

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2013-59

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS AND ISSUE TASK ORDER #1 WITH AGNEW::BECK TO ASSIST THE CITY WITH IDENTIFYING OPTIONS FOR MANAGING MATERIAL SITES WITHIN CITY LIMITS

WHEREAS, the City of Dillingham is in need of assistance in the development of a Land Use Plan for material sites within the City of Dillingham; and

WHEREAS, the City has limited experience in the development of Land Use Plans; and

WHEREAS, Agnew::Beck has been working with various communities in Alaska on this issue; and

WHEREAS, the City wants to address this issue now so that in the future it can have some input into the development of materials sites within the city limits; and

WHEREAS, the City hired Agnew::Beck to provide consulting services on the public safety building(s) and is looking to task him with an additional consulting support; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130, B, allows waiving of purchase restrictions where the public interest would be best served; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, B.4., the services being of a professional nature requiring specialized knowledge and judgment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the City Manager to issue Task Order #1 with Agnew::Beck to assist the City with identifying options for managing material sites within City limits.

BE IT FURTHER RESOLVED that the fee proposal is a time and materials basis with a not-to-exceed amount of \$20,000.

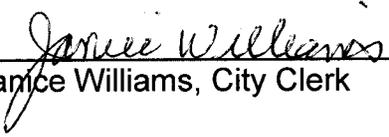
PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on October 10, 2013.

SEAL:




Alice Ruby, Mayor

ATTEST:



Janice Williams, City Clerk

City of Dillingham Information Memorandum No. R2013-59

Subject: A Resolution of the Dillingham City Council authorizing the City Manager to issue a task order to Agnew::Beck for consulting services to assist in identifying options for managing material sites within city limits

Agenda of: October 10, 2013

Council Action:

Manager: Recommend approval.

City Manager: Carol Shade, Acting
Rose Loera, City Manager

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

Fiscal Note: Yes X No _____ Funds Available: Yes X No _____

Other Attachment(s):

- Task Order No. 1 to Agnew::Beck

Summary Statement.

At their September 5, 2013 Council meeting, the Code Review Committee was tasked with considering regulating material sites. At the September 19, 2013 Code Review Committee, a suggestion was made to engage the services of a consultant that had a proven track record of assisting other communities in Alaska in identifying options for managing material sites. The committee agreed it would be prudent to bring someone on board that had the experience and knowledge to address this issue. The Council is being asked to waive the purchasing restrictions in the DMC and allow Chris Beck who is already contracting with the City on another project to provide the Code Review Committee with the assistance needed. The money to fund the services will come from the general fund and will be included as an adjustment to the FY 2014 budget during the mid-year budget review.

City of Dillingham
Fiscal Note

Agenda Date: October 10, 2013

Request: Provide consulting services on the regulation of material sites

ORIGINATOR: Carol Shade

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;">\$ 20,000.00</p>		FUNDING SOURCE <p style="text-align: center;">General Fund Planning</p>	
FROM ACCOUNT General Fund Planning \$ 20,000.00		Project <p style="text-align: center;">Materials Site</p>	
TO ACCOUNT:	VERIFIED BY: Carol Shade	Date:	9/26/2013

EXPENDITURES

OPERATING	FY14	FY15	FY16	FY17
Personnel				
Fringe Benefits				
Contract	\$20,000.00			
Computer Hardware				
Land/Buildings				
Miscellaneous				
TOTAL OPERATING	\$ 20,000.00	\$ -	\$ -	\$ -

CAPITAL				
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REVENUE				
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FUNDING

General Fund	\$ 20,000.00			
State/Federal Funds				
BBEDC	-			
TOTAL FUNDING	\$ 20,000.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Resolution 2013-59

PREPARED BY: Carol Shade

September 26, 2013

DEPARTMENT: Finance Department

September 26, 2013

TASK ORDER

TASK ORDER NUMBER: 1

PROJECT NAME: Assist the City with identifying options for managing material sites within City Limits.

This Task Order has been added to an Agreement by and between the City of Dillingham ("OWNER") and Agnew::Beck ("CONSULTANT") dated September 26, 2013, ("the AGREEMENT") to provide consulting services for a public safety building(s). Consultant shall perform services on the project described below as provided herein. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

Assist the City in evaluating the various options a municipality has in the management of material sites within city limits. Provide a range of options to include examples of very restrictive to minor.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

1. Provide information to the City about how other municipalities manage material site development.
2. Provide examples of ordinances that other municipalities have adopted on this issue, their enforcement processes, and administrative needs to enforce them.
3. Provide information regarding State and Federal agency regulations on material site development and which regulations require local enforcement.

PART 3.0 OWNER'S RESPONSIBILITIES

The City shall provide office space when the consultant is in town working on City project, unless otherwise agreed by both parties.

PART 4.0 DELIVERABLES AND TIME PERIOD

Draft evaluation based on scope of services identified in Part 2.0 presented to the Council before the end of calendar year 2013.

PART 5.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of \$20,000.

PART 6.0 OTHER
N/A

This Task Order is executed this 16th day of October, 2013.

City of Dillingham
"OWNER"

By: Rose Loera

Agnew::Beck
"CONSULTANT"

By: Chris Beck

Signature: Carroll Shab
Title: City Manager acting

Signature: _____
Project Manager