) In alphabetical order	Interest in Shared Facility (YES/NO)	Key Comments
Alaska Army National Guard	YES	<ul style="list-style-type: none"> <li>• Currently has armory in Dillingham.</li> <li>• Renting space from City of Dillingham. Have been there since 1986. Sharing with the City’s Animal Shelter facility.</li> <li>• Commissioners have been working to get better facilities for all State agencies. This move would help achieve that shared goal. There is a similar facility in Southeast the project team should investigate.</li> <li>• Would like to own/manage their own space (State funding would cover this cost); would pay share of O &amp; M (federal funding would cover this cost).</li> <li>• Would sublet even if could not fill with recruits; emergency response operations is potential need.</li> <li>• Have \$500K from State to invest in some type of facility in DLG.</li> </ul>

**Table 2 Continued**

Potential Stakeholder(s) In alphabetical order	Interest in Shared Facility (YES/NO)	Key Comments
Alaska Department of Corrections	YES	<ul style="list-style-type: none"> <li>• Have seen successful shared facilities like this in other communities – Wrangell, Kodiak.</li> <li>• Timing of the DLG project is good. DOC wants to expand regional jails and a lot of the community jails in Alaska are acting as regional jails. Could garner support of DOC Commissioners.</li> <li>• There is an opportunity to make DLG a 30-day facility, allowing detainees to stay closer to home longer.</li> <li>• Shared facilities are great and there is a cost savings in co-locating police department, jail and other facilities.</li> <li>• Has seen DLG reports and understand there is a need for better facility and additional funds to help expand operations and maintenance the jail facility/program.</li> <li>• As long as DOC is seeing consistent reporting, funding will follow to support number of detainees a community is serving.</li> </ul>
Alaska State Troopers	NO	<ul style="list-style-type: none"> <li>• Currently in State-owned facility on State-owned property.</li> <li>• Have recently invested major facility and grounds upgrades.</li> <li>• Cannot afford to increase monthly expenses</li> <li>• If they were to move, would be subject to “Universal Space Management Standards” which would decrease allowable office space and available leasing funds. Would have to make more with less.</li> <li>• Do not currently have interest, but would like to be kept abreast of new facility activities.</li> </ul>
Dillingham Public Safety Department	YES	<ul style="list-style-type: none"> <li>• Jail should be part of the public safety building, not a separate unit.</li> <li>• Makes sense to have shared facility given small population of Dillingham, and potential challenges of funding multiple separate facilities for a small community.</li> <li>• Shared facility would also support, encourage cross-department collaboration.</li> </ul>
Dillingham Volunteer Fire Department	YES	<ul style="list-style-type: none"> <li>• Interest in shared facility, but want to continue the conversation and build relationships with City staff and Public Safety Department representatives.</li> <li>• Would still like to keep Lake Road facility open, as that serves population that is far removed from Downtown Area, an area that is not served by a Downtown Fire Hall.</li> <li>• See this as an opportunity to educate the City, public on purpose, needs of Volunteer Fire Dept.</li> <li>• Want to ensure agreed upon Fire Hall space sustains any leadership changes at the City/Public Safety level. Interested in potential mechanisms that will preserve all stakeholder interests including:               <ul style="list-style-type: none"> <li>○ Working agreement between all tenants.</li> <li>○ Space design that meets individual and shared needs (e.g., provides separate, private areas via card reader system).</li> </ul> </li> </ul>

## INTERESTED STAKEHOLDER GOALS

Outlined below are interested stakeholder goals. For both the Public Safety Department and Volunteer Fire Department work sessions, the project team used and build from facility goals included in the *2010 Assessment*. The remaining stakeholder goals were built from interview results and existing entity documents.

### DILLINGHAM PUBLIC SAFETY DEPARTMENT

From the *2010 Dillingham Public Safety Building and Downtown Fire Hall: Building Condition Assessment*. Goals were modified with Chief Pasquariello during the December 13, 2013 site visit.

1. Provide a safe and secure environment for public, staff and detainees.
2. Improve staff observation through enhanced sight lines and design efficiencies.
3. Increase capacity level from 8 to 12 detainees and incorporate short-term segregation spaces to address detoxing and/or belligerent detainees.
4. Expand support services to accommodate the current population need as well as expanded capacity.
5. Provide a safe and secure space for detaining juveniles temporarily until there is available transport to send them to an appropriate facility.
6. Accommodate current and future requirements of evidence handling and storage.

### DILLINGHAM VOLUNTEER FIRE DEPARTMENT

From the *2010 Dillingham Public Safety Building and Downtown Fire Hall: Building Condition Assessment*. Goals were modified with the Fire Executive Committee during the December 13, 2013 site visit.

1. Maintain a downtown location so that during a catastrophic event, fire vehicles can access the hydrant system, and the Fire Hall is accessible by volunteers and community members.
2. The facility should be located to avoid damage to the structure and operations during a natural disaster or emergency event.
3. Provide safe and code compliant meeting spaces for volunteers and staff with adequate access, exits, and infrastructure.
4. Provide a safe and operational emergency response facility, including adequately sized storage bays, smoothly operating bay doors, and the ability to respond in all weather conditions.
5. Provide a facility and amenities to attract and maintain volunteers.
6. Create a space where volunteers feel like they can connect socially while also fulfilling the Department's mission.
7. Develop an energy efficient facility.

## ALASKA DEPARTMENT OF CORRECTIONS – COMMUNITY JAIL PROGRAM

The Department of Corrections contracts with 15 different communities around the state (Dillingham being one of them), to provide jail facilities to house pre-trial prisoners and short term sentenced inmates. Under Alaska State Law, the Department of Corrections is responsible for housing everyone arrested and sentenced to serve a term of imprisonment. The goal of the Community Jail Program allows for individuals arrested to remain in their community (or geographical region), until their criminal case has been resolved in the courts. Supporting community jails – the improvement, expansion, construction of new – helps DOC with its long-term programming. The State has a vested interest in supporting Dillingham in its effort to build a new/improved jail facility.

## ALASKA ARMY NATIONAL GUARD

The Alaska Army National Guard's main goal for their Dillingham facility is to provide sufficient space for current and future Army National Guard Members. That said, there are currently only two Members in the unit, and there are no staff at the Dillingham facility. However, the Guard is actively recruiting and planning for a space that would accommodate up to 15 Members and a full-time staff member. If that effort does not succeed, the Guard still has a mission, or second goal, to be in a central place, for communications and possibly more, in case of major emergencies. Dillingham is a centrally located hub community in the Bristol Bay region.

## INTERESTED STAKEHOLDER SPACE NEEDS/FACILITY OPTIONS

Outlined below is an overview of stakeholder space needs, beginning with the Dillingham Public Safety and Volunteer Fire Departments. Building from example programs developed during the 2010 Assessment process, Chief Pasquariello and the Fire Department Executive Committee provided detailed updates to the example programs based on their current understanding of space needs. Those updated programs (i.e., updated space needs) are included as Appendix A and B. Also included is an updated example for a shared facility that includes space for the National Guard (Appendix C). Again, this program was updated by both Public Safety and Fire Department Executive Committee to ensure the shared program addresses each department's individual space needs, while also allowing for some shared spaces including:

- A public area with lobby, vestibule, visitor entry lobby, public restrooms, and DMV office (634 square feet).
- Other shared areas for fire and police use only (i.e., not admissible by the public, unless deemed admissible for Alaska Army National Guard partner):
  - EOC/Training Room and Storage

- Kitchen
- Men Restrooms/Showers
- Women Restrooms/Showers
- Exercise Room
- Other general shared “building services items”.

Individual facilities would be located on either side of the shared spaces.

In addition to the shared facility program, the project team has also conducted preliminary cost estimates compare project costs for building: 1) Police Department and Jail Only; 2) 6-Bay Fire Hall Only; and 3) Police Department, Jail, Fire Hall + National Guard Space Combined. Those estimates are outlined below and clearly show a cost savings of \$2,745,765 from the combined facility option versus building two separate facilities. Building two separate facilities would be an estimated \$19,966,749, versus \$19,822,011, for the shared facility that includes space for the National Guard. What is not captured in the table below is the potential capital funds contribution from the National Guard (see interview notes above). Also, the National Guard would help contribute at some level to ongoing operation and maintenance costs.

**Table 3**

<b>Preliminary Project Cost Estimates</b>	<b>Gross Square Feet</b>	<b>Construction Cost @ \$550/square foot</b>	<b>Project Cost w/Potential Mark-Up*</b>
<b>Facility Option</b>			
Police/Jail Only	15,836	\$8,709,800	\$11,235,642
6 Bay Station Only	12,306	\$6,768,300	\$8,731,107
Combined Facility, includes NG space	27,938	\$15,365,900	\$19,822,011
<b>Savings from a Combined Facility</b>			<b>\$144,738</b>

\*Mark-Up includes potential geotechnical, administrative, design, and contingency costs of 29 percent of construction costs.

For this exercise, space needs and/or requirements, as may be expressed by the Alaska Department of Corrections for the Community Jail Program, are captured by Chief Pasquariello’s comments regarding public safety facility, and specifically, jail needs. Last, space needs as identified by the Alaska Army National Guard are summarized below. See the last section of this report, “Next Steps,” for additional details regarding program/facility option refinement.

## DILLINGHAM PUBLIC SAFETY DEPARTMENT – POLICE DEPT + JAIL

Please see Appendix A.

## DILLINGHAM VOLUNTEER FIRE DEPARTMENT – FIRE HALL

Please see Appendix B.

## SHARED FACILITY – PUBLIC SAFETY, FIRE HALL + NATIONAL GUARD SPACE COMBINED

Please see Appendix C for program.

Please see Appendix D for a preliminary concept diagram that show how t

## ALASKA DEPARTMENT OF CORRECTIONS (SEE PUBLIC SAFETY BUILDING ABOVE)

## ALASKA ARMY NATIONAL GUARD

Space needs identified by Brigadier General Leon M. Bridges of the Alaska Army National Guard during a November 15<sup>th</sup>, 2013 interview, include:

- Overall facility – 1,500 to 2,500 square feet. Specifics include:
  - Male/female restroom/shower facility (could be shared facility, but needs to be available 24 hours/day).
  - Utility sink.
  - One common office – If there is a larger type of emergency, there would be a staff member under the Department of Homeland Security, and one or two civilians in need of space to operate.
  - Washer/dryer.
  - Regular internet; no need for special secure line.
  - Distinct phone line for Guard purposes only.

## POTENTIAL SHARED FACILITY SITE LOCATIONS

This section of the report includes the following components:

- Brief overview of interested stakeholder site needs as expressed in interviews and small group discussions.
- A map of preliminary sites for a shared facility based on discussions with City Planner Jody Seitz and interested stakeholders including the Public Safety and Volunteer Fire Departments.
- An evaluation table outlining more rigorous site selection criteria and preliminary information on potential sites from early discussions with the City, Public Safety and Fire Hall representatives.

## SITE NEEDS

Organized by interested stakeholder, outlined below are expressed site needs.

### DILLINGHAM PUBLIC SAFETY DEPARTMENT

- No specific site needs were discussed. However, Chief Pasquariello did express a desire to have a shared facility/site with the Fire Department, and if that meant a location in the Downtown Area, that would work for Public Safety staff.

### DILLINGHAM VOLUNTEER FIRE DEPARTMENT

- Must be within hydrant system which ends as you are leaving the Downtown Area, shortly after the harbor.
- Engines should not have to travel through most populated areas of Downtown to get to an emergency situation.
- Parking and apron space need to be wide enough.
- Volunteers should not have to go through a populated area to get to the Fire Hall.

### ALASKA ARMY NATIONAL GUARD

- Must be above the high water mark.
- Close to the airport is good, but could also just be road connection to the community – a means for getting the high water vehicle back and forth.
- Looking for basics – sufficient utilities, piped water and sewer.
- Space to do a small fenced in area (a couple hundred square feet) to fit two Connex units.
- It is a higher priority to be co-located than to have a super ideal place for Guard emergency equipment.

## MAP OF POTENTIAL SITES

During the initial discussion, an overarching set of criteria was used to identify potential sites for a shared facility. They include land that:

- Is approximately 2.25 acres for a 24,000 square foot shared facility.
- Is city-owned.
- If privately-owned, is for sale, is owned by someone that may want to consider selling, and is near adjacent City-owned land.
- Is not in the flood zone.
- Is downtown or not far from downtown.

The map on the following page provides a visual reference for potential sites that preliminarily meet the overarching criteria above.



## PRELIMINARY EVALUATION OF POTENTIAL SITES

The table on the following page provides an overview of potential sites with preliminary criteria information for each. The next step in the site evaluation process is to review and flesh out information for potential sites with City staff and Council Members. From those discussions, this list should narrow sites to a workable set of two or three candidates that can be researched further and later shared with the full complement of interested stakeholders.

Behind Current Public Safety Building	Site 2 – In Front/West of Current Public Safety Building	Site 3 – Alascom/KDLG Tower/Kalstrom Area	Site 4 – Across from Senior Center	Site 5 – Behind Elementary School	Site 6 – Across from Rudder
nd (north of) current site ublic Safety Building. l has been identified as atial site for Harvey elsen Center.	<ul style="list-style-type: none"> <li>In front of (southwest) current Public Safety Building.</li> <li>May include the existing public safety facility and a phased approach. Two potential options: build PS facility first, demo existing PS facility, then build fire hall, OR, build new facility west of existing station and demo existing after new facility is built.</li> <li>Is there an opportunity to rebuild the hockey rink somewhere (e.g., existing sports field in area across from the Thai Inn)?</li> </ul>	Not liked by VFD – would have to travel through dense/populated area to get to any Downtown homes, businesses. Volunteers would need to travel through populate area to get to Fire Hall.			Cramped by other dev
y large enough.	Most likely large enough.	Large enough.	May be too small.	Large enough.	May not allow for 2.5 a
	TBD				
own Area	In Downtown Area	In Downtown Area	In Downtown Area	In Downtown Area	In Downtown Area
ccess.	Kenny Wren Road would be main access and then dirt roads at north end of property are natural access points.	On the road.	On the road.		On the road, but cramped development. May not acres needed?
ed; what about DOT is nearby?	City-owned; what about DOT land that is nearby?	Combination of City-owned and private, Kalstroms (who have expressed interest in selling).	Combination of City-owned and private.	City-owned.	Combination of City-owned private.
	Marshy.	Marshy. Kalstrom property less marshy?	?	On solid ground.	?
ostly given potential fill issue.	May be costly given wetlands/potential fill issue.	May be costly given wetlands/potential fill issue.	TBD	TBD	TBD
	TBD	TBD	TBD	TBD	TBD

## NEXT STEPS

Outlined below are our recommended next steps for Phase 2 of the planning process. They include:

- Research comparable facilities. – **For Council Work Session**
  - Potential interviews with Kodiak, Wrangell, Skagway, Nome public safety/fire hall reps
    - Would be great to learn from these folks lessons learned in the form of challenges, opportunities and how their facilities were funded.
- Research potential funding strategies for capital construction. – **For Council Work Session**
- Gain better understanding of current/available funds for operating and maintaining a shared facility by reviewing Public Safety and Volunteer Fire Department budgets and/or talk with City Finance Director. Develop preliminary pro forma showing five-year O + M picture. – **For City Council Work Session**
- Conduct telephonic City Council Work Session with select members of the Council and Public Safety/Volunteer Fire Department leadership. – **Mid/late January**
  - Review and get feedback on report findings and summary of comparable facilities, potential funding, and preliminary pro forma information.
  - Discuss next steps, timeline.
  - Identify desired outcomes and work needed to prepare for Planning Group meeting.
- Convene In-Person Planning Group Meeting. – **Mid to late February**
  - Potential topics for the Planning Group Meeting include:*
    - Review/confirm planning process and desired outcomes.
    - Review and get feedback on report findings and summary of comparable facilities information.
    - Discuss program components in more detail.
    - Discuss site requirements/potential sites in more detail.
    - Discuss preliminary research on capital costs, potential funding mechanisms
    - Discuss what's known re: operation and maintenance funding
    - Identify next steps in the project/process
  - Potential stakeholders include:*
    - City Council + Key Staff
    - Police Chief
    - Fire Chief
    - National Guard
    - Alaska Department of Corrections

# APPENDICES

## APPENDIX A – REVISED PROGRAM, POLICE STATION + JAIL

<b>Police Station and Jail - Public Safety Option 1</b>					
	Description	Net Area (SF)	Qty.	Total Net Area (SF)	Remarks
<b>Public</b>					
	Vestibule	60	1	60	
	Visitor Entry Lobby	200	1	200	
	Public Restrooms	48	2	96	
	Sergeant Desk/Admin Station	120	1	120	Greets public visitors to police and jail functions.
	DMV Office	150	1	150	
		Subtotal		626	
<b>Administration</b>					
	Chief's Office	120	1	120	
	Admin Assistant	100	1	100	Admin assistant to police staff and also doubles as coverage for the DMV staff.
	Copy & File Room	120	1	120	
	Records Storage	250	1	250	
	Staff Restrooms	48	2	96	
		Subtotal		686	
<b>Receiving/Booking/Holding</b>					
	<b>Central Processing Area:</b>				
	Vehicle Sallyport (2 stalls)	864	1	864	
	Sergeant Watch Station	240	1	240	
	Prisoner Property Holding	96	1	96	
	Visitation Rooms	72	2	144	One required to be ADA
	Evidence Storage	240			Allocated below.
	Release Station	144	1	144	
	Staff Restroom	48	1	48	
	Copy & File Room	120	1	120	
	Kitchen	192	1	192	

Walk in Freezer	80	1	80	Could be located outside under cover.
Custodial Storage/Jail supplies	96	1	96	Storage of custodial supplies used in jail, and jail inmate jump suits and shoes.
	Subtotal		2024	
<b>Adult Processing &amp; Holding Areas:</b>				
Booking Sallyport	80	1	80	
Booking/short term hold/observation cells	70	3	210	Located off of prisoner processing with combi toilet unit
Safe Room	70	1	70	Padded cell, floor toilet
Prisoner Processing	180	1	180	Fingerprint, breathalyzer,
Interview & Monitor	90	1	90	table with 3 chairs
Male Cells	80	3	240	Double occupancy with combi toilet units
Male Cells - ADA	110	1	110	Double occupancy with combi toilet units
Female Cells	80	1	80	Double occupancy with combi toilet units
Female Cells - ADA	110	1	110	Double occupancy with combi toilet units
Male Dayroom	400	1	400	
Female Dayroom	300	1	300	
	Subtotal		1870	
<b>Juvenile Processing &amp; Holding Areas:</b>				
Booking Sallyport	96			Potentially shared with adults if configured properly.
Prisoner Processing/Dayroom	220	1	220	TV, Couch, Table, processing equipment
Interview and Monitor	90	1	90	
Short term hold cells	70	2	140	Combi toilet units
	Subtotal		450	

Patrol					
	Squad Room	640	1	640	8 workstations in open office
	Conference Room	150	1	150	
	Investigator's Office	120	1	120	
	Sergeant's Office	120	1	120	
	Arsenal	120	1	120	
	Gun Cleaning	48	1	48	
	Interview and Monitor	80	2	160	
	General Storage	180	1	180	
	Kitchenette	30	1	30	
		Subtotal		1568	
Auxiliary					
	Police Rear Entry Vestibule	80	1	80	Secure entrance for police staff to enter the police areas.
	Locker Area	150	1	150	Combined locker area for police and correctional officers.
	Men Restroom/Shower	130	1	130	
	Women Restroom/Shower	130	1	130	
	Exercise Room	320	1	320	
	Emergency Equipment Storage	160	1	160	Storage of emergency response supplies currently housed in connex.
	General Storage	200	1	200	Storage for supplies and consumables
	Long Term Storage	200	1	200	General storage of equipment, furniture, etc.
	Telecom	120	1	120	Data and server racks.
	Radio Communications Equip	120	1	120	Police radio equipment. Separate from telecom and data rooms to avoid interference.
		Subtotal		1610	

Evidence					
	Evidence Prep and Proc.	200	1	200	Area for processing of evidence, exhaust hood, drying cabinet, refrigerator
	Evidence Custodian Workspace	100	1	100	Workspace to log evidence and report findings. Computer
	Evidence Storage Short Term	200	1	200	Storage of evidence items pending court actions.
		Subtotal		500	
Dispatch Area					
	Dispatch Office	325	1	325	Space for two dispatchers
	Dispatch Supervisor	100	1	100	Open to dispatch
	Dispatch Restroom	48	1	48	Open to dispatch
	Kitchenette	20	1	20	Alcove to the dispatch room
		Subtotal		493	
Emergency Operations Center					
	EOC/Training Room	700	1	700	Training room doubles as an emergency operations center
	EOC/Training Storage	80	1	80	Storage of tables and chairs
	Kitchen	150	1	150	Residential type kitchen to serve food cooked elsewhere, and to prepare snacks.
		Subtotal		1916	
<b>Total Net Area</b>				<b>11,743</b>	<b>sf</b>
<b>Total Gross Area (35% Net/Gross Factor)</b>				<b>15,853</b>	<b>sf</b>

APPENDIX B – REVISED PROGRAM, 6-BAY FIRE HALL

<b>Fire Station with 6 Bays</b>					
	Description	Net Area (SF)	Qty.	Total Net Area (SF)	Remarks
<b>Administration</b>					
	Lobby/Vestibule	80	1	80	
	Offices	100	3	300	
	Training Room	600	1	600	Space for CPR manikins, tables and chairs
	Kitchenette	30	1	30	Alcove to training room
	Office Storage	100	1	100	
	Restrooms	80	2	160	
		Subtotal		1270	
<b>Apparatus Bays</b>					
	Apparatus Bays	1,054	6	6324	62x17 feet, the preferred arrangement is drive through bays if project site allows, room for 10 pieces of equipment
	Turnout Storage	150	1	150	15 sets, most volunteers carry their gear in their vehicles
	EMS Supplies	100	1	100	Located close to ambulances
	Large Utility Room	150	1	150	Include turnout washer, plus standard washer/dryer
	Suppression Storage	250	1	250	Storage for fire fighting equipment
	Fire Riser Alcove	30	1	30	Truck filling station
	Decon/Cleaning	180	1	180	Includes shower, toilet, and large sink for cleaning masks, and other personal gear
	Compressor	100	1	100	Air pack filling station
	Hose Tower	250	1	250	Includes stair within tower for training, movable hose rack
	General Storage	200	1	200	
	Generator Room	150	1	150	Emergency generator for building
	Exercise Room	200	1	200	

	Janitorial	56	2	112	One space as an alcove off the bays, and one space near the main restrooms.
		Subtotal		8196	
<b>Total Net Area</b> 9,466 sf					
<b>Total Gross Area (30% Net/Gross Factor)</b> 12,306 sf					

APPENDIX C – REVISED PROGRAM, SHARED FACILITY – POLICE DEPARTMENT, JAIL, 6-BAY FIRE HALL + NATIONAL GUARD SPACE

<b>Combined Police Station, Fire Station, EOC, and National Guard</b>					
	Description	Net Area (SF)	Qty.	Total Net Area (SF)	Remarks
<b>Public Areas</b>					
	Vestibule	60	1	60	
	Visitor Entry Lobby	200	1	200	
	Public Restrooms	112	2	224	
	DMV Office	150	1	150	Open to lobby
		Subtotal		634	
<b>Police Administration</b>					
	Sergeant Desk/Admin Station	120	1	120	Greets public visitors to police, access to lobby and jail functions.
	Chief's Office	120	1	120	
	Admin Assistant	100	1	100	Admin assistant to police staff and also doubles as coverage for the DMV staff.
	Copy & File Room	120	1	120	
	Records Storage	250	1	250	
	Staff Restrooms	48			Shared Space Below
		Subtotal		590	
<b>Police Receiving/Booking/Holding</b>					
	<b>Central Processing Area:</b>				
	Vehicle Sallyport (2 stalls)	864	1	864	
	Sergeant Watch Station	240	1	240	
	Prisoner Property Holding	96	1	96	
	Visitation Rooms	72	2	144	One required to be ADA
	Release Station	120	1	120	
	Staff Restroom	48	1	48	
	Copy & File Room	120	1	120	
	Kitchen	192	1	192	
	Walk in Freezer	80	1	80	Could be located outside under cover.
	Custodial Storage/Jail supplies	96	1	96	Storage of custodial supplies used in jail, and jail inmate jump suits and shoes.
		Subtotal		2000	

<b>Adult Processing &amp; Holding Areas:</b>					
	Booking Sallyport	80	1	80	
	Booking/short term hold/observation cells	70	3	210	Located off of prisoner processing with combi toilet unit
	Safe Room	70	1	70	Padded cell, floor toilet
	Prisoner Processing	180	1	180	Fingerprint, breathalyzer,
	Interview & Monitor	90	1	90	table with 3 chairs
	Male Cells	80	3	240	Double occupancy with combi toilet units
	Male Cells - ADA	110	1	110	Double occupancy with combi toilet units
	Female Cells	80	1	80	Double occupancy with combi toilet units
	Female Cells - ADA	110	1	110	Double occupancy with combi toilet units
	Male Dayroom	400	1	400	
	Female Dayroom	300	1	300	
			Subtotal	1870	
<b>Juvenile Processing &amp; Holding Areas:</b>					
	Booking Sallyport	96			Potentially shared with adults if configured properly.
	Prisoner Processing/Dayroom	220	1	220	TV, Couch, Table, processing equipment
	Interview and Monitor	90	1	90	
	Short term hold cells	70	2	140	Combi toilet units
			Subtotal	450	
<b>Police Patrol</b>					
	Squad Room	640	1	640	8 workstations in open office
	Conference Room	150	1	150	
	Investigator's Office	120	1	120	
	Sergeant's Office	120	1	120	
	Arsenal	120	1	120	
	Gun Cleaning	48	1	48	
	Interview and Monitor	80	2	160	
	General Storage	180	1	180	
	Kitchenette	30	1	30	
			Subtotal	1568	
<b>Police Auxiliary Functions</b>					
	Police Rear Entry Vestibule	80	1	80	Secure entrance for police staff to enter the police areas.

	Locker Area	150	1	150	Combined locker area for police and correctional officers.
	Men Restroom/Shower	130			Shared Space Below
	Women Restroom/Shower	130			Shared Space Below
	Exercise Room	320			Shared Space Below
	Emergency Equipment Storage	160	1	160	Storage of emergency response supplies currently housed in connex.
	General Storage	200	1	200	Storage for supplies and consumables
	Long Term Storage	200	1	200	General storage of equipment, furniture, etc.
	Telecom	120	1	120	Data and server racks.
	Radio Communications Equip	120	1	120	Police radio equipment. Separate from telecom and data rooms to avoid interference.
	Vehicle Garage	420	2	840	14x30, one bay for intake and one bay for vehicle storage
			Subtotal	1870	
<b>Police Evidence</b>					
	Evidence Prep and Proc.	200	1	200	Area for processing of evidence, exhaust hood, drying cabinet, refrigerator
	Evidence Custodian Workspace	100	1	100	Workspace to log evidence and report findings. Computer
	Evidence Storage Short Term	200	1	200	Storage of evidence items pending court actions.
			Subtotal	500	
<b>Dispatch Area</b>					
	Dispatch Office	325	1	325	Space for two dispatchers
	Dispatch Supervisor	100	1	100	Open to dispatch
	Dispatch Restroom	48	1	48	Open to dispatch
	Kitchenette	20	1	20	Alcove to the dispatch room
			Subtotal	493	
<b>Fire Hall - Administration</b>					
	Lobby				Shared Space Below
	Staff Showers and Lockers				Shared Space Below

	Offices	100	3	300	
	Training Room	600			Shared Space Below
	Kitchenette	30			Shared Space Below
	Office Storage	100	1	100	
	Restrooms	80			Shared Space Below
		Subtotal		400	

#### Fire Hall - Apparatus

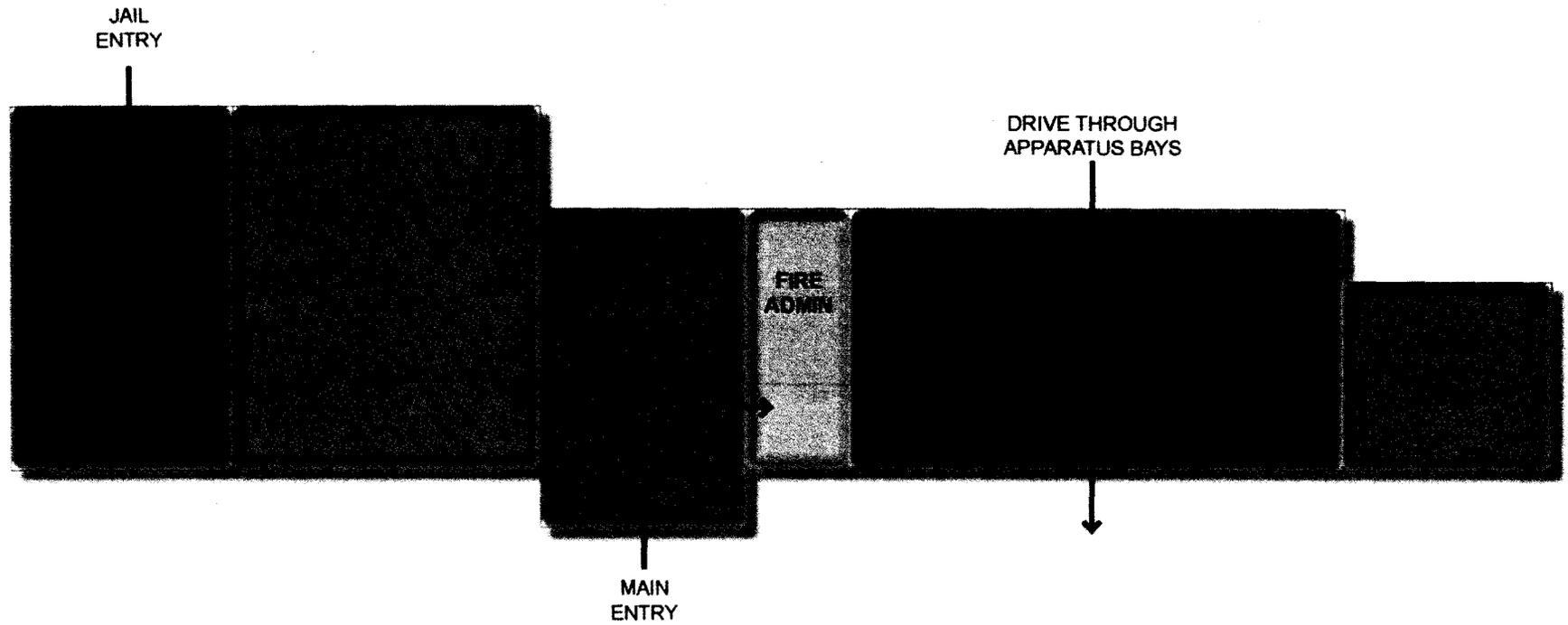
	Apparatus Bays	1054	6	6324	62x17 feet, the preferred arrangement is drive through bays if project site allows, room for 10 pieces of equipment
	Turnout Storage	150	1	150	15 sets, most volunteers carry their gear in their vehicles
	EMS Supplies	100	1	100	Located close to ambulances
	Large Utility Room	150	1	150	Include turnout washer, plus standard washer/dryer
	Suppression Storage	250	1	250	Storage for fire fighting equipment
	Fire Riser Alcove	30	1	30	Truck filling station
	Decon/Cleaning	180	1	180	Includes shower, toilet, and large sink for cleaning masks, and other personal gear
	Compressor	100	1	100	Air pack filling station
	Hose Tower	250	1	250	Includes stair within tower for training, movable hose rack
	General Storage	200	1	200	
	Generator Room	150	1	150	Emergency generator for building
	Exercise Room	200			Shared Space Below
	Janitorial	56	2	112	One space as an alcove off the bays, and one space near the main restrooms.
		Subtotal		7996	

#### Fire and Police Shared Spaces

	EOC/Training Room	700	1	700	Shared
	EOC/Training Storage	80	1	80	Shared
	Kitchen	150	1	150	Shared
	Men Restroom/Showers	280	1	280	Shared
	Women Restroom/Showers	120	1	120	Shared

	Exercise Room	320	1	320	Shared
		Subtotal		1650	
<b>Alaska National Guard Spaces</b>					
	Vehicle Bays	560	2	1120	14 ft x 40 ft for vehicles
	Training Office	150	1	150	1-2 occupants
	Restroom	100	1	100	Unisex with shower
	Utility Room	100	1	100	Washer/Dryer
		Subtotal		1470	1900 sf Rentable
<b>Building Services</b>					
	Boiler Room				Calced below
	Fan Room				Calced below
	Main Telecom Room				Calced below
	Main Electrical Room				Calced below
	Generator Module				Exterior module, powers entire building
	Fuel Tank				Exterior module
	Parking Police Shared				3-12 Spaces shared
	Parking DMV				1-5 Spaces shared
	Parking Fire Shared				10-30 spaces shared
	Accessible Parking Shared				2 spaces shared
<b>Total Building Net Area</b>				<b>21,491</b>	<b>Net Square Feet</b>
<b>Total Gross Area (30% Net/Gross Factor)</b>				<b>27,938</b>	<b>Gross Square Feet</b>

APPENDIX D – SHARED FACILITY, PRELIMINARY FLOOR PLAN DIAGRAM



**DILLINGHAM PUBLIC SAFETY BUILDING  
COMBINED PROGRAM - FLOOR PLAN DIAGRAM**

JANUARY 23, 2014 NOT TO SCALE

DILLINGHAM, ALASKA

**BETTISWORTH** NORTH  
ARCHITECTURE PLANNING  
LANDSCAPE INTERIORS

1600 DENALI STREET SUITE 700 ANCHORAGE, ALASKA 99503 (907) 566-9700  
100 FRONT STREET FAIRBANKS, ALASKA 99701 (907) 451-9700  
WWW.BETTISWORTHNORTH.COM

# City of Dillingham

Alaska House District 36

~ 1/28/14 ~

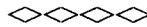
## JANUARY 2014 – LEGISLATIVE REPORT

*28<sup>th</sup> Alaska State Legislature ~ 2<sup>nd</sup> Session*

*Cliff Stone and Ian Fisk / City Lobbyist's*

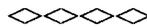
*~ Martin Luther King Day was observed on January 20<sup>th</sup> ~*

*~ Alaska celebrated its 55<sup>th</sup> birthday on January 3<sup>rd</sup> ~*



The second session of the 28<sup>th</sup> Alaska State Legislature began on January 21<sup>st</sup> this year. Leadership remains the same with Charlie Huggins of Wasilla serving as President of the Senate and Speaker Mike Chenault of Kenai in charge of the House.

For a current list of legislators and contact information, click on the following link. Eventually this list will be updated to account for turnover in staff. [http://w3.legis.state.ak.us/docs/pdf/session\\_phone\\_list.pdf](http://w3.legis.state.ak.us/docs/pdf/session_phone_list.pdf)



### GOVERNOR'S CORNER <http://gov.alaska.gov>

**January 22, 2014** – Governor Sean Parnell gave his State of the State address on this day. To read, go to: <http://gov.alaska.gov/parnell/press-room/full-press-release.html?pr=6713>

**January 15, 2014** – Governor Parnell released a statement in response to the U.S. Environmental Protection Agency (EPA) releasing its final Bristol Bay Watershed Assessment. Click on the following link to read: <http://gov.alaska.gov/parnell/press-room/full-press-release.html?pr=6709>

The final report concludes, "...large-scale mining in the Bristol Bay watershed poses significant near and long-term risk to salmon, wildlife and Native Alaska cultures." The EPA will use this document to make future regulatory decisions about whether or not to allow large-scale mining to go forward in the Bristol Bay Region.

**January 9, 2014** – Governor Parnell named Colonel Gary Folger as commissioner of the Alaska Department of Public Safety (DPS). Folger replaces Joe Masters who resigned in October. An Athabaskan born in Anchorage, Folger is a retired colonel with DPS. He began his law enforcement career in 1979 as a fish and wildlife aide with the Division of Fish and Wildlife Protection in Cantwell.

For more information about this appointment, go to:

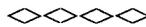
<http://gov.alaska.gov/parnell/press-room/full-press-release.html?pr=6702>

**December 23, 2013** – Governor Parnell appointed retired General Carrol H. “Howie” Chandler to the *Alaska Military Force Advocacy and Structure Team* (AMFAST). AMFAST provides recommendations to the governor on how best to retain and build on the state's current military force capability, and advocates for the proposed strategies as outlined in the AMFAST short-term and long-term strategic plans. He formerly served as commander of the Alaska Command and the Pacific Air Forces.

Governor Parnell also appointed Gerald Diotte of Palmer, Phillip Hokenson of Fairbanks, and Ken Truitt of Juneau, and reappointed Ryan Tilbury Fairbanks and Ronald Huffman of Nome to the *Alaska Veterans Advisory Council*. The council advises the Alaska Department of Military and Veterans Affairs on matters concerning state veterans, their dependents, and their survivors.

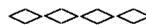
In addition, Governor Parnell appointed Dan Grimes of Fairbanks, and reappointed Gregory Coon of Fairbanks and Christopher Steeves of Eagle to the *Alaska Fire Standards Council*. The council establishes the minimum training and performance standards for certification of fire fighters and other fire services personnel, and establishes minimum state fire training standards. □

The governor regularly makes appointments to state boards and commissions that advise him on issues ranging from boating to EMS services to fishing to aging. There are several vacancies on these boards and they are always looking for folks to submit an application. To view the full list, go to this website: <http://gov.alaska.gov/parnell/services/boards-commissions.html>



### **NEW LAW FOR THE NEW YEAR!**

>>ELECTION CHANGES: The primary will be moved up a week, to the third Tuesday in August, of every even-numbered year under a bill that makes a number of changes to state election rules and procedures. When it comes to filling vacancies for U.S. Senate or House, a special election could still be called, but if no candidate receives more than 50 percent of the vote, a runoff would be held between the two highest vote getters. Political parties paying for print, video, radio or other communications will not be required to list their top contributors in those messages. Precinct or ballot watchers must be U.S. citizens.



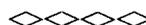
### **NEWS FROM OUR CONGRESSIONAL DELEGATION**

If warranted, we will alert you to any news from our delegation that affects you or the Bristol Bay region. Meanwhile, listed below are their websites –

<http://murkowski.senate.gov/public>

<http://www.begich.senate.gov/public>

<http://donyoung.house.gov>



## STATE BUDGET & FISCAL OVERVIEW

Members of both the Senate and House Finance Committees began their session as tradition dictates, with a summary of the Governor's proposed budget for the coming fiscal year (FY 15) by OMB Director Karen Rehfeld. This was followed by separate analysis of the general fiscal status of the state by Legislative Finance Director David Teal. These two presentations present the "lay of the land" financially speaking and set the tone for budget debates and priority-setting for the session.

Ms. Rehfeld presented several key parameters for the Governor's budget (their words):

- Live Within Our Means
- Focus on Constitutional Priorities
- Fix What We Have
- Finish What We Started

Reading between the lines, and coupling this with the Governor's remarks during the State of the State Address, this can be interpreted as follows:

- No growth or slight cuts to the agency operating budgets
- Prioritize public safety, health and education
- Focus capital projects on deferred maintenance and projects partially funded and underway

The most salient point of her presentation is that this must be accomplished with revenues from oil taxes being considerably less than forecasted during last year's budget process.

OMB and the Dept. of Revenue estimate that the amount of "Unrestricted General Fund Revenue" available for the FY 15 budget will be about \$1.4 billion less than anticipated in the spring of last year. The primary factors driving this reduced revenue are lower than anticipated prices and a steeper decline than forecast in North Slope oil production. (A 13% increase in Cook Inlet oil production moderates the statewide production decline only slightly). Legislative Finance projects that this deficit might not be quite as bad due to slight upticks in oil prices in recent weeks, but it's safe to say the difference is at least \$1 billion dollars! Even as of last springs' numbers, there was still going to be a major deficit of around \$670 million, so coupled with the updated estimates, legislators are looking at anywhere from \$1.7 to \$2 billion in deficit! This is going to be the driving factor behind budget decisions made this session.

Nonetheless, there was a tone to the discussion between several committee members that seemed to assume that the legislature will add to the governor's capital spending plan, at least to some extent. While this is *not guaranteed at this point*, the tenor of committee discussion was somewhat encouraging. But there is no doubt that such additions will be modest in light of the deficit and the pressure legislators are under to deal with education shortfalls while balancing the budget, all while being cognizant that our savings will not last very long.

Legislative Finance presented a graph showing the decline in the state savings accounts projected over the next ten years, using these reserves to balance the budget. This shows that reserves will go down each year until exhausted by FY 2024. Note that this graph assumes no growth in operating budgets and an annual \$800 million capital budget.

This "flat" capital budget of \$800 million deserves a little more analysis. This will include major maintenance for state-owned buildings, program capital spending like the Statewide Transportation Improvement Program (STIP), under Alaska DOT, etc.

So it does not mean necessarily much room for legislators to have discretionary spending on district priorities every year. These assumptions also do not account for the likely increase in education funding this session.

All of these projections are based on a number of assumptions. As Rep. Edgmon wisely pointed out in committee, it is possible that further dips in oil prices will occur over this ten-year period. Some industry projections do show potential drops in price down to around the \$80 per barrel level. This would of course shorten the period of using the reserve accounts and put even more severe downward pressure on the state budget.

We've included this overview to give you a picture of the information that legislators are faced with at the beginning of this session, and to provide a sense of the landscape entering the debates to come.

### **HB 77 SUMMARY**

As of now the Governor's bill to streamline DNR land use permitting processes and changing water reservation applications remains in the Senate Rules Committee, one step from a vote in the Senate. As you probably know the bill passed the House last year, with Rep. Edgmon voting "No." Capital scuttlebutt indicates the bill is likely to be referred back to the Senate Resources committee where it would possibly be amended. The Governor has publicly indicated his willingness to consider amendments and some of the public concern about how this would change the rights of citizens to affect development permit approval. As written, HB 77 still includes the language relating to the Chikuminuk Lake Hydro Project, specifying that it would be a compatible use of state lands in Wood-Tikchik State Park. We will continue to monitor this bill and any changes that may come.

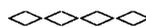
### **ENERGY ISSUES**

The effects of Alaska's fiscal situation can be seen in terms of proposed spending on energy projects this year. The Susitna Dam, one of the biggest long-term energy projects underway, is slated to receive only \$10 million in the Governor's budget this year. This is a controversial project that has a long ways to go in the permitting process before construction could begin.

The Governor reduced spending slightly on the Renewable Energy Grant Fund, which is managed by a competitive grant process through the Alaska Energy Authority. It is positive that the Governor is still proposing to fund \$20 million worth of projects in about 25 areas of the state. However, there were over 80 applicants for these grants, showing that even after 7 years of the program, there is considerable need for local, renewable energy sources that can help rural areas deal with high energy costs and dependence on imported diesel.

This year, AEAs Village Energy Efficiency Program and the Emerging Energy Technology Fund are not funded in the Governor's budget.

The House Energy Committee will not likely be pushing any major energy legislation this year, but is nonetheless helping to highlight some of the challenges communities are facing. We'll be keeping an eye on energy matters of interest that may come up through that committee.



## PRE-FILED BILLS

As always, there are numerous pre-filed bills that are posted before the second session begins. After combing through the myriad of bills filed, I've listed the ones below that could have an impact on you. We will continue to monitor these bills, current legislation already in play, and any future bills introduced. We will report progress on any of these that will affect Dillingham and/or the surrounding area. Please bring to our attention any House or Senate legislation that you want us to track and report on.

### First pre-file release of January 10, 2014

HB 223/Thompson – MUNI TAX EXEMPTION: MILITARY FACILITY ZONE

HB 227/Tarr – PAID SICK LEAVE BY MUNI'S

HB 238/Tarr – MUNI PROCUREMENT PREF: AK GROWN FISH/AG PRODUCTS

HB 245/T. Wilson – SCHOOL FUNDING: REQ'D LOCAL CONTRIBUTION

(No Senate bills or resolutions were released that seemed pertinent)

Click on the following link for the full list: [http://w3.legis.state.ak.us/docs/pdf/2014\\_1stPrefiles.pdf](http://w3.legis.state.ak.us/docs/pdf/2014_1stPrefiles.pdf)

### Second pre-file release of January 17, 2014

HB 247/Holmes – PEACE OFFICER/FIRE FIGHTER RETIREMENT

(No Senate bills or resolutions were released that seemed pertinent)

Click on the following link for the full list: [http://w3.legis.state.ak.us/docs/pdf/2014\\_2ndPrefiles.pdf](http://w3.legis.state.ak.us/docs/pdf/2014_2ndPrefiles.pdf)



## BUDGET BILLS FY15

I've highlighted this section and will continue to do so during the session. It's important to recognize these bills by their respective numbers as folks testifying in committee often refer to them by just their number.

Capital FY15 Budgets – **HB 265 / SB 119**

Operating FY15 Budgets – **HB 266 / SB 120**

Mental Health FY15 Budgets – **HB 267 / SB 121**

These and all bills introduced can be viewed at: <http://www.legis.state.ak.us/basis>



## BILLS OF INTEREST

(Introduced since the beginning of session)

What follows are bills that we've identified as having a potential or definite impact on your municipality or some bills that affect school funding in your community. We would encourage you to look through the bills and resolutions that have been introduced to alert us to any other pieces of legislation we should be tracking for you. In addition, please be aware that the title given below may not convey the full impact to you. If there is an interest, we would encourage you to read that bill and then if you have additional questions, we'll be happy to get the answers for you. We will advise you as to when it might be beneficial to listen in or even testify on a particular bill. Rest assured we'll continue to monitor all bills as sometimes during the legislative process, amendments come forward that then affect your interests in a bill that wasn't even on anybody's radar! This is in addition to the pre-filed bills I listed above.

## **HOUSE BILLS**

HB 275 / ELECTRONIC PUBLICATION OF CERTAIN MUNICIPAL NOTICES  
HB 278 / EDUCATION: FUNDING/TAX CREDITS/PROGRAMS

~ ~ ~

## **SENATE BILLS**

SB 134 / MUNI TAX EXEMPTION: MILITARY FACILITY ZONE  
HB 278 / EDUCATION: FUNDING/TAX CREDITS/PROGRAMS

◇◇◇◇◇

## **BILLS ON THE MOVE**

The budget bills listed earlier in this report will be heard in their respective finance committees. I will notice them when there are public hearings scheduled and when they are headed to their respective FLOORS for a vote.

Below are other pertinent bills we're tracking that have had hearings and/or Floor action during this past month. Note: Not all "Bills of Interest" will be listed, just those that seem to be moving along in the process and are of particular interest to Dillingham. I will continue to send email updates as warranted or even call City Manager Rose Loera if I think a particular bill deserves to be highlighted for your info and/or action. If you have any questions after reviewing any bill, please don't hesitate to ask us.

## **HOUSE ACTION**

Too early in session – none that pertain.

~ ~ ~ ~

## **SENATE ACTION**

Too early in session – none that pertain

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## **COMMITTEE HEARINGS**

*If you are planning to testify on any particular bill or subject matter, it is a good idea to check the committee calendar the day of or the day before the scheduled hearing as sometimes a bill is rescheduled at the last minute. [http://www.legis.state.ak.us/basis/hearing\\_form.asp?session=28](http://www.legis.state.ak.us/basis/hearing_form.asp?session=28)*

Go to: <http://www.legis.state.ak.us/basis/start.asp> for a complete description of a bill that is up in committee, any fiscal notes, and also additional backup material that the legislative office has posted in regards to that particular bill. Remember – Bills that have already been heard or previously scheduled in committee can come back before that body without prior notification.

## **Live on the Web**

Most committee hearings can be seen and heard on Gavel Alaska. It is broadcast on both local access TV and on the Internet. You can also access online archives from the following website:  
[www.360north.org](http://www.360north.org)

### **Streaming Video**

Most committee hearings are also teleconference and available for viewing on the following website:  
<http://alaskalegislature.tv>

### **Testifying**

If you can't attend a hearing in person or at your local LIO you can participate by using the following numbers. It is always a good idea to check the committee schedule however to ascertain if they are accepting public testimony. In addition, be advised that the Legislature wants you to participate in the process, but the toll-free number can only be used if you have had prior approval to call in from the appropriate committee chair. We can assist you in obtaining that permission if needed.

The toll free number in Alaska: 1-855-463-5009. In Juneau: (907) 463-5009.



### **NOTES**

1. **December 31<sup>st</sup>** – Email from Jody alerting us that the FY15 CIP Booklet was in the mail.

Also attached a copy of the first four priorities listed in the booklet.

2. **January 2<sup>nd</sup>** – Email from Jody providing us a draft letter that will accompany the booklets.

Discussed the distribution list and finalized the draft.

3. **January 2<sup>nd</sup>** – Email to Rose to set up a teleconference to discuss the City's visit this year.

Established Jan. 8 as the teleconference timeframe to discuss your trip and overall strategy.

4. **January 3<sup>rd</sup>** – Email to Rose alerting her to a news story regarding the Nuvista Corp.

As reported by KYUK, a Tiffany Zulkosky of Bethel was named the new executive director of Nuvista Light & Electric Cooperative, Inc. This is the same company that is looking at building a hydroelectric dam in the Chikuminuk Lake within the Wood Tikchik State Park.

5. **January 8<sup>th</sup>** – Email from Rose with a copy of the current DEC projects and their scoring.

6. **January 8<sup>th</sup>** – Teleconference with Rose and Jody. Cliff and Ian in Juneau.

Discussed various time frames and agenda's for Dillingham's visit this year to Juneau. The dates and participants would be determined at your next City Council meeting. Another teleconference will be scheduled to then talk about specifics of the visit and strategy.

Rose indicated that she had very positive meeting with Rep. Edgmon and they discussed a host of issues.

We also talked a little bit about the governor's FY15 budget. Revenue sharing is again at the \$60 million level. The Payment in Lieu of Taxes (PILT) comes in at \$10.4 million overall and the Community Block Grants will once again be \$6.060 million. Various deadlines in the legislative process were discussed. I have identified those specific dates below under the heading of Important Dates/Deadlines.

Rose alerted us to the fact that the community has lost a state trooper due to a transfer. He was part of the Alaska Bureau of Alcohol and Drug Enforcement (ABADE) program within the Dept. of Public Safety (DPS). Just for clarification, ABADE was changed into the Statewide Drug Enforcement Unit (SDEU) in

January of 2011, which falls under the Alaska Bureau of Investigation. Regardless, the loss of this trooper will have an impact on enforcement efforts to reduce the availability of illegal alcohol and controlled substances throughout the region. Rose indicated that they will be writing a letter to DPS to encourage them to replace this vital asset to their community.

7. **January 8<sup>th</sup>** – Email from Rose with attached summary report of your Public Safety and Fire Hall Feasibility Plan dated Jan. 7, 2014 as prepared by *Agnew:Beck*.

This phase 1 summary report and the public safety building issue had been discussed in the above teleconference.

8. **January 12<sup>th</sup>** – Email to Rose with a news story that Gary Folger is the new commissioner for the Dept. of Public Safety.
9. **January 14<sup>th</sup>** – Emails back and forth establishing Dillingham’s travel to Juneau. The City of Dillingham Legislative trip to Juneau is set for all day on Feb. 13<sup>th</sup> and possibly some time in the Capitol on Feb. 14<sup>th</sup> in the morning.
10. **January 18<sup>th</sup>** – Email to Rose forwarding on Senator Mark Begich’s FY2015 Appropriations Requests Form with instructions.



### **IMPORTANT DATES / DEADLINES**

**February 4<sup>th</sup> is the 15<sup>th</sup> Legislative Day** – Deadline for the governor’s supplemental budget requests. Additionally, this is roughly the last day for the governor to present most appointments for his cabinet, boards, and commissions to the Legislature.

**February 7<sup>th</sup>** – Deadline for CAPSIS. This is the system by where registered users make submissions for capital budget requests. If you haven’t already, you will be contacted by both Senator Gary Stevens and Rep. Bryce Edgmon’s respective offices on details to access this database.

**February 19<sup>th</sup> is the 30<sup>th</sup> Legislative Day** – Deadline for any budget amendments to the Governor’s FY15 Budget.

**March 7 – 9<sup>th</sup> / Energy Council meetings in Washington DC.** Those legislators attending the Council meetings will be leaving town around March 4/5<sup>th</sup> and returning to Juneau throughout the day on March 10<sup>th</sup>. Typically most legislative offices will be operating with fewer personnel, as even those not attending the conference will take advantage of this break and return to their home districts.

**March 20<sup>th</sup> ??** – Reappropriation Deadline is yet to be established with a hard date.

**March 31<sup>st</sup> / Alaska Permanent Fund Dividend (PFD) Deadline** - Apply online at: [www.pfd.state.ak.us](http://www.pfd.state.ak.us)

**April 15<sup>th</sup>** – On or about this date, the full Legislature will meet in joint session to confirm the governor’s appointments to his cabinet or boards/commissions. List will be forthcoming,

*Since this is the second session of the 28<sup>th</sup> Legislature, deadlines for the introduction of bills and resolutions will be imposed on individual members (Feb. 24, 2014). Committees are allowed to introduce legislation quite a bit later in the process.*

**April 20<sup>th</sup>** is the 90<sup>th</sup> day and thus, the last day of the regular session by statute. (121 days in the Alaska Constitution) 90-day sessions began in 2008.

- (A session can be “extended” one time for 10 days if approved with a 2/3<sup>rd</sup> vote by both body’s – House and Senate. 30 Special Sessions can be called by the Governor or the Legislature. Again, a 2/3<sup>rd</sup> vote is required of each body if considered by the legislature.)

**Governor’s Deadlines once a bill has been transmitted**

Fifteen days, Sundays excluded, to act on a bill if the Legislature is in session.

If the Legislature has adjourned, the Governor has twenty days, excluding Sundays.



**WEBSITES OF INTEREST**

2013 1<sup>st</sup> Session Legislator & Staff Contact List: **(Will update this to 2<sup>nd</sup> session once available)**

[http://w3.legis.state.ak.us/docs/pdf/session\\_phone\\_list.pdf](http://w3.legis.state.ak.us/docs/pdf/session_phone_list.pdf)

House & Senate Committees: <http://w3.legis.state.ak.us/docs/pdf/commlist.pdf>

**House** Finance Sub-committee Members: <http://w3.legis.state.ak.us/docs/pdf/HFINSubcmte.pdf>

**Senate** Finance Sub-committee Members: <http://w3.legis.state.ak.us/docs/pdf/SFINSubcmte.pdf>

The full Legislative Publications List is at: <http://w3.legis.state.ak.us/pubs/pubs.php>

Legislative Finance Website: <http://www.legfin.state.ak.us>

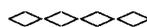
This link provides you with several options to view specifics for the Capital and Operating Budgets. If you click on Capital reports, you can then pull up projects by house district. Dillingham is under H. District 36.

Governor’s OMB **FY14** Budget Website:

<https://omb.alaska.gov/html/budget-report/fy-2014-budget/enacted.html>

Governor’s OMB **FY15** Proposed Budget Website:

<https://omb.alaska.gov/html/budget-report/fy-2015-budget/proposed.html>



*Thank you for the trust you have placed in us.*

*~ Cliff and Ian*

~ End Report ~

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

**MEMORANDUM**

**Date:** January 31, 2014  
**To:** Rose Loera  
City Manager  
**From:** Carol Shade  
Finance Director  
**Subject:** December 31, 2013 Financial Report

As of the end of December 2013, we should have received 50% of the budgeted revenues and not have spent more than 50% of the budgeted expenditures. The total revenues at December 31, 2013 were 64% and total expenditures were 54%. In comparison, total revenues for FY13 at December 31, 2012 were 67% and expenditures were 60%. Following is a schedule showing the comparison of revenues and expenditures by category:

<u>Category</u>	<u>FY14 Budget</u>	<u>FY14 Actual</u>	<u>FY14 %</u>	<u>FY13 Budget</u>	<u>FY13 Actual</u>	<u>FY13 %</u>
<b>Revenues</b>						
General Fund	\$8,104,577	\$5,435,660	67%	\$8,204,314	\$5,015,529	61%
Special Revenues	2,628,536	1,611,567	61%	2,967,446	1,528,335	52%
Capital Projects	3,660,776	2,129,329	94%	1,326,640	1,796,804	135%
<b>Total Revenues</b>	<b>\$14,393,889</b>	<b>\$9,176,556</b>	<b>64%</b>	<b>\$12,498,400</b>	<b>\$8,340,667</b>	<b>67%</b>
<b>Expenditures</b>						
General Fund	\$8,044,870	\$3,893,701	48%	\$8,304,017	\$3,727,589	45%
Special Revenues	2,532,744	1,437,829	57%	2,663,347	1,129,506	42%
Capital Projects	3,720,979	2,365,598	64%	1,325,840	2,488,589	188%
<b>Total Expenses</b>	<b>\$14,298,593</b>	<b>\$7,697,127</b>	<b>54%</b>	<b>\$12,293,198</b>	<b>\$7,345,684</b>	<b>60%</b>

Below is the chart showing the status of our property tax receivables for taxes that were assessed for the 2012 and prior tax years as of December 31, 2013:

<u>Real</u>	<u>Personal</u>	<u>Combined</u>	<u>YTD Decrease</u>	<u>% Collected</u>
\$ 192,450.27	\$103,905.08	\$296,355.35	\$442,064.35	59.87%

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In addition to the above information I am including the 2013 property taxes received through December 31, 2013:

<u>Invoiced</u>	<u>Personal Property Balance</u>	<u>Real Property Balance</u>	<u>YTD Decrease</u>	<u>% Collected</u>
\$2,301,945.70	\$33,083.95	\$163,006.57	\$1,985,257.08	91%

During the month of January the Collections Specialist received 69 phone calls and had seven visits from customers. There are four promissory notes pending at January 27. Delinquent notices for Real Property Customers were mailed on January 24. In addition she mailed out notices to all customers on the updated Denied Service List. This notice lets people know the amount they owe and gives them a deadline to come in and pay their bills before the Denied Service List is published in the March.

Business Licenses renewals brought in \$7,400 in revenues during the month of December which represents 148 renewals. The Receivables Accounting Technician has been very busy setting up the new water and waste water rates in the accounting system in preparation for the bills that go out for January. In addition the property tax assessment returns were mailed out.

The Payroll Accountant has kept busy with payroll, IT meetings, Safety meetings and preparing for the year end process of balancing out all the 941s and ESC reports to the calendar year payroll reports in preparation for processing W-2s.

The Accounts Payable technician continues to process all the purchase orders, travel requests and check requests for processing the weekly payables check runs. In addition she has been preparing the information for processing the annual 1099s.

The audit has not been finalized yet, and I have been working closely with the auditors to provide all the documentation they are requesting and answer additional questions relating to software implementation and grants reconciliations. A more in depth narrative of this issue is being provided to the Finance and Budget committee at their meeting.

The mid-year budget revision ordinance is part of this month's Council packet.

With that being said attached statements reflect the City's financial status as of December 31, 2013.

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**City of Dillingham**  
**Revenues and Expenditures As of December 31, 2013**  
**Preliminary Figures**

REVENUES:	December 31, 2013				December 31, 2012	
	Budget - FY13	MTD	YTD	Percent	YTD	INC/(DEC)
<b>General Fund Revenues</b>						
General Sales Tax	\$ 2,700,000	253,544	1,169,034	43.3%	\$ 1,049,152	\$ 119,882
Alcohol Sales Tax	265,000	41,924	137,059	51.7%	173,845	(36,786)
Transient Lodging Sales Tax	80,000	7,933	40,971	51.2%	53,629	(12,658)
Gaming Sales Tax	65,000	6,289	29,715	45.7%	31,154	(1,439)
Total Sales Tax	3,110,000	309,689	1,376,779	44.3%	1,307,780	68,999
Real Property Tax	1,500,000	(565)	1,578,248	105.2%	1,534,556	43,691
Personal Property Tax	500,000	775	524,540	104.9%	521,468	3,072
Total Property Taxes	2,000,000	209	2,102,788	105.1%	2,056,024	46,764
Telephone Gross Receipts State Tax	75,000	-	-	0.0%	-	-
Raw Fish Tax	263,000	-	276,513	105.1%	339,410	(62,897)
Nushagak Fish Tax (Proportion transfer in)	400,920	-	-	0.0%	-	-
Shared Fisheries	33,000	-	-	0.0%	-	-
Revenue Sharing	209,869	-	210,704	100.4%	300,237	(89,533)
Payment in Lieu of Taxes (PILT)	419,516	-	422,987	100.8%	429,642	(6,655)
State Jail Contract	613,386	160,325	480,975	78.4%	240,209	240,767
Admin Overhead	348,137	104,581	213,861	61.4%	164,862	48,999
PERS on Behalf	232,178	27,325	190,814	82.2%	-	190,814
Other Revenues	399,571	28,320	165,684	41.5%	199,687	(34,004)
Total	2,994,577	320,550	1,961,537	65.5%	1,674,046	287,491
Total General Fund Revenues	8,104,577	630,449	5,441,103	67.1%	5,037,850	403,253
<b>Special Revenue Funds Revenues</b>						
Nushagak Fish Tax	460,139	35,582	354,785	77.1%	380,536	(25,751)
Water	217,781	26,539	115,087	52.8%	99,564	15,523
Sewer	250,598	19,946	122,414	48.8%	123,567	(1,153)
Landfill	354,228	93,865	214,521	60.6%	155,622	58,900
Dock	626,910	115,551	273,178	43.6%	390,149	(116,971)
Boat Harbor	242,414	26,130	102,965	42.5%	55,153	47,812
E-911 Service	70,000	6,071	38,870	55.5%	33,175	5,695
Senior Center (Grant)	118,290	350	87,567	74.0%	89,613	(2,047)
Senior Center (Non-Grant)	288,176	64,996	131,968	45.8%	200,957	(68,988)
Total Special Revenue Funds Revenues	2,628,536	389,031	1,441,355	54.8%	1,528,335	(86,980)
Asset Forfeiture Fund	-	-	-	-	-	-
City Shoreline Erosion Control	-	-	34,750	-	274,237	(239,487)
Water System Improvement	-	-	-	-	-	-
WasteWater Treatment Plant	2,000,000	-	1,355,699	67.8%	2,864	1,352,835
Force Main	-	-	91,187	-	1,228,805	(1,137,618)
Library Grants	52,892	-	13,880	26.2%	14,965	(1,085)
Library Roof	243,000	-	142,654	-	70	142,584
E911 Critical System Upgrades	-	-	-	-	-	-
FEMA Fire Truck	-	-	-	-	-	-
Jail Corrections Grant (Equipment)	-	-	20,000	-	-	-
SHSP Camera Upgrades	-	-	-	-	-	-
Public Safety Planning	-	-	20,000	-	-	-
BVP Grant	-	-	-	-	-	-
BBEDC (Various Projects)	-	13,123	52,111	-	-	-
Ambulance Reserve Capital Project Fund Revenue	67,294	-	-	-	-	-
Equipment Replacement Capital Project Fund	120,000	-	100,000	-	-	100,000
School Bond Project	-	13	650	-	(567)	1,217
Mary Carlson Estate Permanent Fund Revenue	1,500	845	1,289	-	(415)	1,704
Debt Service Fund Revenue	1,176,090	-	296,265	-	217,674	78,591
Landfill Oxidation	-	-	-	-	-	-
Landfill Phase 3	-	-	845	-	-	845
JAG Grant (Old Grant)	-	-	-	-	59,171	(59,171)
Total	3,660,776	13,980	2,129,329	94%	1,796,804	240,415
<b>Total Revenues</b>	<b>\$ 14,393,889</b>	<b>\$ 1,033,460</b>	<b>\$ 9,011,786</b>	<b>62.6%</b>	<b>\$ 8,362,988</b>	<b>\$ 556,688</b>

**City of Dillingham**  
**Revenues and Expenditures As of December 31, 2013**  
**Preliminary Figures**

EXPENDITURES:	December 31, 2013				Previous Year	
	Budget - FY13	MTD	YTD	Percent	12/31/2012 Actual	INC/(DEC) Last Year
<b>General Fund Expenditures</b>						
City Council	\$ 72,576	\$ 3,101	\$ 22,857	31.5%	\$ 23,900	\$ (1,043)
City Clerk	135,549	7,902	65,609	48.4%	61,345	4,264
Administration	303,750	21,103	135,830	44.7%	150,022	(14,193)
Finance	588,161	42,350	280,284	47.7%	275,232	5,052
Legal	90,000	4,749	33,330	37.0%	92,625	(59,295)
Insurance	106,016	-	100,773	95.1%	97,501	3,272
Non-Departmental	197,950	27,183	129,822	65.6%	168,459	(38,637)
Planning	149,566	16,834	68,027	45.5%	63,999	4,028
Public Safety Administration	179,141	8,509	91,255	50.9%	60,488	30,767
Dispatch	452,639	30,638	200,233	44.2%	215,060	(14,827)
Patrol	848,754	58,310	356,622	42.0%	254,634	101,988
Investigations/WAANT	-	-	-	-	59,084	(59,084)
Corrections	613,386	56,821	315,697	51.5%	260,647	55,051
DMV	87,938	11,011	45,336	51.6%	38,308	7,028
Animal Control Officer	131,116	6,509	56,123	42.8%	70,570	(14,447)
K-9	-	-	-	-	46,349	(46,349)
PS IT	32,000	(288)	12,865	40.2%	8,824	4,041
Fire	272,879	15,057	93,979	34.4%	73,062	20,917
Public Works Administration	223,562	12,350	63,526	28.4%	104,082	(40,556)
Building and Grounds	314,813	20,771	149,994	47.6%	198,942	(48,947)
Shop	211,918	13,014	89,875	42.4%	55,523	34,353
Street	617,911	30,874	322,940	52.3%	303,932	19,009
Foreclosures	-	10,554	21,632	-	5,886	15,746
Library	132,478	9,672	59,912	45.2%	72,944	(13,032)
Meeting Hall above Fire Station	3,680	360	1,788	48.6%	1,518	270
City School	1,300,000	-	650,000	50.0%	650,000	-
Transfers to Other Funds	979,087	191,809	525,392	53.7%	314,653	210,739
<b>Total General Fund Expenditures</b>	<b>8,044,870</b>	<b>599,193</b>	<b>3,893,701</b>	<b>48.4%</b>	<b>3,727,589</b>	<b>166,112</b>
<b>Special Revenue Funds Expenditures</b>						
Nushagak Fish Tax	460,139	350,620	350,903	76.3%	50,506	300,397
Water	217,781	20,580	115,087	52.8%	98,034	17,053
Sewer	250,598	25,867	122,413	48.8%	158,390	(35,976)
Landfill	354,228	50,710	214,521	60.6%	187,258	27,263
Dock	593,419	60,492	398,920	67.2%	279,187	119,733
Dock (ATD Damages)	-	-	271,795	-	-	271,795
Boat Harbor	242,414	22,068	97,907	40.4%	106,656	(8,750)
E-911 Service	7,700	-	-	0.0%	44,016	(44,016)
Senior Center (Grant)	118,290	22,525	85,217	72.0%	139,740	(54,523)
Senior Center (Non-Grant)	288,175	25,560	131,968	45.8%	116,226	15,743
<b>Total Special Revenue Fund Expenditures</b>	<b>2,532,744</b>	<b>227,803</b>	<b>1,437,829</b>	<b>56.8%</b>	<b>1,129,506</b>	<b>308,323</b>
Asset Forfeiture Fund	-	-	515	-	-	515
City Shoreline Erosion Control	-	-	123,391	-	54,037	69,354
Water System Improvement	-	-	8,063	-	2,591	5,472
WasteWater Treatment Plant	2,000,000	-	1,374,391	68.7%	12,178	1,362,213
Force Main	-	-	17,714	-	1,237,791	(1,220,077)
Library Grants	52,893	515	7,910	15.0%	3,586	4,324
Library Roof	243,000	829	141,196	58.1%	70	141,126
E911 Critical System Upgrades	-	121	407	-	-	-
FEMA Fire Truck	-	-	697	-	-	-
Jail Corrections Grant (Equipment)	-	-	-	-	-	-
SHSP Camera Upgrades	-	-	407	-	-	-
Public Safety Planning	-	-	2,558	-	-	-
BVP Grant	-	-	755	-	-	755
BBEDC (Various Projects)	-	52,442	119,934	-	-	-
Ambulance Reserve Capital Project Fund	242,000	360	360	0.1%	-	360
Equipment Replacement Capital Project Fund	-	-	155,757	-	-	155,757
School Bond Project	-	2,025	36,117	-	-	36,117
Mary Carlson Estate Permanent Fund	6,996	539	2,850	40.7%	3,842	(992)
Debt Service Fund	1,176,090	-	288,045	-	1,174,590	(886,545)
Landfill Oxidation	-	(10,125)	586	-	-	-
Landfill Phase 3	-	42,688	83,946	-	-	-
<b>Total Capital Project Funds Expenditures</b>	<b>3,720,979</b>	<b>89,395</b>	<b>2,365,083</b>	<b>63.6%</b>	<b>2,488,685</b>	<b>(332,137)</b>
<b>Total All Expenditures</b>	<b>\$ 14,298,593</b>	<b>\$ 916,391</b>	<b>\$ 7,696,612</b>	<b>53.8%</b>	<b>\$ 7,345,781</b>	<b>\$ 142,298</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 95,296</b>	<b>\$ 117,069</b>	<b>\$ 1,315,174</b>		<b>\$ 1,017,207</b>	<b>\$ 414,390</b>

City of Dillingham  
Revenues and Expenditures As of December 31, 2013  
Preliminary Figures

	<u>Fund Bal.</u> <u>6/30/2012</u> <u>(Unaudited)</u>	<u>FY'14</u> <u>Revenues</u>	<u>FY'13</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal.</u> <u>11/30/2013</u> <u>Unaudited</u>
General Fund	\$ 3,372,485	\$ 5,441,103	\$ 3,893,701	\$ 1,547,402	\$ 4,919,887
Nushagak Fish Tax	79,524	354,785	350,903	3,882	83,406
Water	20,044	115,087	115,087	-	20,044
Waste/Water	-	122,414	122,413	0	0
Landfill	-	214,521	214,521	-	-
Dock	1,179,047	273,178	398,920	(125,742)	1,053,305
Boat Harbor	-	102,965	271,795	(168,830)	(168,830)
E-911 Service	25,145	38,870	97,907	(59,037)	(33,892)
Senior Center	-	219,535	0	219,535	219,535
Asset Forfeitures Fund	9,035	-	515	(515)	8,520
City Shoreline Erosion Control	(18,386)	34,750	123,391	(88,641)	(107,027)
Water System Improvement	(218,388)	-	8,063	(8,063)	(226,451)
WasteWater Treatment Plant	-	1,355,699	1,374,391	(18,692)	(18,692)
Force Main	-	91,187	17,714	73,473	73,473
Library Grants (Books, Erate, etc.)	-	13,880	7,910	5,970	5,970
Library Roof	-	142,654	141,196	1,458	1,458
E911 Critical System Upgrade	-	-	407	(407)	(407)
FEMA Fire Truck	-	-	697	(697)	(697)
Jail Corrections Grant (Equipment)	-	20,000	-	20,000	20,000
SHSP Camera Upgrades	-	-	407	(407)	(407)
Public Safety Planning	-	20,000	2,558	17,443	17,443
BVP Grant	-	-	755	(755)	(755)
BBEDC (Various Projects)	-	52,111	119,934	(67,824)	(67,824)
Ambulance Reserve Capital Project Fund	498,858	-	360	(360)	498,498
Equipment Replacement Capital Project Fund	57,036	100,000	155,757	(55,757)	1,279
School Bond Project Capital Project Fund	393,520	650	36,117	(35,468)	358,052
Mary Carlson Estate Permanent Fund	397,385	1,289	2,850	(1,561)	395,824
Debt Service	-	296,265	288,045	8,220	8,220
Landfill Oxidation	-	-	586	(586)	(586)
Landfill Capital Project Fund	172,044	-	83,946	(83,946)	88,098
<b>Total</b>	<b>\$ 5,967,349</b>	<b>\$ 9,010,941</b>	<b>\$ 7,830,845</b>	<b>\$ 1,180,095</b>	<b>\$ 7,147,444</b>

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** Rose Loera, City Manager  
**From:** Janice Williams, City Clerk  
**Subject:** Monthly Report

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### BOE Training Available Onsite

BOE Training typically takes place between January and runs thru mid-May. Depending on the discussion, the workshop usually runs between an hour and two hours. Scheduling is on a first come, first served. Steve Van Sant, State Assessor, is retiring as of May 1 of this year, but he will come and present the workshop up until mid-April. That is when they hope to have the new State Assessor on board. For those municipalities that request BOE training after mid-April, they will be presented by the new State Assessor.

### Standing Item(s):

#### **Commission/Board Seats Vacant**

The City advertised in the Bay Times January 16 and January 23 editions with a date of January 30 to file a letter of interest. The City also advertised on the City's website, posted the ad in three local places, and distributed the ad via the public notice email distribution list.

- Planning Commission – 3 seats open. One letter of interest on file.  
Two seats expired in December and another was vacated last fall. The current commissioners were contacted, and there is one letter of interest on file from Julie Baltar. Bill Rodawalt is not interested in another term at this time.
- Cemetery Committee – 4 seats vacant. No letters of interest on file.  
The City began advertising in October 2012 to fill 6 vacant seats. Two seats have been appointed to date.
- Parks and Recreation Committee – 4 seats open. One letter of interest on file.  
Four seats expired in January. The current committee members were contacted, and there is one letter of interest on file from Bernina Venua. Andrew Berkoski did not wish to extend another term.
- Senior Advisory Commission – 1 seat open. No letters of interest on file.

#### **Records Retention - Update**

Phase I - In FY 2013 the City budgeted and purchased Laserfiche software to create an electronic archive for digital records for internal use. In FY 2014 the City budgeted an additional amount to allow for public access to the records. This has not been purchased yet.

Phase II – Microfilm vital records, including ordinances, resolutions, minutes, as-builts, etc. As I got further along into the electronic archiving, it was questionable if we needed to microfilm. The City's Attorney and the State Archiving office were contacted and asked if the City was required to microfilm its records.

From the City's Attorney: Per state law we can have our own program which can depart from state standards for "practical" reasons so there is no legal mandate under state law to microfilm.

Sec. 40.21.070. Records management for local records.

The governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records kept in accordance with state law. The governing body shall, as far as practical, follow the program established for the management of state records. The department shall, upon request of the governing body of a political subdivision, provide advice and assistance in the establishment of a local records management program.

The Attorney wasn't sure if our own policy required use of microfilm. The only official document regarding records retention was adopted in 1986, Resolution No. 86-56, Records Retention and Disposal Schedule, and there is no mention of microfilming in the attached retention schedule. *(Note: The cost to update the retention schedule will be proposed in the FY 2015 budget.)*

From the State Records Manager: Some state departments are microfilming records. The volume has dropped however, and the state is now looking to outsource state microfilming and only use our small micrographic department for state archival purposes.

The State Archives is currently in the early stages of creating an electronic archives for digital records. This project is several years out, but we are looking forward to having the capability of preserving digital records within the state. We still recommend using microfilm for records ten years or older, for vital records or for space saving reasons.

Follow Up. I will plan to poll the other municipalities to see if they are currently microfilming and plan to continue to microfilm. I'm being told the cost is going up and harder to get film. Hopefully, we can make a determination and present it to the Council during this FY 2015 budget preparation.

**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** Rose Loera, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** January Monthly Report

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The Friends of the Library board members have been busy this month meeting & goal planning for the New Year. February will be "Love Your Library Month" with the opportunity to have a "Blind Date with a Book". Come check out the fun. Each week there will be a drawing for a bag of books filled with surprises. To enter the drawing, patrons check out printed library materials. Also, the FOL have begun a Story Time on the Third Saturday of each month. This month the theme was snow, and it actually snowed during Story Time! The children had fun doing a craft related to the theme.

The Library Advisory Board had to reschedule their meeting for Monday, January 20<sup>th</sup>, 2014, 4 pm at the library. During the meeting, we heard that our Vice Chair, Conor Downey, is moving. Seat G, appointed by the UAF Bristol Bay campus is also vacant.

Our Library Aide/Clerk position is open once again. We will need to fill this 14 hour a week position as soon as possible.

Christopher Marx and I have been invited to participate in a workshop on February 4 & 5, 2014 at the State Library Talking Book Center in Anchorage. The Alaska OWL Project is sponsoring this event covering digital literacy and how to best utilize digital literacy tools in Alaska. Expenses are paid through a grant administered by the State.

Abigail and I are also preparing to attend the 2014 AkLA conference in Anchorage near the end of February. We received two Continuing Education scholarships to cover the expenses of this event.

### **Library Stat report for December 30<sup>th</sup>, 2013– January 25<sup>th</sup>, 2014:**

**Patron Visits: 2,258 Computer Use: 547 Story Hour: 51**  
**Other Visits: 267 Museum Use: 7 Videoconferencing: 27**  
**Approximately 27.5 volunteer hours logged**

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**Dillingham City Council**  
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Paul Liedberg

## MEMORANDUM

**Date:** January 18, 2014  
**To:** Rose Loera, City Manager  
**From:** Jody Seitz, Director of Planning and Grants  
**Subject:** January Report

---

Emergency Preparedness: meetings have been postponed until February 14 for the SCERP. Will renew hazard mitigation planning then as well.

Birch Lane rubbish and encroachments: Will follow up on this in February  
Pleier Road encroachments: Follow up in February.

CIP book: Completed and distributed as per Lobbyists' request. Looking forward to having the new Project Manager on board. I'd like to respectfully request that we establish a regular process for updating project status, cost estimates and funding goals throughout the year. I am often scrambling for information for grants only to find the person who knew the most is gone (usually the project manager).

GIS: Received update from Finance on their work adding the GIS Parcel ID to the Accufund database. GIS consultants and Planner to follow up and resolve the unresolved parcels.

### Grants and Projects:

- Community Development Block Grant Program (CDBG) – submitted November 27
- Landfill: Preparing Loan Questionnaire for the Alaska Clean Water loan Fund, due February 17. Must review the proposed scope of work considering what has been accomplished during the fall and make changes from the application filed then which was reviewed by Voltaic Solutions. City still has not received their response to our review of their Financial Capacity Review.
- Water System Improvements: Preparing Loan Questionnaire for the Alaska Drinking water Loan Fund, to match the Alaska Department of Environmental Conservation (ADEC) Municipal Matching Grant (MMG)28305, \$4.5 million, as amended, for hydrology studies, developing a new water source and associated facilities, and updating the Master Plan. All work must be completed by December 31, 2014.

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- ADEC MMG 28306 (\$3.0 million): Met with the Manager, Mayor and Representative Edgmon about the City's legislative requests and the request to reappropriate this grant from water system improvements to include work on the wastewater treatment plant and an update of the sewer component of the City's Water and Sewer Master Plan. Worked with the ADEC Grant Administrator and Manager Loera on developing a new scope of work for that request. If the grant is unable to be reappropriated, the city will lose this funding.

Land Use Permits: None this month

Temporary Encroachment Permits: Nushagak Cooperative is going to update the utility lines that run between the cooperative power plant and Peter Pan. They applied for a temporary encroachment permit. They say they are not planning to install any new poles and if a pole has to be replaced it will be done in approximately the same location as the one it is replacing.

Event Permits for temporary use of City land: Beaver Roundup Dog Races, and Bonfire in the harbor (cancelled due to the weather).

#### Ordinances under revision by the Planning Commission

- Title 12 Encroachments: Waiting for help from City Attorney on a code rewrite for a simple permit to allow other entities to work in the city streets.
- Title 15 Floodplain Management: City Attorney is preparing a draft revision to bring our code more in line with FEMA requirements. Will bring to the Planning Commission to recommend to Code Committee.
- Title 17 Subdivisions:
  - Minimum Acreage: Attended Code Committee January 9, which approved Planning Commission to continue working a "minimum acreage" ordinance for city subdivision lots.
  - Replats: Planning Commission workshop Saturday January 18 reviewed the DMC and several other municipal codes' language on changing lot lines; minor subdivisions and replats. The group requested the Planner interview other planners about the codes they examined from Sitka, Bethel and the MatSu Borough for what works, what doesn't, and their thoughts on how their codes could be better; then bring a draft code to the commission.
- Title 18 Land Use Permits: the commission is holding off on working on this right now because both the minimum acreage issue and the material sites ordinance will affect Land Use Permits.

#### For Code Committee consideration:

- Title 17 Subdivisions: Additional needs:
  - definitions of legal and physical access; (can it include trails, or water bodies, or such?);
  - update cul-de-sac to include additional types of turnarounds;
  - what should happen in the instance that a subdivider wants to build a private road that connects on both ends to a public road...can it have more lots or be longer than the current dead end road (1300 feet)?
  - Should a subdivider be allowed to extend an existing private access road?

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- Title 18 Land Use:

The foot print of the Chapter 18 "Central Business District" is not the same as the "Business District" in Chapter 11.21.010. This could be confusing to citizens. Recommend changing the title of that area to reflect the purpose of Chapter 11 to:

- "ATV use in the Downtown Area," instead of the "Business District" as represented on the map in Chapter 11. OR
- Title 18 could add the "Business District" as defined in Title 11, to the two zoning districts already in place. There would then be a Business District and a Central Business District as well as the General District. The Central Business District and General District have setbacks.

- Housekeeping:

Chapter 4.05 Capital Projects Fund. "4.05.010 Definitions. "Five Year capital improvement program "should be changed to say "Six" year.....

Port Land Exchange: Delay vacation of Second Avenue West until staff (Planning and Public Works) can meet with Nushagak to make sure we have the area of the utilities lined out well for an easement to be retained. Delay conveyance of Old Job service site ASLS 98-33 until we complete a procedure with the State DNR to remove the quit claim deed restrictions that it be used for a public purpose. City has to write a letter to ADNR requesting those deed restrictions be removed before the land can be conveyed to N&N market.

Road Projects:

- ADOT Squaw Creek to Kanakanak Hospital and Charlee Road: ADOT is going to incorporate the approach to Charlee Road into the state Kanakanak Road plan.
- ADOT Downtown Streets: Construction delayed again until 2016.
- ADOT D Street to Kanakanak: issued floodplain permit with comments from Public Works.

Citizen Research Request:

- Request to investigate the status of the old road to Kanakanak Hospital which comes off of Chuthmuk Raod. A citizen is requesting that it be maintained by the City.

Planning Commission Seats: 3 are open. One is not going to renew his seat. Bill Rodawalt has decided to spend his spare time doing other things! Can you imagine? We are going to miss his dedication, leadership, and especially his fine sense of humor. Thank-you Bill for four years of service on the commission!

I'll be away from January 22 through February 3 – wish everyone a Happy New Year!

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**Mayor**  
Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** Rose Loera / City Manager  
**From:** Jean Barrett / Port Director  
**Subject:** January 2014 monthly report

---

As I look out my window of my office I have a very hard time thinking it is still January. The ice in the harbor is black and cracked as if it is about to let loose, and the South boat launch is clear. I honestly expect someone to come in to purchase a harbor sticker so they could put their skiff into the water to go out for a nice daytrip on the mostly ice free Nushagak river.

### Dock

Not much to report on the dock this month. We are still on schedule to start the flooring in the office this week. I have located some siding to fill in the wall that was framed in for the man door in the warehouse; work on this will also take place in the next few weeks after we get the flooring done.

### Harbor

I have had many discussions with Jeff Lucas from AMLJIA concerning the damage that was caused last October when a barge and landing craft owned by Alaska Logistics decided to tie to the harbor bulkhead to ride out a storm. The damage consisted of one of the bumper pilings being driven down into the mud approximately 8 feet. Mr. Lucas wanted to know what the scope of work would consist of. I contacted two local welding contractors to get professional opinions on what it would take to get the piling back to original shape. Both agreed that the quickest and easiest fix would be to bevel the top edge of the existing piling and welding a section on that would bring the top of the piling up to the original height. I will be producing a RFP for the work along with some other small projects I would like to see done before the real spring shows up.

### Safety Committee

The safety committee met January 24. The committee has so far focused on needs more than prevention. We had to decide where to start so we looked to AMLJIA for a suggestion.

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They suggested that we focus on the number one reported incident which was slips, trips and falls.

We looked into purchasing ice creepers for all interested employees. Unfortunately even with the icy conditions we have been experiencing this winter no one to date has turned in an invoice for ice creepers.

We discussed purchasing defibrillators or AED's for all City owned buildings and for all Police vehicles, we felt that each building should have an AED and select personal should be trained in its use. We also felt that the Police officers are almost always first responders, they should have one in each vehicle. Currently they have a total of two for the whole department.

We also discussed purchasing first aid kits for all City buildings and all City vehicles. Most buildings have some sort of kit put together or one that had been purchased in years past. We now will be swapping them out with newer ones and redistributing the old supplies.

Lastly we discussed fire extinguishers. We feel that each building has extinguishers placed throughout but not many of the vehicles have a source of putting out a fire if needed. We are also looking into having someone from the city certified to do annual inspections on the extinguishers that need it and also having someone from each department tasked with the duty of a monthly check of all extinguishers in their area.

All of these purchases will be made with money from our AMLJIA Safety Incentive Account, so all of these purchases will be paid for thru this account if the money is available.

Other duties...

- I have helped the public works department clear snow
- I have changed out a lockset at the animal shelter to make access to the side of the building and kennels easier
- I have ordered harbor stickers and tide books for this coming season
- I have started on the BBEDC summer hire packets in hopes of getting help with staffing this summer
- I am talking with several people in town who are working towards getting their CDL's, might as well take advantage of the good weather when I can.

That's the news from the Port Department.

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**Manager**  
Rose Loera



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Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** City Manager Rose Loera  
**From:** Chief Dan Pasquariello  
**Subject:** February 2014 Council Report *(reporting period 12/27/13 to 1/27/14)*

---

### Police:

- ❖ 377 Calls for service
- ❖ 42 Incident reports
- ❖ 19 Persons arrested
- ❖ 11 Title 47/Protective custody
- ❖ 33 Citations issued

The patrol division was pretty busy this month, solving several felony investigations.

Our new patrol cars have been out-fitted and are at NAC in Anchorage. They will arrive in Dillingham shortly.

The patrol sergeant attended the 2 week re-cert Academy in Sitka, hosted by the Alaska State Troopers. This re-cert academy is for officers who had attended a police academy in another State, to familiarize them with Alaska law enforcement procedures.

One of our patrol officers will be attending the Police Academy at UAF Fairbanks. He will be gone from mid-November until March.

### Corrections:

- ❖ 49 Total Inmates
- ❖ 11 Title 47/Protective custody

In the beginning of February we are sending one of our corrections officers to the 3 week Municipal Corrections Academy. This academy is in Palmer and is hosted by Alaska Dept. of Corrections. Attendance at the academy will enable the CO to be certified by the Alaska Police Standards Council.

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Our newest corrections officer is currently in the FTO process and is scheduled to be working independently in late February.

We purchase a Live Scan electronic fingerprint machine (*with DOC capital request funds*) and it is scheduled to be installed and operational in March.

The over-crowding in our jail has decreased dramatically over the past year. For the calendar year 2012 there were 456 persons booked into our jail and we were over our 8 bed capacity 56% of the days. For the calendar year 2013 there were 486 persons booked into our jail and we were over our 8 bed capacity only 20% of the time. This significant reduction in jail over-crowding is due to our diligence in monitoring jail population and AST's prompt arrangement of prisoner transports.

**Dispatch:**

- ❖ 482 Calls for service
- ❖ 75% Dispatched to Dillingham Police
- ❖ 15% Dispatched to Alaska State Troopers
- ❖ 6% Dispatched to EMS/Dillingham Fire
- ❖ 4% Dispatched to Dillingham Animal Control

We have a new dispatcher who is currently in the FTO training process.

The alternate EOC project at the lake Rd fire hall is in continuing. The vendor has been ordering the necessary equipment and states that they will be in Dillingham in the near future for installation.

**Animal Control:**

- ❖ 6 Dogs/cats impounded
- ❖ 4 dogs/cats returned to owners
- ❖ 3 surrendered animals
- ❖ 1 animal adoptions
- ❖ 4 Rabies/Parvo shot given
- ❖ 4 dogs/cats euthanized
- ❖ 7 citations issued

The MAP school has been bringing students to the shelter to shovel the outside kennels after snow storms. This help has been greatly appreciated.

**DMV:**

The DMV is once again open for business.

**WAANT:**

The Alaska State Troopers have placed the vacant WAANT position out for bid. They estimate the position will be filled around April. Until then they plan on sending investigators to Dillingham intermittently on a TDY basis. We are cooperating with them by providing local knowledge and assistance.

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Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** Rose Loera, City Manager  
**From:** Stephanie McCumber, Fire Department Coordinator  
**Subject:** January 2014 Department Head Report

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### Summarization of EMS Responses in January – 63.1 Total Man Hours

- Total of Ambulance Transports
  - 1 Chest Pain
  - 3 Medical Transports
  - 2 Unconscious/Fainting
  - 2 Breathing Problem
  - 2 Fall Victim
  - 3 Other Medical
  - 1 Seizure/Convulsions
  - 1 Sick Person

### Summarization of Fire Responses in January – 3 Total /Man Hours

- 1 Fire Alarm – Stood down

### PROJECTS COMPLETED

- All fire calls for 2013 have been entered into Aurora (State reporting system).
- Majority of the Volunteer Members completed their annual Blood Borne Pathogens training at the Combination Meeting this month.
- The Fire Meeting was held for fire behavior and flashover/backdraft conditions.
- At the Rescue Squad Meeting, we learned about ACLS (Advanced Cardiovascular Life Support) procedures.
- Ambulance billing is up to date.

### ON-GOING PROJECTS

- The City is accepting applications for the Fire Office Assistant position. So far we have 1 applicant.
- The Lake Road Station downstairs office has been painted and next week we hope to have the representative here to install the E911 system.
- SCBA bottles are continuing to be serviced in Anchorage. We only have one more set to send out, then all bottles will be in compliance.
- Personnel and training records are being entered into Aurora for better tracking of renewal dates, CME (Continuing Medical Education) credits, and need for classes.

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- The hospital will be starting an EMT-1 class on the 6<sup>th</sup> of February. There is no cost to students and they are advertising it to the public. I know several of our Volunteer Members will take advantage of it as well. It will hopefully be completed sometime in April.
- Research is being done for buying new ZOLL monitors. They are the units on the ambulance that are defibrillators, and can monitor heart rhythms, SPO<sub>2</sub>, and blood pressure. The series that we use is 16 years old.

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Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 29, 2014  
**To:** Rose Loera  
**From:** Pancho Garcia  
**Subject:** Staff report

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### **Streets Dept.**

- plowing snow and then sanding all roads;
- interviewed for a new equipment operator;
- grading roads and thawing out some culverts;
- repaired storm drain in front of Wells Fargo.

### **Water & Sewer Dept.**

- have been doing their monthly lagoon and water sampling;
- cleaning the treatment plant and sewer lagoon building;
- completed emergency response plan and vulnerability assessment gap analysis;
- helping out street department with snow removal;
- completed water line size assessment for local business;
- washing down lift stations and working the floats and checking for operation.

### **Shop Dept.**

- keeping up on maintenance on the city's fleet;
- repaired the gate at the landfill;
- fixed the dozer at the landfill and towed the Volvo truck to shop to start repairs.

### **Buildings & Grounds Dept**

- shoveling snow from entry ways and putting salt on the walk ways;
- transferring oil at the shop from one tank to another for the shops heat;
- working on several issues with heat at DPD and at city hall;
- helping out with street department with sanding and helping with water and sewer department.

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## Landfill

- monthly reports been completed and turned in to DEC;
- keeping up with burning trash and keeping track of monies;
- hired a fulltime employee;
- looking for RALO training for new employee;
- work is been completed on the scrap metal baler in order to start baling ASAP.

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Alice Ruby

**Manager**  
Rose Loera



**Dillingham City Council**  
Holly Johnson  
Chris Maines  
Bob Himschoot  
Keggie Tubbs  
Tracy Hightower  
Paul Liedberg

## MEMORANDUM

**Date:** January 28, 2014  
**To:** Rose Loera  
**From:** Ida Noonkesser  
**Subject:** Staff Report

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During the month of December, the Senior Center served 326 congregate meals to 43 individuals, 125 home delivered meals to 8 individuals, gave 269 assisted rides to 29 individuals and 169 unassisted rides to 25 individuals. Aleknagik transportation services provided 232 rides during the month of October.

We had three rentals for the month of December. The pinochle player's group continues to rent the dining room every Friday, and every third Saturday quilters rent the Senior Center.

We also had an Employee Christmas Party here at the Senior Center. It was a good turnout.

Anna Mae still hosts prized Bingo. The elders look forward to coming to Bingo.

We also had the Girl Scouts come for caroling for the elders, and Mrs. Duncan's class also came and sang Christmas songs. They also made Christmas posters for the elders.

The Senior Center also had three (Stars) Slavic come to the senior center. The elders were happy that the Slavic made it to the Senior Center this Year.

We are also hosting a beading group every Thursday for anyone who would like to learn how to bead. Tish Luckhurst and Susan Lambert host the group.

Our next Advisory Board meeting is February 12 at 1pm in the dining room at the Senior Center.

**I. CALL TO ORDER**

The Code Review Committee met on Thursday, January 9, 2014, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 6:30 p.m.

**II. ROLL CALL**

Committee Members present:

Paul Liedberg, Council Member, Chair  
Alice Ruby, Mayor  
Rose Loera, City Manager  
Chris Maines, Council Member  
Janice Williams, City Clerk

Guest(s):

Holly Johnson, Council Member  
Carol Shade, Finance Director

**III. APPROVAL OF MINUTES**

- A. Minutes of November 14, 2013
- B. Minutes of November 26, 2013

**MOTION:** Chris Maines moved and Mayor Ruby seconded the motion to approve the minutes of November 14 and November 26.

**GENERAL CONSENT:** The motion passed without objection.

**IV. APPROVAL OF AGENDA**

Staff asked to add item Minimum Acreage under Unfinished Business.

**MOTION:** Chris Maines moved and Mayor Ruby seconded the motion to approve the agenda as amended.

**GENERAL CONSENT:** The motion passed without objection.

**V. UNFINISHED BUSINESS**

Staff asked to hold a separate special meeting for this item. A meeting was scheduled for the following Thursday, January 16, at lunchtime.

- A. Point of Sale for Assessing City Sales Tax (*Ordinance to be drafted for the February Code meeting*)

B. Review Inconsistencies Between DMC and the Port of Dillingham Terminal  
Tariff No. 1 (*Email from Attorney Munson*)

City Clerk Williams recommended 1.) to go with the Attorney's suggestion and not try to match up the definitions between the Code and Tariff, and 2.) include in the front of the Tariff the differences between the Port Code and the Port Tariff. The committee will continue to review the list of inconsistencies that was initiated last year.

C. Consider Regulating Material Sites (*Outline Attached*)

Paul Liedberg noted the committee was attempting to move with some expediency. Manager Loera noted Agnew::Beck had reviewed a draft schedule with staff and would be looking to present an ordinance; looking at March 6.

Discussion:

- suggested could contact the Attorney in the meantime to research the issue of pre-existing or grandfathered uses;
- commented if the City would be implementing the material site regulations in stages;
- suggested the committee members review the draft gravel ordinance prepared by Chris Maines; and
- suggested emailing Holly the report prepared by Agnew::Beck presented at the last meeting.

D. Minimum Acreage

City Clerk Williams informed the committee Minimum Acreage had been on their To List in 2009 and 2010, but was deferred back to the Planning Commission for lack of sufficient information. A copy of the resolution approved by the Planning Commission and notes from the earlier meetings in which Minimum Acreage was discussed would be available at the next February meeting.

Discussion:

- stated the issue would be "are minimum lots sizes appropriate"; and
- requested staff provide the requirements for water and sewer from the State statutes.

**VI. NEW BUSINESS**

A. Purchasing Policies and Procedures (*Postponed to the next meeting*)

Finance Director Shade was recommending amending the code to bring it in line with current fiscal practices by removing the requirement for a purchase order for sales made locally. An ordinance would be prepared for the next regular meeting in February.

B. Subdivision Access (*Draft Ordinance to be presented in February*)

City Clerk Williams reported the City's Attorney was preparing an ordinance to introduce at the regular Code meeting in February. City Planner Seitz distributed a copy of the recommendations from the Subdivision Committee which was in addition to the abbreviated copy that was included in the Council packet.

**VII. PUBLIC COMMENT/COMMITTEE COMMENTS**

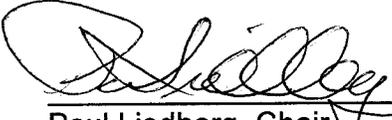
Paul Liedberg:

- commended the committee members for all their hard work and for staff's support.

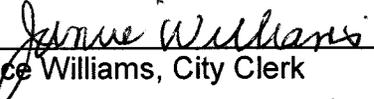
There were no other public or committee comments.

**VIII. ADJOURNMENT**

The meeting adjourned at 6:50 p.m.

  
\_\_\_\_\_  
Paul Liedberg, Chair

ATTEST:

  
\_\_\_\_\_  
Janice Williams, City Clerk

Approval Date: 1/30/2014

**I. CALL TO ORDER**

The Code Review Committee met on Thursday, January 16, 2014, in the Council Chambers, Dillingham, AK. Chair Paul Liedberg called the meeting to order at 12:19 p.m.

**II. ROLL CALL**

Committee Members present:

Paul Liedberg, Council Member, Chair  
Rose Loera, City Manager  
Chris Maines, Council Member  
Holly Johnson, Council Member

Alice Ruby, Mayor – *absent and excused*  
Janice Williams, City Clerk – *absent and excused*

Guests:

Carol Shade, Finance Director

**III. APPROVAL OF AGENDA**

Manager Loera asked to add discussion of another special meeting for January 30.

**MOTION:** Chris Maines moved and Holly Johnson seconded the motion to approve the agenda as amended.

**GENERAL CONSENT:** The motion passed without objection.

**IV. UNFINISHED BUSINESS**

A. Point of Sale for Assessing City Sales Tax (*Ordinance to be drafted for the February Code meeting*)

City Manager Loera reported:

- City's sales tax audit in 2012 noted a consultant whose primary place of business was Dillingham was not applying sales tax to services physically conducted outside Dillingham;
- A person receiving electric service who lived outside City limits had questioned why they were assessed sales tax on electric sales. Although allowed in Code, sales tax was not being applied to other electric users outside city limits;
- Code Committee had evaluated the loss in revenues from not enforcing its code, and had recommended excluding electric and telephone sales and professional services conducted outside of Dillingham;
- City's Attorney advised these transactions were subject to sales tax and the City could adopt these as exceptions; and

- City's Attorney addressed another issue that had been discussed that could be exempted: personal property, food products, and other household goods not intended for resale or commercial use that are shipped by a seller located o/s City of Dillingham and the State of Alaska for delivery to residents within City limits.

**Discussion:**

- noted was aware that several communities were requiring outside vendors selling liquor to assess sales tax on goods transported to the community;
- noted federal law prohibited the City from collecting sales tax from retailers that did not have a physical presence in the State of Alaska;
- stated the responsibility should be placed on the individual transacting mail/internet orders or purchases made within Alaska to defend the sale was not taxable; and
- questioned if an outside vendor was collecting sales tax, was the sales tax revenue making its way back to Dillingham, had suggested Home Depot as an example.

**MOTION:** Manager Loera moved and Chris Maines seconded the motion to request the Attorney draft an ordinance to be recommended to the City Council.

**GENERAL CONSENT:** The motion passed without objection.

B. Schedule a Special Code Meeting for January 30

Chris Beck was looking to schedule a special meeting on regulating material sites for Thursday January 30, at 5:30 p.m. He would have a first draft of an ordinance to present.

**VII. PUBLIC COMMENT/COMMITTEE COMMENTS**

**Chris Maines:**

- noted he was aware that legal advisement was being sought regarding the City's right to tax commercial boats stored on native allotments.

**Holly Johnson:**

- commented had been questioned why a commercial skiff was taxable and not a personal use skiff.

**Discussion:**

- noted the code had been amended about five years ago to exempt personal use skiffs from personal property tax; and
- noted if someone wanted to pursue a change they could bring it to the attention of the City.

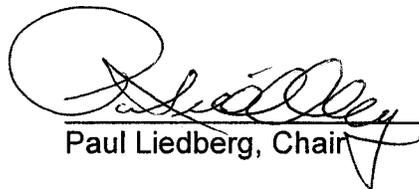
**Follow Up:**

- Staff to locate the background for taxing commercial boats located on native allotments.

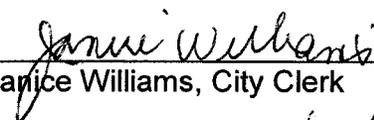
There were no other public or committee comments.

VIII. ADJOURNMENT

The meeting adjourned at 12:44 p.m.

  
Paul Liedberg, Chair

ATTEST:

  
Janice Williams, City Clerk

Approval Date: 1/30/2014

**I. CALL TO ORDER**

The Finance and Budget Committee met on Monday, December 30, 2013, at the City Council Chambers, Dillingham, AK. Bob Himschoot, Chair, called the meeting to order at 5:37 p.m.

**II. ROLL CALL**

Committee Members present:

Bob Himschoot, Council Member, Chair  
Alice Ruby, Mayor  
Keggie Tubbs, Council Member  
Tracy Hightower, Council Member  
Rose Loera, City Manager  
Carol Shade, Finance Director

**III. APPROVAL OF MINUTES**

A. Minutes of October 28, 2013

MOTION: Keggie Tubbs moved and Manager Loera seconded the motion to approve the minutes of October 28, 2013.

GENERAL CONSENT: The motion passed without objection.

**IV. APPROVAL OF AGENDA**

Manager Loera was recommending adding a review of the Finance Dept.'s internal control policies. It appeared the policies had not been vetted through the committee nor approved by the Council. She had also added the landfill, E911, and equipment rates to the agenda for review as time allowed.

MOTION: Keggie Tubbs moved and Tracy Hightower seconded the motion to approve the agenda.

GENERAL CONSENT: The motion passed without objection.

**V. STAFF REPORTS**

A. Review of Monthly Financial Statements

Carol Shade, Finance Director reported:

- the committee would be presented with a mid-year budget review at the end of January; and
- management was recommending a workshop prior to the February Council meeting to spend ½ hour on the quarterly/semi-annual financial statements and ½ hour on a mid-year budget review.

Follow Up:

- requested an analysis from City's insurance broker that attributed to the increase in health care costs by 37% to be presented at the next Finance meeting.

Manager Loera reported:

- City's drug dog, Lutri, was again without a dog handler, the officer having resigned, and she and the Chief were recommending adopting out Lutri to the State Troopers or another municipality to continue the work he was trained to do. A resolution to that affect would be prepared for the next meeting;
- Landfill Grant – City had \$123K remaining in an older grant that would expire December 31, 2013; a majority had been used in the past year to pay CH2M Hill to assist with a RFP for a thermal conversion system; the remaining unused funds of \$40K would be returned; and
- Finance Director to retire October 31 and the City would be looking for a replacement 4-5 months in advance.

Discussion:

- suggested hiring consultant Tim Pearson to aid in the hiring process.

**VI. UNFINISHED BUSINESS**

A. Fiscal Policy Development

1. Review Internal Controls (*Lay Down at the Meeting*)

Manager Loera reported the internal control policies were revised Feb. 2008. She and staff would begin the process of identifying areas that may need to be revised. She was also asking for the committee to bring forward their comments. It was possible some changes would need to be made to the code to bring both documents in line.

Discussion:

- suggested having a policy for the special revenue accounts that included how they pay for themselves; and
- suggested there be a schedule to review the policies regularly that could be decided on prior to presenting the internal control policies to the Council.

**MOTION:** Keggie Tubbs moved and Carol Shade seconded the motion to adopt the schedule of reviewing sections 1 - 3 at the January meeting, sections 4 - 7 at the February meeting, and sections 8 – 13 at the March meeting.

**GENERAL CONSENT:** The motion passed without objection.

Follow Up:

- Staff to research other internal control policies; suggestions included Mesa, Arizona's, Cuyung Tribal Council, and City of Seward.

B. Options for Excess Raw Fish Revenues (*Information Attached*)

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Finance Director Shade provided a final report on the raw fish tax revenues received for FY13 and FY14. For FY13, the final number was \$849K. For FY14 through December, the City had received \$354K.

Manager Loera reported Lake and Pen they did not have a program to forward fund but would be interested in seeing what the City came up with. She felt it was premature to forward fund until the City had some history with the account.

**MOTION:** Keggie Tubbs moved and Mayor Ruby seconded the motion to recommend to the Council to forward fund the Nushagak Raw Fish Tax Revenues, build the fund and leave any excess in the fund to build up over time, and then after a few years review and make a recommendation.

Discussion ensued over building the fund and an understanding of forward funding:

- voiced concern with budgeting based on guessing run predictions and market fluctuations in prices;
- commented the City had yet to decide what to do with the fund.

**MOTION WITHDRAWN:** Keggie Tubbs moved to withdraw his motion and Mayor Ruby concurred.

**MOTION:** Keggie Tubbs moved and Tracy Hightower seconded the motion to recommend to Council that the City build its Nushagak Fish Tax Fund with excess revenues that would be determined once the audit was complete, and then in 2015 could revisit this issue and options of what to do with the fund.

Discussion:

- recommended the development of a fiscal policy in the meantime.

**GENERAL CONSENT:** The motion passed without objections.

Follow Up:

- Finance Director Shade to bring forward an example of a reformatted financial statement to the next meeting.

## VII. NEW BUSINESS

### A. Rate Review

#### 1. Landfill (*Information Attached*)

Manager Loera reported the City would be going back out to bid for a thermal conversion system, because the only bidder's projected fuel usage would be cost prohibitive. The one firm that could not make the time frame to bid had since noted that the number of gallons could be far less. In the meantime, the City would be promoting recycling, separating out plastics and other big items to keep the City's landfill permit intact until an incinerator system could be brought on line.

Discussion:

- commented was encouraged by the increase in landfill revenues for the same period over the prior year, and would be interested in an analysis of revenues with previous years;
- commented probably needed to adjust the rates, but wait and see when new technology could be put in place; and
- commented a previous assessment of employing a scale showed operation and maintenance costs would be high, but technology may have improved and might be an opportunity to revisit.

Follow Up:

- Staff to present the previous analysis that was done on installing a scale or look to prepare a report.
- Landfill rates to remain on the agenda for now.

2. E-911

Follow Up:

- Staff to prepare a report for the next meeting to analyze if the existing E911 surcharge was meeting the City's needs.

3. Equipment Rates

Follow Up:

- Equipment rates to remain on the To Do list for now.

B. FY15 Budget Schedule of Meetings

Staff recommended eliminating the 2<sup>nd</sup> Council meeting in April and May set in code for budget review and approval, when the budget review was already covered in the Finance Committee's budget schedule.

Mayor Ruby noted the code was amended some time ago to alleviate staff's workload putting together a second packet each month, but had retained the second meeting for April, May and June to review and approve the budget. She agreed with staff's recommendation and commented the Council could always request a special meeting if needed.

**MOTION:** Keggie Tubbs moved and Carol Shade recommend to the Council to amend code to remove the second Council meeting in April and May and leave the second meeting in June for budgetary purposes.

Follow Up:

- Staff to note in the budget schedule the date when the: 1.) School Facility recommendation for major maintenance needed to be received, 2.) DCSD budget needed to be approved, and 3.) MIL rate needed to be approved.

**GENERAL CONSENT:** The motion passed without objection.

Finance Director Shade directed the committee to an updated audit schedule:

- first draft forwarded to staff by Jan. 24 to be reviewed and forwarded back;
- final draft delivered by Feb. 7 in preparation for Finance Committee Meeting Feb. 24;
- presentation to the Council by March 6

**VIII. PUBLIC/COMMITTEE COMMENT(S)**

Keggie Tubbs:

- wished everyone a Happy New Year.

Carol Shade:

- wished everyone a Happy New Year and a continued great holiday.

Tracy Hightower: no comment

Mayor Ruby:

- reported on a proposed ADF&G policy to recover the cost of managing fish that was back in the State's budget in the amount of \$200K; years ago F&G contracted with fishermen to harvest fish, RFP with processors to buy them, but the legislature had cut it out because they it wasn't right for the management organization to be competing with its own fishermen;
- noted Nushagak Electric had returned State funds for a hydroelectric plan they later determined wasn't feasible, and she had spoken to Rep. Edgmon about the possibility of State funds being reappropriated to the City so it could come with up with their own energy plan; his response was it would probably be returned to AEA and maybe the City could apply for it.

Manager Loera recommended setting a time for herself and Mayor Ruby to meet with Rep. Edgmon and put that item on their agenda.

Manager Loera: no comment

Bob Himschoot:

- wished everyone a Happy New Year.

**IX. ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

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Bob Himschoot, Chair

ATTEST:

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Janice Williams, City Clerk

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

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2014-02

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 2.09.010, REGULAR MEETINGS, TO REMOVE THE OBLIGATION TO HOLD A COUNCIL MEETING THE THIRD THURSDAY IN APRIL AND MAY TO REVIEW THE BUDGET**

---

WHEREAS, the budget shall be prepared by the City Manager; and

WHEREAS, the Council shall determine the time and place of the public hearing on the budget and shall adopt a budget by June 30th; and

WHEREAS, the Finance and Budget Committee is responsible for guiding the City of Dillingham toward long-term financial stability and promote fiscal responsibility; and

WHEREAS, the Finance and Budget Committee reviews the City's operating and capital budget and recommends its adoption to the full Council; and

WHEREAS, the Finance and Budget Committee's role in reviewing the budget has removed the obligation of the Council to hold a meeting for that purpose the third Thursday in April and May as stated in Chapter 2.09.010.A.;

BE IT ENACTED BY THE VOTERS OF THE CITY OF DILLINGHAM:

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

**Section 2. Amend Section 2.09.010, Regular Meetings** of the Dillingham Municipal Code is hereby amended as follows (added items are **emboldened** and underlined; deleted items are shown as strikethrough):

2.09.010 Regular Meetings

A. All regular meetings of the council shall be held on the first Thursday of each month at seven p.m. Regular meetings during budget time will be scheduled on the first and third Thursday during ~~April, May and~~ June in order to adopt the budget in a timely manner.

B. The usual place of council meetings shall be at the offices of the city at the ~~old Territorial School Building~~ **City Hall David B. Carlson Chambers**; provided, however, that in the event of any condition which renders the meeting unfit to conduct any regular meeting of the Council, the meeting may be moved to the high school.

C. All regular meetings of the Council shall be public, and the public shall have reasonable opportunity to be heard.

**Section 3. Effective Date.** This ordinance is effective upon passage.

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

\_\_\_\_\_.

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

ATTEST:

[SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

City of Dillingham Information Memorandum No. O2014-02

**Subject:** An ordinance of the Dillingham City Council amending DMC Section 2.09.010, Regular Meetings, to remove the obligation to hold a council meeting the third Thursday in April and May to review the budget

Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	City Clerk / Janice Williams		

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

- Copy of existing code Section 2.09.010

**Summary Statement.**

This ordinance was recommended by staff to the Finance and Budget Committee. At the January 9, 2014 Council Meeting, the Council moved to approve the Finance and Budget Committee's recommendation to put together an ordinance to be introduced at the next meeting.

## Chapter 2.09

### CITY COUNCIL MEETINGS

#### Sections:

<b>2.09.010</b>	<b>Regular meetings.</b>
<b>2.09.020</b>	<b>Special meetings.</b>
<b>2.09.030</b>	<b>Location change.</b>
<b>2.09.040</b>	<b>Emergency meetings—Waivers of notice.</b>
<b>2.09.050</b>	<b>Executive sessions.</b>
<b>2.09.060</b>	<b>Absences.</b>
<b>2.09.070</b>	<b>Mayor designated presiding officer.</b>
<b>2.09.080</b>	<b>Order of business.</b>
<b>2.09.090</b>	<b>Rules of debate.</b>
<b>2.09.100</b>	<b>Addressing the council by the public.</b>
<b>2.09.110</b>	<b>Decorum.</b>
<b>2.09.120</b>	<b>Minutes.</b>
<b>2.09.130</b>	<b>Motions—Second required.</b>
<b>2.09.140</b>	<b>Motions—Disposition—Withdrawal.</b>
<b>2.09.150</b>	<b>Motions—Rescinding vote.</b>
<b>2.09.160</b>	<b>Voting.</b>
<b>2.09.170</b>	<b>Quorum.</b>
<b>2.09.180</b>	<b>Veto.</b>

#### **2.09.010 Regular meetings.**

A. All regular meetings of the council shall be held on the first Thursday each month at seven p.m. Regular meetings during budget time will be scheduled on the first and third Thursday during April, May and June in order to adopt the budget in a timely manner.

B. The usual place of council meetings shall be at the offices of the city at the old Territorial School Building; provided, however, that in the event of any condition which renders the meeting place unfit to conduct any regular meeting of the council, the meeting may be moved to the high school.

C. All regular meetings of the council shall be public, and the public shall have reasonable opportunity to be heard. (Ord. 77-6 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986; Ord. 94-15 § 1, 1994; Ord. 95-11 § 1, 1995.)

#### **2.09.020 Special meetings.**

A. Special meetings of the council are those meetings which are called by the mayor or any two members of the council for a time different than that fixed for the regular council meetings. The location of all special council meetings shall be the same as that authorized for regular meetings.

B. Advance oral or written notice of at least twenty-four hours preceding a special meeting shall be given each council member. The notice shall specify the time, place and subject matter of the meeting. No business shall be transacted at the meeting that is not mentioned in the notice. Notice shall be served personally on each member of the council or left at the member's usual place of business or residence by the city clerk or the clerk's designee. The notice provisions of Section 2.08.020 also apply.

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2014-03**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.20 OF THE DILLINGHAM MUNICIPAL CODE TO EXEMPT FROM SALES TAX SALES OF ELECTRICITY AND TELEPHONE SERVICES TO USERS OUTSIDE THE CITY, PROFESSIONAL SERVICES PROVIDED OUTSIDE THE CITY, AND NON-COMMERCIAL PERSONAL PROPERTY ORDERED FOR DELIVERY FROM OUTSIDE AND DELIVERED TO A PERSON WITHIN THE CITY**

---

WHEREAS, the City has become aware of ambiguities in its sales tax code regarding the taxability of certain transactions; and

WHEREAS, the City Council wishes to clarify that certain transactions, identified herein, are not taxable transactions because they occur primarily or entirely outside of the City of Dillingham; and

WHEREAS, the exemptions identified herein codify existing practice and are not intended to relieve any taxpayer of responsibility for taxes previously paid or owed, nor to suggest that similar transactions that have occurred in the past should have been taxed under then-existing law;

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

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

**Section 2. Amendment of Section 4.20.050.** Section 4.20.050 of the Dillingham Municipal Code is hereby amended to read as follows: (Additions are underlined and emboldened and deletions are shown as strikethrough.)

**4.20.050 Exemptions.**

The tax levied shall not apply to the following:

... (subsections A – P omitted)

Q. Charges for long distance telephone conversations; provided, however, that the furnishing of telephone service to subscribers within the city is taxable. **Telephone service furnished to subscribers whose primary residence or business is located outside the city is not taxable;** ~~and also to subscribers outside the city who are furnished such service from within the city;...~~

... (subsections R – Z omitted)

AA. Sales of goods and services made by persons not required to obtain a business license under Chapter 4.16;

**BB. Sales of electricity if the customer's physical location of service is not within the city;**

**CC. Professional services provided to a customer or client whose principal residence or place of business is not within the city of Dillingham if the services are provided or performed primarily or entirely outside the city;**

**DD. Personal property, food products, and other household goods not intended for resale or commercial use that are shipped by a seller located outside the city of Dillingham for delivery within the city.**

**Section 3. Effective Date.** This ordinance shall be made effective upon passage.

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

\_\_\_\_\_.

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

ATTEST:

[SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

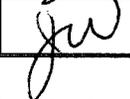
**Subject:** An ordinance of the Dillingham City Council amending Chapter 4.20 of the Dillingham Municipal Code to exempt from sales tax sales of electricity and telephone service to users outside the City, professional services provided outside the city, and non-commercial personal property ordered for delivery from outside and delivered to a person Within the City

Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade		
X	City Clerk / Janice Williams		

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

**Summary Statement.**

This ordinance was vetted through the Code Review Committee and is being recommended to the Council for adoption.

The City conducted a sales tax audit in 2011 which resulted in several issues of noncompliance. Staff was asked to seek legal opinion to clarify Point of Sale for the purpose of assessing City sales tax, that the code was not clear. One example noted a consultant whose primary place of business was Dillingham was not applying sales tax to services physically conducted outside Dillingham. During this time another example surfaced where a person receiving electric service who lived outside City limits had questioned why they were assessed sales tax on electric sales. Although allowed in Code, sales tax was not being applied to other electric users outside city limits.

The Code Committee met with Nushagak Electric who asked for reconsideration on collecting sales tax on telephone service, noting the communities of Manokotak and Clarks Point already have a sales tax in place and provided an analysis of electric sales to Aleknagik. The Committee also sought advisement from its attorney who commented that the services that Nushagak Cooperative provided go outside of Dillingham, and as a matter of public policy, the City should not want to subject nonresidents to a double tax, if they are being taxed by their own village, and could change the code to accommodate that.

The Committee also addressed personal property, food products, and other household goods not intended for resale or commercial use that are shipped by a seller located o/s City of Dillingham and the State of Alaska for delivery to residents within City limits.

An analysis of the loss in revenues from not enforcing its code was conducted to exclude electric and telephone sales and professional services conducted outside of Dillingham. The Committee felt the projected loss of \$25,000 was not considerable at this time. Ordinance No. 2014-03 was drafted to clarify that the City was willing to accept the position that its code was not clear previously and had taken this opportunity to clear it.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2014-09

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE APPLICATION TO THE RASMUSON FOUNDATION FOR A TIER I GRANT FOR THE SENIOR CENTER**

---

WHEREAS, the City of Dillingham owns and operates the Senior Center which provides a daily lunch, rides and activities for the elders of the area; and

WHEREAS, the Senior Center is in need of a kitchen range, tabletop mixer, dishwasher, folding chairs, microwave and other small appliances and equipment; and

WHEREAS, the Rasmuson Foundation has a Tier I grant that allows for capital purchases for non-profits up to \$25,000; and

WHEREAS, the Rasmuson Foundation doesn't have a match requirement but does not like to be the sole funder for projects; and

WHEREAS, the Rasmuson Foundation will accept contributions to a project directly from the owner, through vendor discounts, fund raising and other sources; and

WHEREAS, the Senior Center will be applying for a Tier I grant up to \$25,000 and will utilize some of their fund raising activities and/or donations toward the contribution requirement of the grant.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the Senior Center to apply for a Tier I Rasmuson Foundation grant.

PASSED and ADOPTED by the Dillingham City Council on February 6, 2014.

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

ATTEST:

[SEAL]

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

**Subject:** A resolution of the Dillingham City Council approving the application to the Rasmuson Foundation for a Tier I Grant for the Senior Center

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Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Senior Center / Ida Noonkesser	IN	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes \_\_\_\_\_ No \_\_\_\_\_ Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

**Summary Statement.**

The Senior Center is need of some upgrading in the kitchen, dining and common areas. The City would like to apply for a Tier 1 Rasmuson Foundation grant for equipment and supplies that would make it easier for staff to serve the elders of the region.

The Tier 1 grant is up to \$25,000 and can be applied for at any time. The foundation does not have a match requirement but they do not want to be the sole provider of a project. The Senior Center has fund raisers and receives donations throughout the year that the City could earmark those funds to be put toward the purchases.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2014-10

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY TO COMPLETE A QUESTIONNAIRE FOR A LOAN FROM THE ALASKA DRINKING WATER FUND**

---

WHEREAS, the City of Dillingham seeks to obtain the necessary financial assistance to match existing grant funds from the Alaska Department of Environmental Conservation; and

WHEREAS, the State of Alaska Department of Environmental Conservation (DEC) is able to offer funding through the Alaska Clean Water Fund which can be used to match Municipal Matching Grants (MMG); and

WHEREAS, ADEC Municipal Matching Grant 28305 has approximately \$4.5 million approved for drilling new water sources, hydrology studies, updating the water master plan; and

WHEREAS, projects completed since 2003 make an update of the City's Water and Sewer Master plan critical for planning necessary water system improvements:

WHEREAS, this grant terminates December 2014;

WHEREAS, the City is also under a deadline to complete water improvements in the area of the Alaska Department of Transportation and Public Facilities' Downtown Streets project prior to when construction is slated to occur in 2016;

WHEREAS, the City of Dillingham wishes to complete a questionnaire from the Alaska Drinking Water fund;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves and authorizes the City to apply to ADEC for a loan in the amount of \$1,575,000 from the Alaska Clean Water Fund for Water System Improvements;

BE IT FURTHER RESOLVED that an additional resolution will be issued to authorize the final acceptance of a loan offer from the Alaska Clean Water Fund.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 6, 2014.

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Alice Ruby, Mayor

ATTEST:

[SEAL]

---

Janice Williams, City Clerk

**Subject:** A resolution of the Dillingham City Council authorizing the City to complete a questionnaire for a loan from the Alaska Drinking Water Fund

Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Planning / Jody Seitz		
X	Public Works / Francisco "Pancho" Garcia	FG	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes \_\_\_\_\_ No \_\_\_\_\_ Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

Other Attachment(s): None

**Summary Statement.**

Staff would like to complete a questionnaire for a loan from the Alaska Drinking Water Fund to determine if the City would be eligible for such a loan. The city has a Municipal Matching Grant # 28305 with the Department of Economic Development (DEC) for \$4.5 million. This grant was acquired in 2008 and will be expiring in December 31, 2014. The grant has a 30% match requirement.

The City would like to apply for this DEC loan which would be very low interest to serve as a match for the above mentioned grant. There is no guarantee that the City would get the loan when filling out the questionnaire.

The City would use the funding to update our Water & Sewer Master Plan and some work around the city on its water lines. It will not be able to spend the entire grant by the deadline. The City will see if it can get an extension on the grant until 2016 when the down town streets project gets underway. The funds would be used to fix some water line deficiencies when the streets are torn up.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2014-11

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY TO APPLY FOR A LOAN FROM THE ALASKA CLEAN WATER FUND**

WHEREAS, the City of Dillingham seeks to obtain the necessary financial assistance to make improvements to the Landfill to come into compliance with regulations of the Alaska Department of Environmental Conservation; and

WHEREAS, the State of Alaska Department of Environmental Conservation (DEC) is able to offer funding through the Alaska Clean Water Fund; and

WHEREAS, the City of Dillingham wishes to apply for a loan from the Alaska Clean Water fund;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves and authorizes the City to apply to ADEC for a loan in the amount of \$2,084,440 from the Alaska Clean Water Fund for Landfill Regulatory Compliance Improvements;

BE IT FURTHER RESOLVED that an additional resolution will be issued to authorize the final acceptance of a loan offer from the Alaska Clean Water Fund.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on February 6, 2014.

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

ATTEST:

[SEAL]

\_\_\_\_\_  
Janice Williams, City Clerk

**Subject:** A resolution authorizing the City to apply for a loan from the Alaska Clean Water Fund

Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Planning / Jody Seitz		
X	Public Works / Francisco "Pancho" Garcia	FG	
X	City Clerk / Janice Williams	JW	

**Fiscal Note:** Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):** None

**Summary Statement.**

Staff continues to research all possible funding sources that will be needed to get the City's landfill into compliance with DEC. The Department of Environmental Conservation (DEC) is able to offer a loan through the Alaska Clean Water Fund if eligible. The deadline for applying to this fund is near the end of February.

The City anticipates putting in a building and some form of a thermal conversion system to be in the price range of \$3.9 million. The City now has \$1.9 million with its legislative appropriation.

The City will be lobbying for additional funds from the State this year but not certain if it will be successful. If the City is not successful in getting additional funding from the State in the form of a grant this loan will be a fall back.

If approved, the Council will be presented with a resolution authorizing the acceptance of the loan.

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2014-12

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE LEGISLATIVE REAUTHORIZATION OF THE DILLINGHAM LIBRARY AND MUSEUM BUILDING ROOF REPAIRS, NUMBER 13-DC-317**

---

WHEREAS, the City of Dillingham received a \$250,900 legislative appropriation grant in July 2012 to repair the library roof; and

WHEREAS, the Project Title is Dillingham Library and Museum Building Roof Repairs - Grant Agreement Number 13-DC-317; and

WHEREAS, the contract for the repair on the roof was awarded to Paug-Vik, Inc., and they completed the project in the fall of 2013; and

WHEREAS, there remains about \$103,000 left in the grant and the funds can only be used for the roof area unless reauthorized; and

WHEREAS, the City found when replacing the stairs, the railing and the ramp for the disabled, that the foundation of the library had some structural issues such as perimeter walls caving in, center support wall buckling and the common wall between the Museum and Library was rotting; and

WHEREAS, the remaining funds from the Dillingham Library and Museum Building Roof Repairs Grant 13-DC-317, if approved, would be used for the repairs needed for the entire building instead of just the roof;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council approves requesting the State Legislature to reauthorize the Legislative Appropriation Grant for the Dillingham Library and Museum Building Roof Repairs, Number 13-DC-317, to be used not only for the roofing repairs but for the entire building repairs that are needed.

PASSED and ADOPTED by the Dillingham City Council on February 6, 2014.

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

ATTEST:

[SEAL]

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

**Subject:** A resolution of the Dillingham City Council approving the legislative reauthorization of the Dillingham Library and Museum Building Roof Repairs, Number 13 DC-317

Agenda of: February 6, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera  
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Library / Sonja Marx	SDM	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes \_\_\_\_\_ No X Funds Available: Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Attachment(s):**

**Summary Statement.**

In July 2012 the City of Dillingham was awarded a Legislative Appropriation Grant for replacing the Library Roof – Grant # 13-DC-317 for \$250,900. The roof was replaced by Paug-Vik in the summer of 2013, and the balance now remaining on the grant is \$103,000. The grant stipulates that the City is not to use these funds for anything other than the roof area unless reauthorized.

The City has since found some structural issues going on with the foundation walls of the building. In order to maintain the integrity of the building for years to come the walls need to be repaired.

The City is asking the City Council to approve a request to the State Legislators to reauthorize the remaining funds in grant # 13-DC-317 to be used for the entire building repairs that are needed. The City will be insulating the attic area, installing gutters, repairing the foundation walls and making energy efficiency changes.

**Janice Williams**

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**Subject:** FW: Planning Commission term

Hello Janice and Rose,

I believe my current term is up. Jody recommended I contact you and express my interest to continue.

I am interested in continuing. If this is acceptable, I was selected yesterday evening by the Commissioners present to serve as the Commission Chairperson.

Thank you,

Julie

Julianne E. Baltar  
Director, Transportation and Infrastructure Development  
Bristol Bay Native Association  
P.O. Box 310  
Dillingham, AK 99576  
Direct: 907 842-6219  
Cell: 907 843-1018  
Fax: 907 842-5978

**Bernina Angelica I. Venua**

PO Box 287

Dillingham, AK 99576

Tel: 907.843.1275 | Email: bernina.venua@gmail.com

January 29, 2014

Dear Mayor Ruby,

I would be interested in continuing with the Parks & Recs Committee for another term. I have worked hard and regularly participated in the meetings the last two years.

Thank you,

Bernina Venua

A draft ordinance on this topic is attached. It combines aspects of several other municipalities that have tackled this issue, primarily Anchorage and Valdez.

Most notably it establishes a definition for a finding that the taxpayer was "unable to comply" with the original deadline, and sets a limited time frame of 14 days from the end of the circumstances rendering the taxpayer "unable to comply" to file the appeal. This time frame could be extended out to as much as 30 days if the Council desires, but this is probably an acceptable compromise on the issue. It should not remain open indefinitely.

The other issue of note is that we proposed a minimum of three members of the BOE convene as the panel to decide whether a person was "unable to comply." This will eliminate the need to get the entire board together, which was one of the original practical difficulties we wanted to eliminate when we previously amended this process. This could be amended further to allow the chairman to make the determination alone if the Council wants to really streamline things, or, on the other hand, they could require the entire Board to be present to make the decision. The minimum three member panel again appeared to represent a good compromise, but either is acceptable.

Please let me know if you require further input on this from me.

Patrick Munson  
Boyd, Chandler & Falconer LLP  
(907) 272-8401

CODE ORDINANCE

ORDINANCE NO. 2014-\_\_

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 4.15 OF THE DILLINGHAM MUNICIPAL CODE TO ALLOW LIMITED EXCEPTIONS TO THE DEADLINE FOR FILING AN ASSESSMENT VALUATION APPEAL AND DEFINING THE CIRCUMSTANCES IN WHICH A REQUEST FOR SUCH AN EXCEPTION WILL BE CONSIDERED AND GRANTED**

---

WHEREAS, Chapter 4.15 of the Dillingham Municipal Code was recently amended to eliminate all late-filed appeals from being considered for any reason;

WHEREAS, the City Council has determined that it is appropriate to allow limited exceptions to the deadline for reasons beyond the control of the taxpayer and which would prevent a reasonable person under the circumstances from filing a timely appeal;

WHEREAS, the City intends to implement this law for the tax year 2014, but does not by adopting this ordinance intend to accept or permit requests for exceptions for previous tax years;

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

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

**Section 2. Amendment of Section 4.15.070.** Section 4.15.070 of the Dillingham Municipal Code is hereby amended to read as follows: (Additions are underlined and emboldened and deletions are shown as strikethrough.)

**4.15.070 Assessment roll and notice—City to prepare and mail.**

A. Annually, the city shall prepare the assessment roll pursuant to AS 29.45.160. The roll shall be prepared in duplicate and shall include particulars on delinquent taxes owing by any persons.

B. The city shall mail each person named in the roll a notice of assessment by March 15th or the next business day should the fifteenth fall on a weekend or holiday, pursuant to the provisions of AS 29.45.170.

C. Corrections to the assessment notice may be made pursuant to AS 29.45.180.

D. The notice shall include the deadline for filing an appeal, which shall be established pursuant to Section 4.15.125(B) and shall be thirty days from the date the notice is mailed.

**Section 3. Amendment of Section 4.15.110.** Section 4.15.110 of the Dillingham Municipal Code is hereby amended to read as follows: (Additions are underlined and emboldened and deletions are shown as strikethrough.)

**4.15.110 Posting required.**

When valuation notices have been mailed, the city shall cause notice that the assessment rolls have been completed to be posted at two public places for a period of two weeks. Such notice shall also state the time and location of the board of equalization's organizational meeting and that an appeal may be taken to the board of equalization by filing notice in writing with the board specifying the grounds of the appeal within thirty days of the date valuation notices were mailed.

**Section 4. Amendment of Section 4.15.125.** Section 4.15.125 of the Dillingham Municipal Code is hereby amended to read as follows: (Additions are underlined and emboldened and deletions are shown as strikethrough.)

**4.15.125 Appeals to board of equalization.**

A. A person whose name appears on the assessment roll or his agent or assigns may appeal to the board of equalization for relief from an alleged error in valuation.

B. No appeal may be taken unless the applicant files with the city clerk written notice of appeal specifying grounds for such appeal within thirty days from the date the assessment notice was mailed.

C. The city clerk shall acknowledge the written appeal by sending the appellant a notice indicating the time and location of the board's organizational meeting, and shall refer all appeals to the assessor, including transmitting to the assessor any documents submitted by the appellant.

D. Prior to the hearing, the appellant taxpayer may present relevant information directly to the assessor, who may revise the original assessment if the information indicates that the original assessment was unequal, excessive, improper or under valued. If the assessor and the appellant taxpayer tentatively agree upon a revised assessment value prior to the hearing, the assessor will prepare a memorandum to the board of equalization stating the reasons for the revised assessment, the amount thereof, and requesting approval of the new value. The board shall consider the memo at the organizational meeting described in subsection E of this section. If the board of equalization does not approve the value, the assessor shall schedule the appeal for a hearing and the city clerk shall properly notify the appellant.

E. As soon as practicable after the deadline for filing appeals expires, the board shall convene an organizational meeting to determine the number of outstanding appeals and schedule hearings. No more appeals shall be accepted except as provided in DMC 4.15.125.G.

F. Hearings for all outstanding appeals shall be held prior to May 15th of the tax year for which the assessment is appealed, unless the board determines at its organizational meeting that additional time is necessary to conduct all the hearings. All hearings and assessments must be complete before the council considers the resolution required by Section 4.15.020(B).

**G. A property owner who seeks to appeal the assessor's valuation after the 30-day filing period has closed may request a finding that the property owner was unable to comply with the requirement to timely file an appeal by filing a written request with the City Clerk**

within fourteen days after the inability to comply ceased or within fourteen days after the taxpayer should have become aware of the reason for filing the appeal, whichever is earlier. The written request must include information sufficient to determine whether the request has been submitted within the time stated in this section.

1. Each letter shall be considered in a scheduled hearing by not less than three members of the board of equalization, although the entire Board may convene if available and convenient. The City Clerk shall provide notice to the public and the property owner no less than five days prior to the hearing. The panel shall only consider reasons the appellant was unable to comply within the 30-day period and shall not consider evidence regarding property valuation. The panel's determination shall be based on the letter and supporting documents. A taxpayer may not make an oral presentation at this hearing.

2. The panel shall interpret the term "unable to comply" to mean that a property owner has demonstrated compelling reasons or circumstances that were beyond the property owner's control and which would prevent a reasonable person under the circumstances from filing a timely appeal. Absent extraordinary circumstances, a failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up or read mail or a failure to timely provide a current address or change in ownership of the property to the city will not constitute an inability to comply.

3. If the request is denied, the City Clerk shall notify the property owner of the panel's decision. If the request is granted, the property owner shall have 30 days from the date the City Clerk so notifies the property owner to file an appeal and submit all evidence required by DMC §§ 4.15.130.G and J. A hearing shall be scheduled to occur within 30 days from the deadline identified in the previous sentence, and a decision rendered at the conclusion of the hearing or as soon as practicable thereafter.

4. A request for a finding of inability to comply is limited to an appeal of the notice of assessment for the current assessment year.

**Section 6. Effective Date.** This ordinance shall be made effective upon passage. No requests for a finding of inability to comply for any tax years prior to 2014 shall be accepted.

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

SEAL:

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

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

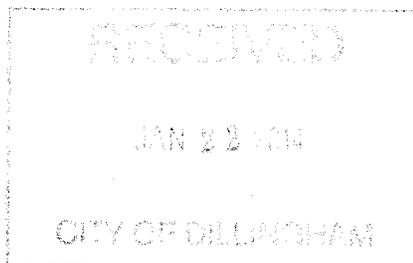
Department of Commerce, Community,  
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

550 West Seventh Avenue, Suite 1640  
Anchorage, Alaska 99501  
Main: 907.269.4501/907.269.4581  
Programs fax: 907.269.4539

January 15, 2014

City of Dillingham  
P.O. Box 889  
Dillingham, AK 99576



RE: FY 15 POPULATION DETERMINATION

Dear Mayor:

The Department of Commerce, Community, and Economic Development annually certifies the population of each municipality for use in various financial assistance programs based upon population estimates prepared by the State Demographer at the Department of Labor and Workforce Development.

**The 2013 population of the City of Dillingham has been determined to be 2,395.**

If you do not agree with this figure, you may request an adjustment to your population by using two approved methods – Head Count Census and Housing Unit. Municipalities with a population of less than 1,000 must conduct a “head count census”. Municipalities with a population of 1,000 or more may conduct a “head count census” or use the “housing unit” method, to estimate the population. The department requires that the population adjustment process be completed and postmarked by April 1, 2014 and that the request include:

1. Comprehensive documentation of the proposed population figure using either of the approved methods, and
2. A resolution of the governing body (assembly or council) adopting the new population.

If you choose to request a population adjustment, please review the Head Count Census and Housing Unit Method manuals that the department has published to assist you with this process. These manuals are available at <http://commerce.alaska.gov/dnn/dcra/Home.aspx>. You may also contact the department for a copy of the manuals. Call (907) 269-7959 or send an email to [DCRAResearchAndAnalysis@alaska.gov](mailto:DCRAResearchAndAnalysis@alaska.gov) for additional information.

Sincerely,

A handwritten signature in cursive script that reads "Scott Ruby".

Scott Ruby,  
Division of Community and Regional Affairs, Director

Cc: Division of Community and Regional Affairs, Research and Analysis Section  
Division of Community and Regional Affairs, Community Aid and Accountability Section

COMMITTEE ON APPROPRIATIONS

COMMITTEE ON  
HOMELAND SECURITY AND  
GOVERNMENTAL AFFAIRS

CHAIRMAN, SUBCOMMITTEE ON EMERGENCY  
MANAGEMENT, INTERGOVERNMENTAL  
RELATIONS, AND THE DISTRICT OF COLUMBIA

MARK BEGICH  
ALASKA

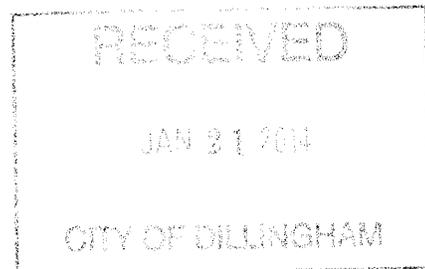
# United States Senate

WASHINGTON, DC 20510

COMMITTEE ON  
COMMERCE, SCIENCE, AND TRANSPORTATION  
CHAIRMAN, SUBCOMMITTEE ON OCEANS,  
ATMOSPHERE, FISHERIES AND COAST GUARD  
COMMITTEE ON VETERANS' AFFAIRS  
COMMITTEE ON INDIAN AFFAIRS

December 20, 2013

The Honorable Alice J. Ruby  
PO Box 889  
141 Main Street  
Dillingham, AK 99576-0889



Dear Mayor Ruby:

Thank you for contacting me about the Payment in Lieu of Taxes (PILT) program.

I have long been a vocal supporter of PILT, and I appreciate your perspective as the Mayor of Dillingham. I understand Dillingham and other communities around the state rely on PILT for basic municipal functions. When I was Mayor of Anchorage, I relied on Secure Rural Schools funding to make our budget work, and I realize that these programs play an integral role in replacing lost tax base from federal lands.

As you know, long-term authorization for PILT has lapsed, and since then Congress has reauthorized the program with short-term extensions. PILT has bipartisan support, and I'm actively engaging members of both parties to find a solution. I've made it clear to Majority Leader Harry Reid how important the PILT program is in Alaska. Many communities in Nevada rely on PILT too, and I'm optimistic we can find a way forward. I'll continue to aggressively push funds for this fiscal year and for a long-term authorization for this important program.

Thank you again for your leadership in our state. Please feel free to contact me in the future on this or any other subject.

Sincerely,

Mark Begich  
United States Senator

**Rose Loera**

---

**From:** Ridle, Leslie (Begich)  
**Sent:** Wednesday, January 29, 2014 3:58 PM  
**Subject:** PILT Funding Update--Good News  
**Attachments:** 20140128 Farm Bill.docx

Dear Mayors, Managers, and City Council/Assembly members,

Recently Senator Begich wrote to you that he was working to get the Payment in Lieu of Taxes (PILT) into the 2014 *Farm Bill*. He was able to do that, and the House just today sent the *Farm Bill* to the Senate. We expect it to pass soon.

The PILT payments will be based on the formula currently in law that provided approximately \$26.5 million for Alaska communities in 2013 and a total of \$401 million nationwide.

In addition to PILT payments, there are other items in the *Farm Bill* that will benefit Alaskans:

**Federal funding for the Village Safe Water Program** – Known as the Rural Alaska Village Grants (RAVG), this program, administered by USDA Rural Development, helps Alaska Native and rural villages improve their water and wastewater infrastructure. Over the past three years, this program provided over \$100 million for these important public health projects.

**Traditional Foods in Food Service Programs** - Allows for traditional foods to be donated, prepared, consumed and incorporated into food service programs in federally funded facilities that primarily serve Native Americans including: residential child care facilities, child nutrition programs, hospitals, clinics, long-term care facilities, and senior meal programs.

**Forest Roads** - The *Farm Bill* clarifies the *Clean Water Act* to return oversight of runoff from logging and forest restoration efforts back to state-based forest practice laws. The provision, supported by the 12,000-member strong Society of American Foresters, the National Association of Forest Owners and the Alaska Forest Association, assures forestry professionals and landowners that they will be able to manage forest roads according to state-based forest practice laws, developed over decades, rather than contending with continued litigation and the potential for individual Clean Water Act permits for individual projects, which would have been expensive and difficult to implement.

Thanks to all you for contacting Senator Begich about PILT and other important issues. Please let me know if you have any questions about PILT or anything else.

Sincerely,  
Leslie

PS I've attached our press release on the whole *Farm Bill* in case you're interested.

**MARK BEGICH**

U.S. Senator for the State of

Official Website: <http://begich.senate.gov>



**ALASKA**

111 RUSSELL SENATE OFFICE BUILDING, WASHINGTON, DC 20510 • (202) 224-3004  
510 L ST, STE 750, ANCHORAGE, AK 99501 • (907) 274-5915 • (877) 401-4275

FOR IMMEDIATE RELEASE  
January 28, 2014

Contact: Heather Handyside  
(907) 350-4846

**Begich Convinces Colleagues to Add Alaska Priorities to Farm Bill**  
***Senator's Provisions to be Included in Final Bill set for Senate Vote Soon***

New legislation poised to pass the Senate as soon as this week will slash wasteful subsidies, save taxpayers billions of dollars, and prevent the federal government from pushing new, unnecessary regulations onto Alaska, U.S. Senator Mark Begich said today. Several Begich priorities, including one that recognizes the nutritional and cultural value of Alaska Native subsistence traditions, are part of the newly negotiated Farm Bill

“This bill will mean more jobs for Alaskans and a better quality of life for Alaska rural communities,” Begich said. “Because of deep cuts to wasteful spending in the federal budget we can invest in key construction projects that will strengthen local economies.”

*The Federal Agricultural Reform and Risk Management Act of 2013*, better known as the Farm Bill, sets national agriculture, nutrition, conservation, and forestry policy. The bill is a compromise between the House and Senate versions of the bill that was developed through the collaborative work of a bipartisan House and Senate conference committee. The House is expected to take up the bill on Wednesday, with the Senate following a few days later.

Specific provisions included by Begich in the bill include:

- **Federal funding for the Village Safe Water Program** – Known as the Rural Alaska Village Grants (RAVG), this program, administered by USDA Rural Development, helps Alaska Native and rural villages improve their water and wastewater infrastructure. Over the past three years, this program provided over \$100 million for these important public health projects. Begich supports the program and worked hard to protect and improve it while the Farm Bill was still in committee.
- **Traditional Foods in Food Service Programs** - Allows for traditional foods to be donated, prepared, consumed and incorporated into food service programs in federally funded facilities that primarily serve Native Americans including: residential child care facilities, child nutrition programs, hospitals, clinics, long-term care facilities, and senior meal programs.

- **Forest Roads** - The Farm Bill clarifies the Clean Water Act to return oversight of runoff from logging and forest restoration efforts back to state-based forest practice laws. The provision, supported by the 12,000-member strong Society of American Foresters, the National Association of Forest Owners and the Alaska Forest Association, assures forestry professionals and landowners that they will be able to manage forest roads according to state-based forest practice laws, developed over decades, rather than contending with continued litigation and the potential for individual Clean Water Act permits for individual projects, which would have been expensive and difficult to implement.
- **Restores Payment in Lieu of Taxes (PILT) Funding** – Extends one year’s worth of payments to local governments in lieu of taxes on Department of Interior lands. With Alaska’s large percentage of federal lands, this amounts to approximately \$26 million annually for communities across the state to help with local needs.

Other Alaska provisions Begich supports include:

- **Funds Supplemental Nutrition Assistance Program (SNAP) Benefits** - Maintains crucial SNAP funding while including measures to prevent fraud and abuse. The Farm Bill saves roughly \$8 billion over ten years in the SNAP program through reductions and abuse prevention. The bill will provide aid to the neediest Americans while helping to stop abuse by preventing lottery recipients from receiving SNAP benefits.
- **Eliminates Direct Payments for Farm Subsidies** - The bill saves tax dollars by eliminating wasteful direct payments to farmers whether they farm or not, which costs U.S. tax payers approximately \$4.5 billion per year.
- **Geographically Disadvantaged Farmers and Ranchers Program** - This program helps reimburse Alaska farmers and producers for the millions of dollars in transportation costs associated with moving supplies and finished products to and from market.
- **Regional Equity Program** – This program assures Alaska receives its fair share of funding from conservation programs, such as the Environmental Quality Incentives Program. Conservation programs help protect soil and water resources and help extend the growing season through the use of high tunnels, also known as hoop houses.

## CONTRACT FOR PROJECT MANAGEMENT SERVICE

This Agreement is entered into this 27<sup>th</sup> day of January, 2014, by and between Gary L. Gordon dba Gordon & Associates, Inc., herein referred to as "Consultant" and the City of Dillingham (herein referred to as "City"). For good and valuable consideration, the receipt whereof is hereby acknowledged, Consultant and City agree as follows:

WHEREAS, City is in need of project management services to oversee the capital improvement projects, some of which are identified in the scope of services.

WHEREAS, Consultant, through education and experience, possesses the requisite license and skills to perform such duties;

WHEREAS, City is therefore desirous of engaging the services of Consultant as an independent contractor using independent professional judgment to accomplish assigned tasks;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

### 1. Employment of Consultant

The work to be performed by Consultant pursuant to this Agreement is all tasks assigned by the City Manager or through a designee. A more specific identification of Consultant's professional services to be provided in accordance with the provisions of this Agreement is listed in Appendix A "Scope of Work," incorporated herein by reference and such other duties as requested by the City.

### 2. Term of Agreement

This agreement will be for 12 months beginning January 22, 2014 and ending January 22, 2015 as approved by the City Council at their January 9, 2014 meeting. The contract can be extended until January 22, 2017 if all parties agree to such an extension. Work will commence upon request of City.

### 3. Fee

- City shall pay Consultant at the hourly rate of seventy dollars (\$75) per hour for all services rendered by Consultant in performance of work authorized pursuant to this Agreement. Whenever possible payment for services rendered will be paid from project funds.
- The City of Dillingham will provide office space, in the Dillingham City Offices, and support services such as office equipment and phone, except computer equipment, in support of the Project Manager at no cost to the Project Manager during the period covered by this agreement.
- Normal and reasonable reimbursable expenses, which will incur a 5% mark up if not paid directly by the City of Dillingham.
- Reimbursable for providing services performed under this contract and will include transportation costs to and from Dillingham; on site transportation; housing to include utilities and cable TV and food.

### 4. Payments

City agrees to make payments to Consultant as services are performed and costs are incurred, provided Consultant submits two (2) copies of a proper invoice for each payment, in such form and accompanied by such evidence in support thereof as may be reasonably required by City.

Billing and expense invoices can be submitted once a week. Invoices shall be accompanied by an activity report detailing work and accomplishments.

All invoices are otherwise due and payable within thirty (30) days of receipt by the City.

#### **5. Independent Contractor Status**

In performing under this Agreement, Consultant acts as an independent contractor and shall have responsibility for and control over the details and means for performing the services required hereunder.

#### **6. Indemnification**

To the maximum extent permitted by law, Consultant shall defend, indemnify and save harmless City or any agent, employee, or other representative thereof, from and against losses, damages, liabilities, expenses, claims, and demands of whatever nature, including for death, personal injury, property damage or economic loss, to the extent arising out of any negligent act or negligent omission or willful misconduct of Consultant, its agents or employees while performing under the terms of this Agreement.

#### **7. Assignment**

Consultant shall not assign this Agreement or any of the monies due or to become due hereunder without the prior written consent of City.

#### **8. Subcontracting and Bidding**

Consultant may not subcontract its performance under this Agreement without prior written consent of City. Any subcontractor must agree to be bound by the terms of this Agreement applicable to the services to be performed by the subcontractor. Consultant will not be able to bid on any projects with the City while working as Project Manager.

#### **9. Designation of Representatives**

The parties agree, for the purposes of this Agreement, that City shall be represented by and may act only through the City Manager or such other person as they may designate in writing or is identified in Appendix A. Consultant shall be represented by and may act only through Gary Gordon.

#### **10. Termination**

Either party may terminate this Agreement, with or without cause, after first giving thirty (30) days written notice.

#### **11. Insurance**

Consultant shall be identified as an additional insured under the City's commercial general liability insurance covering bodily injury, death, and property damage with a combined single limit of not less than \$500,000 and errors and omissions insurance on claims made basis with a limit of liability of not less than \$150,000.

**13. Claims Recovery**

Claims by City resulting from Consultant's failure to comply with the terms of and specifications of this Agreement and/or default hereunder may be recovered by City by withholding the amount of such claims from compensation otherwise due Consultant for work performed or to be performed. City shall notify Consultant of any such failure, default or damage therefrom as soon as practicable after discovery of such event by written notice. Nothing provided herein shall be deemed as constituting an exclusive remedy on behalf of City, nor a waiver of any other rights hereunder at law or in equity.

**14. Compliance with Applicable Laws**

Consultant shall, in the performance of this Agreement, comply with all applicable federal, state and local laws, ordinances, orders, rules and regulations applicable to its performance hereunder, including, without limitation, all such legal provisions pertaining to social security, income tax withholding, medical aid, industrial insurance, worker's compensation, and other employee benefit laws. Consultant shall maintain a City of Dillingham business license and a State of Alaska business license. Consultant is required to submit a copy of such business license at the time this agreement is executed. Consultant also agrees to comply with all contract provisions pertaining to grant or other funding assistance which City may choose to utilize to perform work under this Agreement. Services performed under this Agreement shall be in accordance with sound, generally accepted professional public works project management practices and shall comply with all applicable codes and standards.

**15. Records and Audit**

Consultant agrees to maintain sufficient and accurate records and books of account, including detailed time records, showing all direct labor hours expended and all reimbursable costs incurred for at least three years after receipt of final payment and closure of all pending matters related to this Agreement. Said books shall be subject to inspection and audit by City.

**16. Notices**

Any official notice that either party hereto desires to give the other shall be delivered through the United States mail by certified mail, return receipt requested, with postage thereon fully prepaid and addressed as follows:

To City of Dillingham:

To Consultant:

**Project Management Services – Gary L. Gordon dba Gordon & Associates, Inc.**

Rose Loera  
City Manager  
PO Box 165  
Dillingham, AK 99576

Gary Gordon  
Gordon & Associates, Inc.  
PO Box 876130  
Wasilla, AK. 99687

**17. Venue and Applicable Law**

The venue of any legal action between the parties arising as a result of this Agreement shall exclusively be laid in the Third Judicial District of the Superior Court of the State of Alaska, at Dillingham, Alaska, and this Agreement shall be interpreted in accordance with the laws of the State of Alaska.

**18. Attorney's Fees**

In the event either party institutes any suit or action to enforce its rights hereunder, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs in such suit or action and on any appeal therefrom.

**19. Waiver**

No failure on the part of either City or Consultant to enforce any covenant or provision herein contained, nor any waiver of any right hereunder unless in writing and signed by the parties sought to be bound, shall discharge or invalidate such covenants or provisions or affect the right of the City or Consultant to enforce the same or any other provision in the event of any subsequent breach or default.

**19. Binding Effect**

The terms, conditions and covenants contained in this Agreement shall apply to, inure to the benefit of, and bind the parties and their respective successors.

**20. Entire Agreement**

This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior negotiations and understandings are superseded and replaced by this Agreement and shall be of no further force and effect. No modification of this Agreement shall be of any force or effect unless reduced to writing, signed by both parties and expressly made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective date indicated below.

CITY

Dated: 1-27-14

By: Rose Loera  
Rose Loera  
City of Dillingham

CONSULTANT

*[Handwritten initials]*

**Project Management Services – Gary L. Gordon dba Gordon & Associates, Inc.**

---

Dated: 11/23/14

BY:   
Gary L. Gordon  
d/b/a Gordon & Associates

APPENDIX A

SCOPE OF SERVICES

Consultant shall provide the following services upon request of the City Manager or the City Council:

- Work with City Manager and department heads on capital projects with the goal of advancing capital projects toward completion;
- Advise City Manager on projects that would enhance City services or performance;
- Projects that are slated for summer of 2014 may include Wastewater Treatment Projects as defined in the City's Facility Plan, landfill building and burner, erosion control at Snag Point etc.
- For projects that are grant funded provide a quarterly narrative describing the progress on objectives.
- Maintain the budgets for projects that are grant funded and keep the City Manager and finance department apprised of expenditures.
- Advise and assist the City Manager in other projects as they arise.
- Provide assistance in developing grant loan applications for capital projects when requested.