



Alice Ruby, **Mayor**

Council Members

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

DILLINGHAM CITY COUNCIL
David B. Carlson Council Chambers

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

WORKSHOP - REVIEW	9/30/2017	6:30 P.M.	JANUARY 4, 2018
FINANCIAL STATEMENT			
REGULAR MEETING		7:00 P.M.	JANUARY 4, 2018

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - a. Regular Council Meeting, December 7, 2017page 3
- 4. APPROVAL OF CONSENT AGENDA**
APPROVAL OF AGENDA
- 5. STAFF REPORTS**
 - a. City Manager and Staff Reportspage 9
 - b. Standing Committee Reports (*minutes in packet*).....page 37
- 6. PUBLIC HEARINGS**
 - a. Ordinance No. 2017-09, An Ordinance of the Dillingham City Council Amending Chapter 2.12.050 to Modify Posting Time of Adopted Ordinancespage 43
- 7. CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
 - a. Tiffany Webb, Smoking Cessation
- 8. ORDINANCES AND RESOLUTIONS**
 - a. Adopt Ordinance No. 2017-09, An Ordinance of the Dillingham City Council Amending Chapter 2.12.050 to Modify Posting Time of Adopted Ordinances page 43
- 9. UNFINISHED BUSINESS**

- a. Ordinance No. 2017-10 (SUB1), An Ordinance of the Dillingham City Council Establishing a Tobacco Excise Tax page 45
- b. Citizen Committee Appointments
 - 1) Planning Commission, 2 Seats Open page 59
 - 2) Senior Advisory Commission, 1 Seat Open
- c. Progress Report
 - 1) Dave Carlson House Property
 - 2) Territorial School

10. NEW BUSINESS

- a. Dillingham Liquor Store License Renewal..... page 61
- b. February Council Training page 73

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

12. COUNCIL COMMENTS

13. MAYOR’S COMMENTS

14. EXECUTIVE SESSION

- a. Legal Matter – Public Safety Update

15. ADJOURNMENT

1. CALL TO ORDER

A regular meeting of the Dillingham City Council was held on December 7, 2017 at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:12 p.m. The meeting was preceded by a workshop to review the sales tax exemption ordinance and Tobacco Excise Tax Ordinance at 6:00 and 6:30 p.m. respectively.

2. VOICE

Mayor Ruby was present.

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

Tracy Hightower Curt Armstrong Andy Anderson Aksel Buholm
Paul Liedberg

Chris Maines was excused

Staff in attendance:

Tod Larson Lori Goodell Navin Bisram

3. APPROVAL OF MINUTES

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

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to approve the minutes of October 5, 2017, October 12, 2017, and November 7, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF CONSENT AGENDA

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

MOTION: Tracy Hightower moved and Andy Anderson seconded the motion to approve the consent agenda.

VOTE: The motion passed unanimously by voice vote.

APPROVAL OF AGENDA

MOTION: Tracy Hightower moved to approve the agenda with the deletion of item 14, Executive Session, a. Legal Matter – Annexation, Paul Liedberg seconded the motion.

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

5. STAFF REPORTS

a. City Manager and Staff Reports

City Manager reported on the following items:

- The Melissa Ann Peters Memorial Award was given to Tiffany Bennett at the EMS Symposium in November. This award is granted annually and is a significant achievement;

Discussion:

- An update of the status of Squaw Creek Road was requested. Funds for this project have not yet been appropriated. The City Manager will reach out to Curyung Tribal Council and discuss reactivating the MOU committee;
- The current structure of dock fees is referred to the Finance & Budget Committee;
- The library is utilizing volunteers. This fosters interest in community facilities.

b. Standing Committee Reports

Alice Ruby, Code Review Committee:

- The Committee has been working on the sales tax exemption ordinance.

Paul Liedberg, Finance and Budget Committee:

- The Committee has spent most of their time working on the tobacco excise tax ordinance;
- The city financials have been reviewed;
- The city's health insurance renewal options were discussed, a plan was chosen and forwarded to council for approval.

6. PUBLIC HEARINGS

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

There being no comments the public hearing closed.

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

- ### a. Glen Szymoniak, Dillingham City School District Superintendent

Mr. Szymoniak did not attend the meeting.

8. ORDINANCES AND RESOLUTIONS

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

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to adopt Ordinance 2017-08

Discussion:

- The major changes are the tax increase from \$2,000 to \$5,000, and removal of \$10,000 revenue exemption in obtaining a business license;
- The effective date will be changed to March 1, 2018 to allow time for public notice.

VOTE: The motion to adopt Ordinance No. 2017-08 as amended passed unanimously by voice vote.

- b. Introduce Ordinance No. 2017-09, An Ordinance of the Dillingham City Council Amending Chapter 2.12.050 to Modify Posting Time of Adopted Ordinances

Ordinance 2017-09 is scheduled for a public hearing prior to the February 1, 2018 Regular City Council meeting. No further action taken at this time.

MOTION: Paul Liedberg moved and Andy Anderson seconded the motion to introduce Ordinance 2017-09

VOTE: The motion to introduce Ordinance No. 2017-09 passed unanimously by voice vote.

- c. Introduce Ordinance No. 2017-10, An Ordinance of the Dillingham City Council Establishing a Tobacco Excise Tax

Ordinance 2017-10 is scheduled for a public hearing prior to the January 4, 2018 Regular City Council meeting. No further action taken at this time.

MOTION: Paul Liedberg moved and Aksel Buholm seconded the motion to introduce Ordinance 2017-10

Discussion:

- There is a potential for lost revenue with people ordering product from out of town;
- Small business may not be able to have a cost effective way to implement the needed changes, and may have to discontinue selling tobacco products;
- Tobacco is a luxury item not a necessity;
- Further input from community will be sought.

VOTE: The motion to introduce Ordinance No. 2017-10 passed unanimously by voice vote.

9. UNFINISHED BUSINESS

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

No letters of interest have been received.

- b. Progress Report
 - 1) Dave Carlson House Property

The City Manager will schedule a meeting with Suzanna Henry, the refuge manager.

- 2) Territorial School

The Curyung Tribe has been approached about use of this facility but there has been no response to date.

10. NEW BUSINESS

- a. Action Memorandum No. 2017-18, Authorize Administrative Leave for the Christmas and New Year's Holiday

MOTION: Paul Liedberg moved and Tracy Hightower seconded the motion to approve Action Memorandum No. 2017-18.

Discussion:

- The City of Dillingham does not give out a bonus, but historically given out admin leave;
- This leave is not subject to overtime or holiday pay, and is employee appreciation given by council.

VOTE: The motion to approve Action Memorandum No. 2017-18 passed unanimously by voice vote.

- b. Action Memorandum No 2017-19, Authorize City Manager to enter into a new Contract with Premera Health with an increased deductible; and authorize change in the HRA to reimburse employee expenses from \$1,000 to \$3,000

MOTION: Andy Anderson moved and Paul Liedbeg seconded the motion to approve Action Memorandum No. 2017-19.

Discussion:

- The insurance broker was contacted for quotes and three were provided;
- Two quotes were so costly they were not considered;
- Premera was chosen, with a higher deductible, the HRA account will be adjusted to help offset employee costs, with employee responsible for a small increase only;
- The city benefits can be used as recruitment and retention tool, as they help keep the city more competitive.

VOTE: The motion to approve Action Memorandum No. 2017-19 passed unanimously by voice vote.

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

There was no citizen's discussion.

12. COUNCIL COMMENTS

Tracy Hightower;

- Happy holidays to everyone.

Paul Liedberg;

- Stated he appreciated the SWAMC Summary information provided by the Mayor;
- Thanked all who helped with the Christmas Tree;
- Thanked Navin for his work on the health insurance as well as the liability insurance earlier this year;
- Acknowledged all city employees for their hard work.

Andy Anderson

- Noted another year has passed and we have done well, he does not get complaints;
- Stated it is good to have new City Manager Tod Larson.

13. MAYOR'S COMMENTS

Mayor Ruby:

- A council training will be scheduled with Melody Nibeck from DCCED;
- The City Clerk will identify a time that works preferably sometime in January;
- Tod Larson is tasked with identifying issues and creating a list of priorities;
- Melody can assist with Strategic Planning;
- A Merry Christmas and Happy New Year was wished to all;
- A moment of silence for those lost since the last meeting was observed.

15. ADJOURNMENT

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

Mayor Alice Ruby
[SEAL]

ATTEST:

Lori Goodell, City Clerk

Approval Date: _____

Mayor
Alice Ruby

Manager
Tod Larson



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

MEMORANDUM

Date: December 28, 2017
To: Mayor and City Council
From: Tod Larson
Subject: January 2018 City Manager Report

Personnel – We have a number of positions open. I have heard them announced over the radio. The positions are posted on social media sites. The Police Officer positions are additionally posted on Police One, AML and soon to additional police oriented sites.

New Employees: Richard Murphy – Landfill Operator
Nicole Noonkesser – Fire Department Office Assistant

Resignations: Jesse Rogers – Collections/Taxes
Monica McCollor – Payroll/Payables Tech

Position Vacancies: Police Officer x2
Payroll/Payables Tech
Fleet Mechanic
Buildings and Grounds Assistant

Landfill Score – Even though the score from the recent landfill inspection is in the Public Works Department Head notes, I thought it was worthy of mentioning that they received a 95% on the evaluation. The landfill workforce has performed exceptionally!

Training – I'm developing a professional development program for our employees. It will be a two part program: one for department heads and one for everyone. Topics will be on a wide variety of topics from: leadership, ethics, law, personnel management, workplace policies, etc. I will distribute the program to everyone shortly. This is a good way to start the New Year off and it will not cost the city anything – we can do all these in house.

MOU Committee – The City Clerk is working with the Curyung Tribal Administration to schedule a MOU Committee Meeting. I attended the Tribal Council Meeting in December and we spoke about the MOU Committee. The topics included: Squaw

Creek Road and the Harbor Ice Machine. We will be working together on joint projects. It was a very productive and informative experience.

Organizational Personnel and Meetings – Since the December Council Meeting, I had initial meetings with the following:

BBNA – Ralph Anderson, CEO
RUBA (Rural Utility Business Advisor) – Melody Nibeck, Local Gov't Specialist
Choggiung, Ltd. – Cameron Poindexter, CEO and Mary Barnes, COO
BBHA – Brenda Akelkok, Executive Director and Brody Skinner, Finance Director
LIO (Legislative Information Office) – Katherine Carscallen, Information Officer
KDLG – Sam Gardner, General Manager
BBAHC – Robert Clark, CEO
SWAMC Energy Program – Peter Crimp and Laura Vaught

Attended a Curyung Tribal Council Meeting and met the Council.

Attended the Opioid Task Force Meeting at BBNA.

Emergency Management – Public Health held a post-event after action review of the POD (Point of Dispensary) exercise to discuss the city's role and improvements for the future. We will soon be working with an assister from JBER assigned to help us write the City's All Hazard Response Plan.

Near Term Operations – We held a meeting to discuss the current grants and grant work for the next fiscal year. I'm getting closer to completing my analysis of FY 14-17 audits for presentation to council as well as a professional development plan for city staff. I'm also working with our HR assistant to conduct a wage study. Public support and services will continue. Recommend that council look at the improvements completed for the Senior Center.

Respectfully Submitted,
Tod Larson

December 20, 2017

Provided to Tod Larson, City Manager of Dillingham, Alaska

The Governor's Fiscal Year 2019 proposed budget for Alaska is at the following website:
<https://www.omb.alaska.gov/html/budget-report/fy2019-budget/proposed.html>

This includes summaries, overviews, and other elements of the governor's fiscal plan including the FY19 Operating, Capital, and Mental Health budgets. On the right hand side of this page are some links to various documents you may find helpful. The website will provide more specifics for the budget items I've mentioned below in **bold** lettering.

This is the first step in a long process of looking at all of these budgets that will begin when the 30th Legislature convenes on Jan. 16, 2018 for their second session. Both the House and Senate Finance Committees will have a hand in the final package presented to the full body. The differences will be worked out in the appropriate conference committee and with any luck, wind up on the governor's desk sometime in April. He can veto any line item in total or in the case of budgetary items, he can reduce them, but he can't add language or increase the money already allocated.

I've reviewed these documents and gleaned the following information pertinent to Dillingham. As I continue to flush out the components of this budget proposal, more details will be forthcoming.

I'll cover some of this same material in my lobby report for December, but wanted you to have it as soon as possible. Don't hesitate to ask for more specifics if needed by you or other department personnel in the city upon their review.

Although oil prices have risen somewhat over the last year, the state's fiscal outlook is about the same. The general fund budget for FY19 is approximately \$4.7 billion, while the revenue is expected to be about \$2 billion. This again leaves a gap of about \$2.7 billion. In the past few years, the state's various savings accounts have almost all been drained keeping up with this structural deficit. One of those savings accounts is now at \$2.1 billion (Constitutional Budget Reserve – CBR). Most experts have testified that we need to leave at least \$1 billion in the CBR for emergencies. That only leaves \$1.1 billion for the \$2.7 billion gap mentioned above. Currently there is legislation (Senate Bill 26) that was introduced last year to help with this deficit by taking a sustainable draw from the Earnings Reserve of Alaska's Permanent Fund. It will still fall short of covering the gap, but without it, we could see the collapse of the Fund in the future. SB 26 and its intent will be discussed during this upcoming session.

The above narrative is provided as a very broad overview of a very complicated and difficult subject both from a management perspective and of course – political.

Permanent Fund Dividend (PFD) – Appropriates \$818.8 million. That equates to a distribution of roughly \$1,216 for every qualified Alaskan later this year.

Economic Recovery Plan – The governor will propose three pieces of legislation for this objective. A limited payroll tax; fund deferred maintenance projects, and oil and gas tax credits.

Restructure Budget Process – He will propose to take the state's annual budget process to a biennial regime.

Capital Budget – For about the 4th year in a row, there is not much of a capital budget for Alaska. For FY19, \$150 million has been allocated to match about \$1.13 billion in grants and federal dollars coming into the state. There is no discretionary funding available.

Operating Budget – Short summary of funding for programs in Dillingham.

- *Dept. of Commerce, Community, & Economic Development:*
Payment in Lieu of Taxes (PILT) funding at \$10,428,200.
National Forest Receipts (NFR)/Secure Rural Schools Program funding at \$600,000.
Fisheries Taxes funding at \$3,100,000.
(This is statewide funding. Not all of these may apply to Dillingham)
- *Dept. of Corrections:* Allocation of \$7 million for Regional and Community Jails statewide.
(Same as last year)
- *Dept. of Corrections and Public Safety:* Interagency agreements between these two departments for Prisoner Transports from various communities will continue for the next fiscal year.
- *Dept. of Education & Early Development:* Base Student Allocation (BSA) and Pupil Transportation remains more or less static at the \$1.294 billion funding level.
- *Dept. of Public Safety:* Drug & Alcohol Enforcement Unit – Various sub-recipient pass-through grants funded by the Justice Assistance Grant (JAG) and general fund monies, it benefits local police departments for drug investigations and related activities. The statewide amount of \$712,200 remains the same as the last fiscal year. The Dillingham Police Department has been a recipient of such funds in the past.
- *Dept. of Public Safety:* Village Public Safety Officer (VPSO) Program – Various sub-recipient pass-through grants – In the past, these particular statewide grants have gone to a myriad of Native associations and councils. The total amount of \$11,905 for FY19 mirrors the amount available last year. The Bristol Bay Native Association (BBNA) has received a small amount from this line item in years past.
- *Section 23 / Federal and Other Program Receipts:* \$30 million appropriated from the Power Cost Equalization (PCE) Endowment Fund to the Community Assistance Fund (This is the old Community Revenue Sharing Program) for fiscal year ending June 30, 2018. (The FY18 Management Plan and Supplemental indicates this line item was funded at \$38 million) (Important: The Governor’s FY19 budget is currently at zero funding for this item)
- *Section 27 / Shared Taxes and Fees:* Standard language for various revenue sources that have been and will be collected this fiscal year and next to refund local governments and other entities their share of various taxes and fees, such as; Fisheries business tax, fishery resource landing tax, electric and telephone cooperative tax, liquor license fee, and cost recovery fisheries. A small amount could also be refunded to certain local governments for their share of an aviation fuel tax or surcharge. Specific amounts to each community vary from year to year and are fairly small.

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City of Dillingham

House District 37 / Senate District S

~ 12/29/17 ~

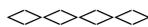
(Days in regular session and special sessions for 2017 - 211 Days)

30th Alaska State Legislature ~ 1st Interim

DECEMBER 2017 – LEGISLATIVE REPORT

Cliff Stone / City Lobbyist

~ Governor Bill Walker releases Alaska's proposed FY 2019 Budget ~



The narrative below was sent to City Manager Tod Larson earlier this month to give Dillingham a quick overview of what to expect this coming year in regards to the budget. After the first of the year, I will provide Tod an overview of "Alaska's Assets." This will be a brief overview of the state's major investments/assets as unaudited on December 31st.

As required, the governor released Alaska's proposed Fiscal Year (FY) 2019 budget on Dec. 15th. The following website has all of the details of that budget.

<https://www.omb.alaska.gov/html/budget-report/fy2019-budget/proposed.html>

This includes summaries, overviews, and other elements of the governor's fiscal plan including the FY19 Operating, Capital, and Mental Health budgets. On the right hand side of this page are some links to various documents you may find helpful. The website will provide more specifics for the budget items I've mentioned below in **bold** lettering.

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I've reviewed these documents and gleaned the following information pertinent to Dillingham. As I continue to flush out the components of this budget proposal, more details will be forthcoming.

I'll cover some of this same material in my lobby report for December, but wanted you to have it as soon as possible. Don't hesitate to ask for more specifics if needed by you or other department personnel in the city upon their review.

Although oil prices have risen somewhat over the last year, the state's fiscal outlook is about the same. The general fund budget for FY19 is approximately \$4.7 billion, while the revenue is expected to be about \$2 billion. This again leaves a gap of about \$2.7 billion. In the past few years, the state's various savings account have almost all been drained keeping up with this structural deficit.

The CBRF – Constitutional Budget Reserve Fund, also commonly referred to as the CBR has a balance of \$3.08 billion as of Nov. 30, 2017. *(In my initial synopsis to Tod, I stated the balance was at \$2.1 billion. That number was in error as it more or less had already deducted the \$1 billion folks want to hold in reserve for emergencies.)* Most financial experts have testified that we need to leave at least \$1 billion in the CBR for emergencies. Currently there is legislation (Senate Bill 26) that was introduced last year to help with this deficit by taking a sustainable draw from the Earnings Reserve Account (ERA) of Alaska's Permanent Fund. It will still fall short of covering the entire gap, but without it, we could see the collapse of the Fund in the future. SB 26 and its intent will be discussed during this upcoming session.

The above narrative is provided as a very broad overview of a very complicated and difficult subject both from a management perspective and of course – political. Below are bullets I've provided on the budget as it relates to Dillingham.

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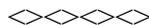
Restructure Budget Process – He will propose to take the state's annual budget process to a biennial regime.

Capital Budget – For about the 4th year in a row, there is not much of a capital budget for Alaska. For FY19, \$150 million has been allocated to match about \$1.13 billion in grants and federal dollars coming into the state. There is no discretionary funding available.

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- *Section 23 / Federal and Other Program Receipts*: \$30 million appropriated from the Power Cost Equalization (PCE) Endowment Fund to the Community Assistance Fund (The old Community Revenue Sharing Program) for fiscal year ending June 30, 2018. The FY18 Management Plan and Supplemental indicates this line item was funded at \$38 million. However, there will be continued pressure to eliminate this funding completely from the budget now and going forward. *(Although the budget reflects zero funding for this item, \$30 million is anticipated from the PCE)*
- *Section 27 / Shared Taxes and Fees*: Standard language for various revenue sources that have been and will be collected this fiscal year and next to refund local governments and other entities their share of various taxes and fees, such as; Fisheries business tax, fishery resource landing tax, electric and telephone cooperative tax, liquor license fee, and cost recovery fisheries. A small amount could also be refunded to certain local governments for their share of an aviation fuel tax or surcharge. Specific amounts to each community vary from year to year and are fairly small.



2018 – POLITICAL ISSUES

The backdrop for the second session and the rest of the year will be the gubernatorial race. Several “want to be” governors have been lining up and posturing for months now for the state’s highest office. All 40 House seats will also be on the docket and ten seats for the Senate. With the primaries slated for August, legislators running will be keenly aware of how their actions might affect their bids for office.

Most years are interesting from a political point of view, but 2018 should prove to be a milestone in Alaska, as the Permanent Fund will have to be restructured so essential state services can survive. This might be resolved in a 90-day session or as in the past two years; it may take several special sessions to find a solution that most legislators can live with.

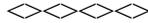
Rep. Dean Westlake of Kiana has resigned amid sexual misconduct allegations. I’ve heard of several names being bantered about to replace him. Eventually, the Democratic Party in his area will submit three names to the governor for his consideration for an appointment to his seat (House District 40 that includes Barrow and Kotzebue... among others). Because of the timing of his resignation and the holidays, the new individual selected probably won’t be up for confirmation until after the start of the second session.

As in the past, the budget will be all consuming taking most of the air out of the room. Other issues will have some playtime, but it will always come back to the line of scrimmage – the BUDGET.



2018 PREFILED LEGISLATION

Pre-file release dates for new legislation are set for Jan. 8 and Jan. 12, 2018. Once these lists have been published, I will review the bills and resolutions as soon as possible and give you an analysis on legislation that may affect the city. I'll continue to work closely with House Speaker Bryce Edgmon and Senate Finance Co-chair Lyman Hoffman in the best interests of Dillingham.



GOVERNOR'S CORNER

<http://gov.alaska.gov>

The Governor's FY 2019 budget was released on December 15th. See the link on the first page. It will provide you the details about this budget. The governor's office will continue to post press releases and other items of interest at the website immediately above.



COMING NEXT MONTH

- Updated contact lists for the second session of the 30th Alaska State Legislature.
- A review of legislation that might impact Dillingham and the surrounding Bristol Bay region.



COMMITTEE HEARINGS

Committee work will start up again beginning the first day of session. Go to the Legislature's homepage – www.akleg.gov Click on Daily Schedule at the top of the page.

Live on the Web [www.360north.org]

Starting up once again in January, committee hearings can be seen and heard on Gavel Alaska/360 North.

Streaming Video

Meetings streamed outside of Juneau are archived to the Legislature's Vimeo site:

<https://vimeo.com/akltv> or <http://alaskalegislature.tv>



WEBSITES OF INTEREST

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

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

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

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

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

Congressional Delegation websites –

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



~ End Report ~

Welcome aboard Tod! Wishing you all a blessed and prosperous New Year! ~ Cliff



DATE: December 14, 2017
TO: Alaska Law Enforcement and Community Leaders
FROM: Bob Griffiths, Executive Director, APSC *RCG*
RE: Changes in Police Training Funding and Support

The purpose of this memo is to inform you of a new Alaska Police Standards Council (APSC) policy mandated by declining revenues, and provide you information for community and agency budget planning.

The Alaska Legislature created the APSC in 1972 to regulate and support criminal justice officers and training. The council adopted and maintains regulations regarding minimum qualifications for officers, law enforcement instructors, and training programs.

Until 1994, when the legislature created the Alaska Police Training Fund and adopted a Police Training Court Surcharge fee (surcharge) for traffic convictions, APSC was solely funded by annual general fund appropriations. In 1998 the legislature modified the statutes and added other infractions and criminal offenses to the surcharge funds assessed upon conviction. Shortly thereafter, the legislature chose to only appropriate funds from the Police Training Fund to operate and support APSC and its mission. Each year the legislature grants spending authority up to a specified limit, however, APSC can only spend funds that are collected that year through the police training court surcharge fees.

Over the past few years the amount of court surcharges assessed by the courts and the amount actually collected steadily declined; while legislative spending authority remained about the same. In fiscal year 2017, the police training court surcharge revenues collected hit a low not seen in the past fifteen years (\$982K) and is not expected to increase in the foreseeable future. As I am sure you can appreciate, managing an annual budget that is a moving target can be a challenge, particularly when you do not know your final revenue numbers until the end of the fiscal year.

In its most recent session, the legislature adopted a budget that cut \$200K in general funding for the Alaska Law Enforcement Academy and inserted legislative intent language in APSC's budget stating that; "It is the intent of the legislature that the Alaska Police Standards Council reduce the subsidy for non-state entities who send recruits to training programs."¹

In July, the council adopted a budget to address the legislature's intent and the revenue shortfall. We took immediate steps to reduce expenditures: funding support for all in-service, investigative, and advanced officer training was eliminated; APSC sponsored basic municipal police officer training was limited to two officers per agency; and, agencies were advised that they would now be

¹ Note that APSC does not fund basic training for any officers from state agencies.

responsible for all training costs for their officers' attendance to the municipal corrections officer and recertification/reciprocity academies. We communicated these changes to police chiefs on July 28th (a copy of this memo is attached for your reference).

On December 5, 2017, the Council adopted a policy intended to address inadequate funding to support academy training. The following is an introduction to this new training reimbursement policy.

1. Effective immediately; rather than APSC paying academies directly for each basic academy municipal attendee, police agencies must pay the initial cost of training directly to the academy.
2. In June of each year, municipal agencies will be reimbursed by APSC a pro-rated portion of available academy funds for their officers who successfully graduated from the ALET and/or CTC academies during that fiscal year.

These changes mean that in June of 2018, APSC will reimburse agencies a prorated portion of their costs to send officers through ALET 18-01². In fiscal year 2019, APSC will reimburse agencies in June of 2019 a prorated portion of the costs for officers who successfully completed ALET 18-02 and 19-01 and the CTC session beginning in August 2018.

To give you an idea of what reimbursements could be; APSC has approximately \$80K remaining for this fiscal year to support academy attendees. Academies vary in enrollment but average between 15 to 20 municipal officers. Our entire academy training budget this year is projected to be \$400K (recall that we can only spend what we collect). It is likely that if revenues remain low, this number will reflect next year's academy budget as well.

For your agency budget planning, the following cost estimates may prove useful. Travel and per diem costs will vary by agency, but only municipal corrections officers will need a meal allowance, as the other academy costs include room and board.

Academy	Cost Elements	Amount (FY18 #s)
ALET/CTC	Tuition/Room & Board/Fees	\$10,400
	Travel & Per Diem	Varies
Recertification/Reciprocity	Instruction/Room & Board	\$2,700
	Travel & Per Diem (2 weeks)	Varies
Municipal Corrections	DOC Academy Training	\$0
	Travel, Housing, & Per Diem (3 weeks)	Varies

The council recognizes that this places a significant financial burden upon communities, and please know that their decision was not made lightly, nor without considerable consternation.

If your agency finds that you may need to postpone an officer's basic academy training, please refer to the "Getting police officers trained and certified" section of our *APSC User's Guidebook* ³.

If you have questions or suggestions, please feel free to contact me.

² This is the only remaining academy for this fiscal year; ALET 17-02 has already been paid for by APSC.

³ Quick Links section of <https://dps.alaska.gov/APSC/Home>



Date: July 28, 2017

To: All Alaska Police Chiefs and Commanders

From: Bob Griffiths, APSC Executive Director

Handwritten signature of Bob Griffiths in black ink.

RE: Police Training

We can all agree that Alaska's recession has dealt every state and local agency a serious blow. You may have thought APSC's funding, which originates from surcharge fees assessed to traffic citations and criminal cases, would be immune to this recession; you would be wrong. In spite of relatively stable enforcement efforts over the past four years, new surcharge revenues declined by over 37%. From fiscal years 2016 to 2017, alone, the revenue generated declined 18%. Unfortunately, while the legislature caps our spending authority each year in the state's budget, our only source of annual funding is the surcharge revenues collected that year; we receive no general funds from the state budget.

As a small state agency, the Council has fixed personnel, facility, communications and supply costs that change little each year other than through inflation; our only "discretionary" budget items are for the amount of training we can sponsor. The Council was faced with the unenviable decision about how to allocate the drastically reduced training funds. They established that basic academy training must have priority over more advanced or in-service training events and directed me to adopt a budget and funding policy that has the following impacts:

1. Continue coordinated efforts toward surcharge amount increases through educating the legislature and stakeholder communities.
2. Effective December 31, 2017, discontinue basic academy sponsorship for state agencies' officers; this includes state airport and university public safety agencies previously sponsored by APSC.
3. For FY18, decline to fund training requests and training events, other than basic academies.
4. Effective December 31, 2017, all agencies must fund their own officer's attendance to the DPS reciprocity academy, rather than APSC funding this training (~\$2,500 each);
5. Effective December 31, 2017, municipal agencies will absorb the housing costs previously paid by APSC, for the Municipal Corrections Academy (~\$900 each).

Around the start of this fiscal year APSC committed to fully sponsoring 34 basic academy attendees to the upcoming ALET and UAF-CTC academies. We will keep this commitment, although it leaves us with adequate funding to only support five additional basic academy attendees for the remainder of this fiscal year. Additionally, when this year's budget was finally adopted by the legislature, they inserted the following intent language into our budget:

“It is the intent of the legislature that the Alaska Police Standards Council reduce the subsidy for non-state entities who send recruits to training programs.”

At our December 5, 2017, Council meeting, the Council will consider options regarding how to equitably distribute limited academy funding for the remainder of this year and in years to come, as well as how APSC can best comply with the intent of the legislature. These options may include such measures as setting a limit on the number of sponsored attendees each year based upon revenues collected, or having all agencies pay for their attendees to the academy and municipalities be reimbursed an equitable share of the training costs upon successful graduation. You may wish to discuss these options with council members or suggest your own solutions between now and December’s meeting.

I recognize that the above presents significant challenges for you, your agency, and your community. While some tough choices have yet to be made, I wanted you all to receive the earliest notice possible of these changes, and the likelihood of additional changes which will directly impact your budget. Please take APSC’s limitations into consideration this year as you consider spending your precious training budgets and plan ahead for future year’s budgets; for we will be facing these harsh financial realities as long as police training surcharge revenues remain at these historic lows.

If you have questions, comments, suggestions, or would just like to see the relevant figures, please do not hesitate to contact us.

Mayor
Alice Ruby

Manager
Tod Larson



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

MEMORANDUM

Date: December 27, 2017
To: Tod Larson, City Manager
From: Lori Goodell, City Clerk
Subject: Monthly Staff Report

APOC I have completed the mandatory annual Employer of Lobbyist Training. The next step is to certify the registration after the lobbyist submits a registration with the state. I anticipate being able to take care of this the first week of January.

NOTARY Three applications to become a notary have been completed by city employees and the certificate of notary from the state have been received. City Hall now has four notaries available to the public. I am presently waiting for my ink stamp to arrive so I will have the tools necessary to take care of this service.

Code Committee The Code Committee's task list continues to be whittled down. The ordinance to amend the time line for getting the foreclosure list to council and modify the interest and penalty split was recommended to go to council as long as it was approved by the attorney. Alaska statute does require interest and penalty to be reported separately and the wording in the proposed ordinance could be changed to satisfy statute. Knowing this is a requirement I don't see any need to change existing code on this matter. I will make changes to the proposed ordinance and resubmit to the Code Committee before going to council.

Foreclosure Process

I submitted documents to the attorney for review in the current distraint process. Some recommendations from the attorney have been made and will be easy enough to incorporate. The next step is seizure of assets. I have inquired regarding the physical location of the two fishing vessels. This is followed by a public auction after the required public notice procedure has been completed.

STANDING ITEM(S):

Liquor & Marijuana License Renewals/Transfers/New Licenses.

Dillingham Liquor Store liquor license renewal application has been reviewed by the Code Committee. They found the application in order and have recommended that City Council approve the renewal. This item is on the January City Council meeting agenda.

Commission/Board Seats Vacant. Continue to advertise on the City's website and Facebook page. The following seats are open:

- Planning Commission has two seats open.
One letter of interest has been received.

- Senior Advisory Commission has one seat open.
No letters of interest have been received.

Records Retention Schedule

The current approved records retention schedule is old and out of date. Former City Clerk Janice Williams had been working on a new schedule. This will be the next step I undertake; looking at updating the records retention information so we have a comprehensive and up to date list as we move forward with this endeavor.

Certificate of Completion

This is to certify that

Lori Goodell

has completed the self-paced, on-line version of the

Alaska Public Offices Commission

2018

Lobbyist/Employers of Lobbyist Training



Heather Dalberg – Paralegal I

12/11/17

Date

Alaska Public Office Commission

240 Main Street, #201, P.O. Box 110222, Juneau, AK 99801



NOTARY PUBLIC

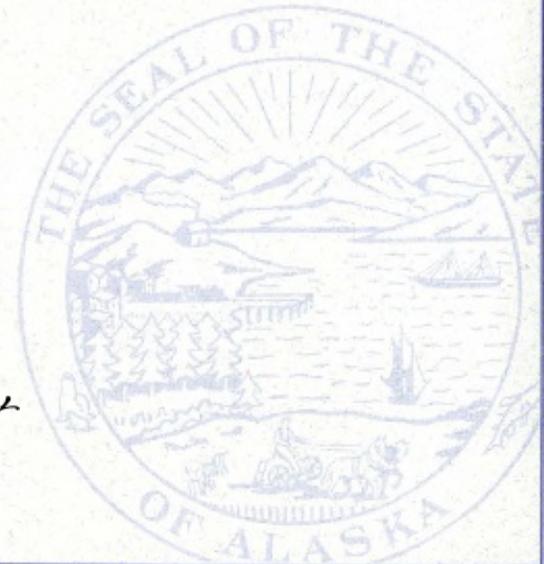
Lori Goodell

I, Byron Mallott, Lieutenant Governor of the State of Alaska, have commissioned Lori Goodell a Notary Public for the State of Alaska, empowered to execute and fulfill all the duties of that office for a term of four years commencing on December 18, 2017 and ending 12:00 a.m. December 18, 2021.

Commission Number 171218001



Lieutenant Governor



City of Dillingham
Revenues and Expenditures As of September 30, 2017
Unaudited Figures

	UnAudited					
	<u>September 30, 2017</u>			<u>September 30, 2016</u>		
	<u>Budget - FY18</u>	<u>MTD</u>	<u>YTD</u>	<u>Percent</u>	<u>YTD</u>	<u>INC/(DEC)</u>
REVENUES:						
<u>General Fund Revenues</u>						
General Sales Tax	\$ 2,700,000	\$ 260,464	\$ 694,131	26%	\$ 737,031	\$ (42,900)
Alcohol Sales Tax	300,000	29,433	88,060	29%	71,938	16,123
Transient Lodging Sales Tax	85,000	9,405	26,567	31%	29,367	(2,800)
Gaming Sales Tax	70,000	4,161	13,901	20%	23,270	(9,370)
Total Sales Tax	<u>3,155,000</u>	<u>303,463</u>	<u>822,659</u>		<u>861,606</u>	<u>(38,947)</u>
Real Property Tax	1,900,000	(4,615)	1,920,091	101%	1,702,044	218,047
Personal Property Tax	620,000	(3,410)	603,604	97%	572,790	30,814
Total Property Taxes	<u>2,520,000</u>	<u>(8,025)</u>	<u>2,523,695</u>	100%	<u>2,274,834</u>	<u>248,861</u>
Telephone Gross Receipts State Tax	70,000	-	-	0%	-	-
Raw Fish Tax	300,000	-	-	0%	-	-
Shared Fisheries	32,325	-	-	0%	-	-
Revenue Sharing	106,192	25,133	132,686	125%	132,833	(147)
Payment in Lieu of Taxes (PILT)	445,000	-	450,803	101%	446,018	4,785
State Jail Contract	527,000	-	-	0%	131,713	(131,713)
Admin Overhead	444,307	66,655	66,655	15%	154,848	(88,193)
PERS on Behalf	109,226	12,768	30,882	28%	35,023	(4,141)
Other Revenues	385,707	16,187	87,083	23%	151,591	(64,508)
Total	<u>2,419,757</u>	<u>120,743</u>	<u>768,109</u>	32%	<u>1,052,026</u>	<u>(283,917)</u>
Total General Fund Revenues	\$ 8,094,757	\$ 416,181	\$ 4,114,462	51%	\$ 4,188,466	\$ (74,004)
al Special Revenue Funds Revenues & Transfers	2,983,138		658,296	22%	852,161	
	\$ 11,077,895		\$ 4,772,758	43%	\$ 5,040,627	
<u>Special Revenue Funds Revenues & Transfers</u>						
Water	192,694	17,425	63,376	33%	49,834	13,542
Sewer	347,000	30,460	104,135	30%	85,378	18,757
Landfill	1,047,233	147,528	193,175	18%	230,987	(37,812)
Dock	734,926	146,721	173,812	24%	277,635	(103,823)
Dock Insurance Payment	-	-	-		-	-
Boat Harbor	236,252	822	45,633	19%	68,089	(22,456)
Asset Forfeiture Fund	-	-	-		-	-
E-911 Service	87,000	6,149	18,554	21%	19,139	(585)
Library Grants	57,636	5,775	18,763	33%	28,575	(9,812)
Senior Center (Grant)	126,459	-	30,614	24%	32,181	(1,567)
Senior Center (Non-Grant)	153,938	2,542	10,235	7%	60,343	(50,108)
al Special Revenue Funds Revenues & Transfers	\$ 2,983,138	\$ 357,422	\$ 658,296	22%	\$ 852,161	\$ (193,865)
Fisheries Infrastructure	-	-	-		-	-
Borough Study Fund	-	-	-		-	-
Mary Carlson Estate Permanent Fund Revenue	3,500	-	265	8%	194	71
Ambulance Reserve Capital Project Fund Revenue	60,500	-	-		-	-
Equipment Replacement Capital Project Fund	-	-	-	#DIV/0!	-	-
School Bond Project	-	-	54		-	54
Public Safety Planning	-	-	-	#DIV/0!	-	-
Debt Service Fund Revenue	1,146,150	-	-	0%	240,670	(240,670)
Landfill Closure Fund	-	-	-		-	-
Total Capital Project Revenues & Transfers	\$ 1,210,150	\$ -	\$ 319	0%	\$ 240,864	\$ (240,545)
Total Revenues & Transfers	\$ 12,288,045	\$ 773,603	\$ 4,773,077	39%	\$ 5,281,491	\$ (508,414)

City of Dillingham
Revenues and Expenditures As of September 30, 2017
Unaudited Figures

EXPENDITURES:	<u>September 30, 2017</u>				<u>September 30, 2016</u>	
	<u>Budget - FY18</u>	<u>MTD</u>	<u>YTD</u>	<u>Percent</u>	<u>Actual</u>	<u>INC/(DEC)</u>
General Fund Expenditures						
City Council	\$ 43,000	\$ 2,675	\$ 9,859	23%	\$ 16,577	\$ (6,718)
City Clerk	132,268	12,825	\$ 35,037	26%	31,433	3,604
Administration	272,383	40,128	\$ 78,415	29%	65,608	12,807
Finance	602,838	32,445	\$ 132,153	22%	131,931	222
Legal	90,000	-	\$ 3,913	4%	13,986	(10,073)
Insurance	125,000	39,896	\$ 39,896	32%	68,113	(28,217)
Non-Departmental	167,971	4,749	\$ 42,923	26%	46,824	(3,901)
Planning	145,555	4,714	\$ 22,930	16%	27,441	(4,511)
Foreclosures	4,000	-	\$ 1,076	27%	2,709	(1,633)
Meeting Hall above Fire Station	3,100	271	\$ 564	18%	538	26
Public Safety Administration	153,690	11,101	\$ 33,206	22%	31,366	1,840
Dispatch	473,070	29,538	\$ 118,355	25%	114,419	3,936
Patrol	794,440	47,077	\$ 141,151	18%	167,468	(26,317)
Corrections	628,995	39,018	\$ 135,709	22%	135,011	698
DMV	42,614	2,794	\$ 9,684	23%	9,771	(87)
Animal Control Officer	93,650	6,306	\$ 21,206	23%	21,430	(224)
PS IT	-	-	\$ -	#DIV/0!	-	-
Fire	240,223	20,593	\$ 52,730	22%	51,294	1,436
Public Works Administration	168,665	11,233	\$ 41,696	25%	37,659	4,037
Building and Grounds	313,926	14,437	\$ 65,995	21%	61,417	4,578
Shop	316,902	28,451	\$ 64,182	20%	59,793	4,389
Street	372,754	100,818	\$ 193,489	52%	209,398	(15,909)
Library	100,700	7,188	\$ 22,894	23%	24,111	(1,217)
City School	1,300,000	-	\$ 325,000	25%	650,000	(325,000)
Transfers to Other Funds	1,547,510	124,331	\$ 124,331	8%	474,145	(349,814)
Total General Fund Expenditures	\$ 8,133,254	\$ 580,589	\$ 1,716,395	21%	\$ 2,452,442	\$ (736,047)
Special Revenue Funds Expenditures						
Nushagak Fish Tax	-	-	-		-	-
Water	224,775	13,633	\$ 37,757	17%	44,483	(6,726)
Sewer	295,731	93,840	\$ 136,719	46%	170,362	(33,643)
Landfill	1,047,233	52,078	\$ 194,568	19%	232,841	(38,273)
Dock	675,459	209,205	\$ 298,111	44%	328,102	(29,991)
Dock (ATD Damages)	-	-	\$ -		-	-
Boat Harbor	232,252	15,648	51,537	22%	58,275	(6,738)
Asset Forfeiture Fund	-	-	\$ -		-	-
E-911 Service	47,307	-	\$ -	0%	-	-
Library Grants	57,636	6,292	\$ 21,006	36%	17,633	3,373
4 Senior Center (Grant)	126,459	9,029	34,675	27%	37,744	(3,069)
Senior Center (Non-Grant)	153,938	12,012	25,912	17%	35,432	(9,520)
Total Special Revenue Fund Expenditures	\$ 2,860,790	\$ 411,736	\$ 800,286	28%	\$ 924,872	\$ (124,586)
	10,994,044	992,325	2,516,682	23%	3,377,314	
Fisheries Infrastructure Fund	-	-	-		-	-
Borough Study	-	-	-		-	-
Mary Carlson Estate Permanent Fund	5,800	252	\$ 308	5%	2,343	(2,035)
Ambulance Reserve Capital Project Fund	10,000	127,663	\$ 6,745	67%	-	6,745
Equipment Replacement Capital Project Fund	135,000	5,659	5,659		6,659	(1,000)
School Bond Project	-	-	\$ -		-	-

Public Safety Planning	-	-	\$ -	#DIV/0!	-	-
Debt Service Fund	1,146,150	-	\$ 14,500	1%	240,670	(226,170)
Landfill Closure Fund		-	-		-	-
Total Capital Project Funds Expenditures	\$ 1,296,950	\$ 133,574	\$ 27,212	2%	\$ 249,672	\$ (222,460)
Total All Expenditures	\$ 12,290,994	\$ 1,125,899	\$ 2,543,893	21%	\$ 3,626,986	\$ (1,083,093)
Revenues Over (Under) Expenditures	\$ (2,949)	\$ (352,297)	\$ 2,229,184		\$ 1,654,505	\$ 574,679

City of Dillingham
Revenues and Expenditures As of September 30, 2017
Preliminary Figures - Unaudited

	<u>Fund Bal.</u> <u>6/30/2017</u> <u>UnAudited</u>	<u>FY'18</u> <u>Revenues</u>	<u>FY'18</u> <u>Expenditures</u>	<u>Add or (-)</u> <u>Fund Bal</u>	<u>Fund Bal.</u> <u>9/30/2017</u> <u>Unaudited</u>
General Fund	\$ 3,610,462	\$ 4,114,462	\$ 1,716,395	\$ 2,398,067	\$ 6,008,529
Nushagak Fish Tax	301,838	-	-	-	301,838
Fisheries Infrastructure Fund	67,480	-	-	-	67,480
Borough Study	37,442	-	-	-	37,442
Water & Sewer	(194,241)	167,510	174,476	(6,966)	(201,207)
Landfill	(188,733)	193,175	194,568	(1,393)	(190,126)
Dock	701,964	173,812	298,111	(124,299)	577,665
Boat Harbor	78,429	45,633	51,537	(5,904)	72,525
Asset Forfeitures Fund	11,026	-	-	-	11,026
E-911 Service	249,903	18,554	0	18,554	268,457
Library Grants (Books, Erate, etc.)	6,213	18,763	21,006	(2,243)	3,970
Senior Center	(38,710)	40,849	60,587	(19,738)	(58,448)
Mary Carlson Estate Permanent Fund	344,550	265	308	(43)	344,507
Ambulance Reserve Capital Project Fund	664,934	-	6,745	(6,745)	658,189
Equipment Replacement Capital Project Fund	88,890	-	5,659	(5,659)	83,231
School Bond Project Capital Project Fund	315	54	-	54	369
Public Safety Planning	28,885	-	-	-	28,885
Debt Service	-	-	14,500	(14,500)	(14,500)
Landfill Closure Fund	172,044	-	-	-	172,044
Other	2,693	-	-	-	2,693
Total	\$ 5,945,383	\$ 4,773,077	\$ 2,543,893	\$ 2,229,184	\$ 8,174,567

Mayor
Alice Ruby

Manager
Tod Larson



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

MEMORANDUM

Date: December 27, 2017
To: Tod Larson, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Report

Summarization of EMS Responses – 36 Calls; 50.3 Total Man Hours

- 1 Back Pain
- 2 Breathing Problem
- 3 Fall Victim
- 10 Medical Transport
- 2 Pain
- 7 Other
- 2 Seizure
- 2 Transportation/Traffic Accident
- 2 Traumatic Injury
- 2 Unknown
- 1 Diabetic
- 1 Abdominal Pain

Summarization of Fire Responses – Call; Total Man Hour

No calls

PROJECTS COMPLETED

Billing completed
Vehicle Check Offs
Ambulance Drug Bags

ON-GOING PROJECTS:

- Pump Testing
- EMT 2 Class Preparation, 05JAN18 class starts.
- AURORA Elite update and switch over will not happen until June of this coming year.

Mayor
Alice Ruby

Manager
Tod Larson



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

MEMORANDUM

Date: December 27, 2017
To: Tod Larson, City Manager
From: Sonja Marx, Librarian
Subject: December Monthly Report

School was out December 21st for the holiday break; therefore, we are without our school librarian for two weeks during this time. Two other librarians will also be gone; one for a week and the other for two weeks. We will be open our usual hours even though we are short staffed. The library looks very festive with all the decorations up.

During our Library Advisory Board meeting December 5th, we came up with a great idea to help our library and students this holiday season. At the beginning of the school year, we discovered that our middle and high school students had around \$2,000 of outstanding fines and misplaced items on their accounts...so we posted this...

This season the library is looking to help students clean up their library account. Many items have been "misplaced" over the years. The Dillingham Public Library would like to get them back into the collection so all can enjoy a larger variety of books and movies.

Simply call 842-5610, or stop by the library to pick out an ornament hanging up with the name of a book or movie that needs to be replaced.

This would be a wonderful Christmas gift for our students and the public library.

Holiday Hours:
Closed Friday, December 22
Open Saturday, December 23
Closed Monday December 25 and Tuesday December 26



. . . it would be a great Christmas present for our students to start a New Year with a clean slate if others could purchase or donate these misplaced items for the library.

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

Library Stat report for November 27th - December 23rd, 2017:

**Patron Visits: 2,003 Computer Use: 673 Wireless Use: 190
Story Hour: 10 Other Visits (including Students): 176 Museum Use: 7
Movies Shown: 3 AWE Station Use: 17 Volunteer hours logged: 7.5**

The Library will be closed Monday and Tuesday, January 1st and 2nd for the New Year's Holiday

Next LAB meeting Tuesday, February 27th at 5:30 pm at the Library

Mayor
Alice Ruby

Manager
Tod Larson



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

MONTHLY REPORT - PLANNING DEPARTMENT December 2017

To: Tod Larson, City Manager

From: Courtenay Carty, Planning Director

Planning Commission

The Planning Commission met on Friday, December 22nd. A public hearing was held for the BBAHC Subdivision preliminary plat package which was reviewed by the Commission. Recommendations were made and given to the BBAHC Support Services Division Manager. These recommendations will be relayed to their surveyor and a final plat package will be prepared and submitted to the Planning Commission for review and approval, likely in January 2018.

The next meeting is yet to be scheduled for a date in January 2018. We currently have one vacancy, Seat B. Seat E is held by Andy Anderson and expires at the end of this month. Mr. Anderson has verbally stated that he intends to extend another term and will be submitting a letter of interest to the City Council for review.

Planning Commission elections for Chair and Deputy Chair are to occur in January, per Dillingham Municipal Code.

Permitting

- Land Use Permits – No new applications were submitted in December.
- Encroachment Permits – No new applications were submitted.
- Burial Permits – One burial permit was issued this month.

Capital Projects

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

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

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

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

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

Mayor
Alice Ruby

Manager
Tod Larson



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

MEMORANDUM

Date: December 27, 2017
To: City Manager Tod Larson
From: Chief Dan Pasquariello
Subject: Public Safety JANUARY 2018 report

Reporting period 11-29-17 to 12-27-17

Police:

- ❖ 286 Calls for service
- ❖ 11 Persons arrested
- ❖ 15 Title 47/Protective custody
- ❖ 30 Citations issued
- ❖ 28 Incident reports

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

Assault/Disorderly Conduct	6
Thefts	5
Violation release/probation conditions	3
Sex offenses	2
Weapons offenses	2
Suicide threats	2
Criminal mischief	1
Minor Consuming	1
Vehicle accidents	1
Drug offense	1

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

Corrections:

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

During the reporting period the corrections division was trained in the use of electronic (*ankle*) monitoring. All corrections staff were also trained in pre-arraignment assessment. These new tasks are part of the State's new pre-trial responsibilities per SB91, which begin January 1st. The City is being compensated with additional DOC funding for performing these tasks.

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Dispatch:

- ❖ 337 Calls for service
- ❖ 85% Dispatched to Dillingham Police
- ❖ 3% Dispatched to Alaska State Troopers
- ❖ 9% Dispatched to EMS/Fire
- ❖ 3% Dispatched to Animal Control

TecPro came to Dillingham the end of November to assess the inoperative portions of our community camera system. Multiple problems were found, and expensive fixes will need to be made. This camera system has been costing the City large amounts of money to keep operational. Most of these funds have come from grants, but lately we have had to beg, borrow, and steal funds for repairs. This is a non-sustainable situation.

The Chief and City Manager propose downsizing the system to just two (*down from seven*) locations; the Police station and boat harbor. The police station is hard-wired and requires minimal maintenance. The harbor is also the system most popular with the public and considered necessary. The boat harbor, which is mostly inoperable, has three stations (*containing cameras, wireless radios, and power systems*). We are proposing fixing the harbor by cannibalizing working equipment from other locations. This smaller system will more realistically be able to be maintained financially in the future.

Animal Control:

- ❖ 8 Animals impounded (*dogs*)
- ❖ 5 animals returned to owners
- ❖ 1 dog bite
- ❖ 1 shelter animal euthanized
- ❖ 1 dogs sent to Wildwood Corrections center
- ❖ 1 dog surrendered to shelter
- ❖ 3 citations issued
- ❖ 12 Rabies/parvo shots given

DMV:

- ❖ 53 Registrations/Titles
- ❖ 72 Driver's License/IDs
- ❖ 5 CDLs
- ❖ 7 Road tests
- ❖ 23 Written tests

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MEMORANDUM

Date: December 27, 2017
To: Tod Larson / City Manager
From: Jean Barrett Port / Public Works Director
Subject: December Monthly report

December is always a short and busy month with the added holiday season mixed into the day to day routine, with that said we were still able to make progress on some unfinished projects and continue to keep the level of service to the public where it is noticeable. Once again since it is a slow time of the year at the Port Dept. I will be combining the Port and Public Works reports.

Public Works

I would like to start this report out on a positive note (not that I have a lot of negative).

- We received our results for our landfill inspection that was done last fall and we scored a 95% up from 86% last year. I am excited about this and would like to thank the dedicated crew at the landfill for their hard work and professionalism. I shared this with them when we received it and gave them a copy to keep on site at the landfill to remind them of where we are and that there is still 5% to be perfect.
We hired a new landfill operator before the Christmas holiday and he seems to be working out so far, he was excited for the opportunity to work for the City.
- Summer/fall projects are almost done, the sewer lagoon flow meters and monitoring equipment are almost complete with the exception of installation of a totalizer which I believe will give us not only outflow amount but also PH and DO readings at the discharge manhole. Final inspection has not yet happened and will take place in early 2018.

- The Water System Improvement project was delayed approximately one month, Start date was December 11th and now will start on January 11th, this was due to some backordered parts.
We have also received the ok on a change order that would allow the replacement of mainline pipe and mixing points at the water plant due to heavy rust and corrosion on the existing metal pipe, we will be changing to HDPE pipe and fittings which will hold up to the caustic environment
- With the unusual weather we have had and the lack of snow doesn't mean that there is lack of work to do for the two man streets crew, we have been busy grading scraping and sanding the roads, bus routes and bike / walking path. I have received several compliments on what good shape all of these areas have been kept this winter.
- The water and waste water Department is status quo with the crew not only doing daily rounds, testing and maintenance we appreciate their help when needed to plow and help clear and haul snow.
Along with all of that they are working on finishing up their credentials for waste water testing and treatment.
- We Are still shorthand in the shop with only one mechanic on staff, I have done some juggling to attempt to take some of the pressure off of him while still advertising for a fleet mechanic, it is going to be very tough to find a competent mechanic at our present wage scale.

Port

As I stated earlier, things are in hibernation mode at the Port this time of year, I am still working with PN&D on finalization of the new float design, we had a change order included in this. We need some of the uplands surveyed and identified prior to the final drawings.

- I am concerned about the availability of the ice machine for the early Halibut season, the soft start that was ordered has yet to be installed and electricians are hard to find this time of year, I will continue to research and look for funding for a new system prior to the season starting

1. CALL TO ORDER

The Code Review Committee met on Thursday, November 16, 2017, in the City Council Chambers, Dillingham, AK. Council Member Chris Maines chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines	Mayor Alice Ruby	Tracy Hightower
Tod Larson	Lori Goodell	

Other Staff: Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of October 19, 2017

MOTION: Alice Ruby moved and Lori Goodell seconded the motion to approve the minutes of October 19, 2017.

VOTE: The motion passed unanimously by voice vote.

4. APPROVAL OF AGENDA

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

VOTE: The motion passed unanimously by voice vote.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

- No changes have been made to the To Do List.

Review of meeting schedule for code committee will be addressed under committee comments.

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

The committee continued its review of Ordinance 2017-08;