





CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE COMPETITIVE BID PROCESS AND USE PND ENGINEERS TO DESIGN THE DOLPHINS FOR THE DOCK AND TO DEVELOP THE RFP DOCUMENTS FOR THE REPAIR TO THE DOCK AND INSTALLATION OF THE DOLPHINS

WHEREAS, the City Dock has had two incidents in the past four years of hard barge landings that created extensive damage to the dock; and

WHEREAS, the first incident was when part of the dock sheet piling gave away putting a huge hole in the east corner of the dock; and

WHEREAS, the second incident happened when a barge company damaged the bull rail and piling when coming in hard and bumped into the dock; and

WHEREAS, engineers and the construction company that repaired the first incident recommended that the City install Dolphins (piling) on both ends of the dock so that barges coming in for a landing can pivot off of these instead of the dock; and

WHEREAS, PND Engineers was the engineer firm that designed the new City Dock and was also used to design the repairs for both of the above mentioned incidents so are very familiar with our needs; and

WHEREAS, the City would like to continue to use PND Engineers to design the Dolphins that are recommended on both ends of the dock and develop the RFP for the dock repairs and the installation of the Dolphins; and

WHEREAS, the design of the Dolphins will cost \$5,500, permitting \$3,000, and development of contract documents and bid support at \$8,000, for a total cost of \$16,500; and

WHEREAS, the Dolphins are estimated to cost about \$87,000 each for a total of \$174,000; and

WHEREAS, the damage to the dock has already been designed by PND and the company that damaged the dock is issuing us a check for \$103,000 that covers the design of the repairs and the estimate for the repairs; and

WHEREAS, the entire project, with the design of the Dolphins, is estimated to be \$293,500; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.120, allows waiving of purchase restrictions if the City Council finds that it is not in the public interest to follow the procurement procedures as established for the contracting of professional services, the City Council may, following approval of a resolution stating such, proceed to negotiate with a selected supplier or suppliers for subject services; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions, A. 3, to supplies, materials, equipment or contractual services which can only be furnished by a single dealer, or which has a uniform published price;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to:

- Waive the competitive bid process;
- Contract with PND Engineers to design and permit the two Dolphins to be placed on both ends of the dock and develop the RFP documents to advertise the job; and
- Use Dock Enterprise funds in the amount of \$174,000 for adding the Dolphins to the dock.

PASSED and ADOPTED by the Dillingham City Council on May 12, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: May 12, 2016

Attachment to:

Ordinance No. _____ / Resolution No. R2016-29

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE COMPETITIVE BID PROCESS AND USE PND ENGINEERS TO DESIGN THE DOLPHINS FOR THE DOCK AND TO DEVELOP THE RFP DOCUMENTS FOR THE REPAIR TO THE DOCK AND INSTALLATION OF THE DOLPHINS

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The City settled with Alaska Marine Lines for \$103,000 for damage they caused to the dock last year. The estimated cost to repair the dock is \$87,000 with \$16,000 for design. The City will need to hire a contractor to make the repairs.

It has been suggested to the City after the dock sheet metal piling failed on the east corner that we install dolphins at both ends of the dock. PND Engineers designed the new dock, designed the repairs to the sheet metal piling failure and also the designed the repairs for the damage last year. We would like them to design the dolphins that need to be installed, do the permitting that will be required and develop the RFP documents for advertising the project. The cost for this is about \$16,500. They estimate the Dolphins would cost about \$87,000 each for a total of \$174,000.

If we can coordinate both projects, the repair of the dock and the installation of the dophins, in all likelihood would draw more interest to bid. Alaska Marine Lines had attempted to find a contractor to repair the damage portion of the dock, but found no interest.

It's in the best interest of the City to get these Dolphins in place to protect the dock in the future.

Attachment to:
Ordinance No. _____ / Resolution No. R2016-29

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-30

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A FUND FOR ACCEPTING CONTRIBUTIONS FOR REWARDING THOSE WHO PROVIDED INFORMATION THAT LED TO THE RESOLUTION OF A CRIME

WHEREAS, DMC Chapter 4.04, Fiscal Policies, Section 4.03.030, Funds Designated, allows that additional funds may be created as needed by resolution; and

WHEREAS, City Council is recommending establishing a fund to deposit donations from the community for the purpose of rewarding those who provide information that leads to a resolution of a crime; and

WHEREAS, establishing this fund was a result of community members expressing interest in helping the Dillingham Police Department (DPD) in identifying the people who shot at an officer, but will not be limited to this one incident; and

WHEREAS, the fund will be used at the DPD's discretion with the approval of the Chief of Police or his designee and with concurrence by the City Manager; and

WHEREAS, the newly created fund will be titled Fight Crime Fund;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the establishment of a fund to be titled Fight Crime Fund, for accepting contributions for rewarding those who provide information that leads to the resolution of a crime.

PASSED and ADOPTED by the Dillingham City Council on May 12, 2016.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: May 12, 2016

Attachment to:

Ordinance No. _____ / Resolution No. 2016-30

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING A FUND FOR ACCEPTING CONTRIBUTIONS FOR REWARDING THOSE WHO PROVIDED INFORMATION THAT LED TO THE RESOLUTION OF A CRIME

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

In April a police officer was shot at and once it became public people in the community wanted to help solve the crime. There were a number of people who wanted to donate to a fund for the police to use to reward anyone with information that would solve the crime.

From that community out cry it was recommended that we establish the fund so that it is a tool that the Dillingham Police Department to help solve a crime.

Attachment to:
Ordinance No. _____ / Resolution No. 2016-30

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	Police Chief	
X	City Clerk	

Lacey Calvert
PO Box 1573
Dillingham, AK 99576
May 4, 2016

City of Dillingham
141 Main Street
Dillingham, AK 99576

To Whom It May Concern:

I would like to be considered to serve on the Library Advisory Board for the Dillingham Public Library in the City of Dillingham, Alaska.

I have lived in Dillingham for approximately 3 years, and my family and I have enthusiastically frequented and participated in numerous library activities and programs. I strongly believe that literacy and books are essential to a community's well-being.

I would be honored to serve on the Library Advisory Board for the City of Dillingham. Please consider my application.

Sincerely,

Lacey Calvert

May 4, 2016

To Whom It May Concern:

I am writing this letter to declare my interest in being on the board for the library. As a teacher I value the importance of literacy and enriching others lives with literature and information. Please consider my request to serve the community by helping with the library. Thank you for your time.

Dane Grondin

Janice Williams

Subject: FW: Senior Advisory Commission Expires

From: Vivian Braswell [mailto:vbraswell@bbna.com]

Sent: Thursday, May 05, 2016 8:33 AM

To: Janice Williams; Maryanne Dickey

Cc: Ida Noonkesser

Subject: RE: Senior Advisory Commission Expires

Thanks Janice – I would like to be considered for another 3 year appointment to The Senior Advisory Committee. Thanks for your assistance in passing this on to Mayor Ruby.

V.I.

5/5/2016

ALICE RUBY

I, FRANK NICHOLSON WOULD LIKE TO SERVE THE SENIOR ADVISORY BOARD SEAT G. MY TERM HAS EXPIRED APRIL 2016.

FRANK NICHOLSON

A handwritten signature in blue ink that reads "Frank Nicholson". The signature is written in a cursive style with a large initial "F".

Janice Williams

Subject: FW: Name a Representative to the "Regional Government Study with Tribes" Task Force

This is a reminder for your organization to name a representative to the Task Force. An invitation letter was sent at the end of March addressed from Robert Heyano, Chairman of the Interim Task Force.

The Task Force will have representatives from the all cities, tribes, school districts, and regional organizations in the Dillingham Census Area, which includes the communities of:

Aleknagik	Manokotak
Clarks Point	New Stuyakok
Dillingham	Portage Creek
Ekuk	Togiak
Ekwok	Twin Hills
Koliganek	

This is an important opportunity for your organization to weigh in on issues surrounding borough governments, annexations of the Nushagak fishing grounds, and other related topics.

Task Force Representatives will attend three meetings to discuss forms of regional governments, options, and feasibility. There will be one inter-governmental consultation meeting at the end of the project to discuss the study's findings and any future actions that the Task Force would like to take. Travel costs will be covered by a grant. We hope to have the first Task Force meeting before a summer break, and then meetings will start again in the fall.

BBNA volunteered to secure funding for this project as a public service and to further the Bristol Bay Regional Vision in regards to increasing collaborations and coordination. The cities of Dillingham and Aleknagik provided financial contributions to this project. BBNA has hired the McDowell Group to facilitate Task Force meetings and complete the final report. This project is expected to be done within a year.

Representatives named to the Task Force, so far:

Kay Andrews, Southwest Region School District
Kevin Tennyson, Bristol Bay Housing Authority
Luki Akelkok, City of Ekwok
Luki Akelkok, Ekwok Village Council

Your response would be appreciated by **April 29, 2016**.

For more information or to provide the name of your representative, contact me at 842-6221 direct or pheyano@bbna.com.

Patty Heyano
Program Development Director

Action Memorandum No. 2016-08

Subject:

Authorizing an Award of a Contract to CRW Engineering for Water System Design & Testing

City Manager: Recommend Approval

Signature: Rose Loera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The City advertised per DMC 4.30.090 for engineering services for water system design and testing. We had five engineering firms that responded. Four staff reviewed all applications and CRW Engineering received the highest score for the most complete and comprehensive proposal with qualified engineers.

Their bid totaled \$119,000 to include developing bid documents for drilling a new well and installation of proper piping and controls, permitting the system, new well development, evaluating and testing our existing wells and construction support services.

Seventy percent of this expense will be charged to the Municipal Matching Grant Water System improvement and 30% from the City's Water account. The amount that the City will be responsible for is \$35,700 and the MMG \$83,300. I'm waiting to hear from ANTHC whether we would be able to get reimbursed from the ANTHC grant if funded.

ANTHC is putting together a Water System Improvement Grant for the City of Dillingham and it appears that our score will be in the money. We won't know about the funding until September. This is our only hope for a match for the MMG.

Action Memorandum No. 2016-08

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: May 12, 2016

Contract with CRW Engineering for Water System Design & Testing.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$119,000		FUNDING SOURCE Water Special Revenue Fund Municipal Matching Grant	
FROM ACCOUNT 2100 7060 30 61 0000 0 \$35,700 3012 7060 30 61 0000 0 \$83,300		Project Water System Design & Testing	
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 5/12/2016	

EXPENDITURES

OPERATING	FY16			
TOTAL OPERATING	\$ 119,000	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General & Special Rev. Funds	\$35,700			
State/Federal Funds	\$83,300			
Other				
TOTAL FUNDING	\$ 119,000	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2016-08

PREPARED BY: Navin Bissram

May 6, 2016

DEPARTMENT: Finance

City of Dillingham Action Memorandum Agenda of: May 12, 2016
2016-09
Action Memorandum No. _____

Subject:
Authorizing the Award of a Contract to Elite Mechanical for Lift Station Improvements

City Manager: Recommend Approval

Signature: Rose Hoover

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

Other Attachments:

Summary Statement:

The City advertised for a Request for Proposal, RFP 2016-06 Dillingham Lift Station Improvements, per DMC 4.30.090, with four companies responding - Far West, Udelhoven, Roger Hickel and Elite Mechanical. The RFP was advertised as a lump sum bid for all costs to perform the work on our lift stations. The bids were \$2,680,300, \$1,327,714, \$2,165,775, & \$1,295,694 respectively with Elite Mechanical coming in the lowest.

The funding for this project will come from the MMG Wastewater System Improvements @ 70% or \$906,986 and ANTHC along with the balance of a Legislative Grant covering the 30% or \$388,708.

When this project is complete we should have all our lift stations using the same types of pumps, railings and control panels. This will help immensely and save us the City money in the future.

Action Memorandum No. 2016-09

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: May 12, 2016

Contract with Elite Mechanical for Lift Station Improvements

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <p style="text-align: right;">\$1,295,694</p>		FUNDING SOURCE <p style="text-align: center;">State DEC & ANTHC Grants</p>	
FROM ACCOUNT 4423 8520 30 62 \$906,986 3009 8520 30 62 \$388,708		Project <p style="text-align: center;">Lift Station Improvements</p>	
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date:	5/6/2016

EXPENDITURES

OPERATING	FY16			
TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -

CAPITAL	\$1,295,694			
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REVENUE				
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FUNDING

General & Special Rev. Funds				
State/Federal Funds	\$1,295,694			
Other				
TOTAL FUNDING	\$ 1,295,694	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2016-09

PREPARED BY: Navin Bissram

May 6, 2016

DEPARTMENT: Finance

City of Dillingham Action Memorandum Agenda of: May 12, 2016
Action Memorandum No. 2016-10

Subject:
Reappointment of Chief Pasquariello as Chief of Police

City Manager: Recommend Approval

Signature: Rose Loera

Fiscal Note: Yes No Funds Available: Yes No

Other Attachments:

Summary Statement:

Chief Pasquariello's three year Employment Agreement with the City of Dillingham expired in December. The Chief has expressed his desire to continue as Chief of Police. He is asking to have 28 days of leave versus 24. The PSEA union contract allows for officers with over 6 years to have 28 days of leave and our personnel policy states 24. So he wants the same as the police officers would get with more than 6 years of service. In signing the agreement he also wants one step increase. Both requests are reasonable.

DMC 2.44.010 states "There shall be a public safety department with public safety responsibilities, the head of which shall be a public safety director, who may be the chief of police, appointed by the City Manager, with the concurrence of the City Council, for an indefinite term and removable by the City Manager."

Chief Pasquariello has done an excellent job as the Chief of Police and the recommendation is to provide him another 3 year employment agreement to expire May 1, 2019.

Action Memorandum No. 2016-10

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

City of Dillingham Action Memorandum Agenda of: May 12, 2016

Action Memorandum No. 2016-11

Subject:

Authorize an Award to _____ for Engineering Services to Design a Fish Waste Grinder

City Manager: Recommend Approval

Signature: Rose Loera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

The City has advertised for engineering services to design a Fish Waste Grinder per DMC 4.30.080. The scope of the work included a 12' X 12' building with a concrete foundation designed to facilitate clean up. The drop off area will be built to be conducive for dumping from pick-up bed or bucket dumping. All the fish waste will flow through grates and land on the grinder and after passing through a grinder slope to a wet well with a lift pump will be discharged into the Nushagak Bay. ADEC permitting is also a part of the scope of this part of the project. The bid opening date is May 11, 2016.

The City received _____ bids with _____ being recommended for the award. The estimated cost for the design services is _____.

It is our intent to put the fish grinder on the east side of the harbor in an enclosed building that will have electricity and water.

The funds for the design will come from the BBEDC Community Block Grant.

Action Memorandum No. 2016-11

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	