



Alice Ruby, **Mayor**

**Council Members**

- Chris Napoli (Seat A) • Bill Rodawalt (Seat B) • Aksel Buholm (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Gregg Marxmiller (Seat F)

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

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

<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>DECEMBER 5, 2019</b>
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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - a. Regular Council Meeting, November 7, 2019 ..... page 3
4. **APPROVAL OF CONSENT AGENDA**  
**APPROVAL OF AGENDA**
5. **STAFF REPORTS**
  - a. City Manager and Staff Reports ..... page 11
  - b. Standing Committee Reports
6. **PUBLIC HEARINGS**
  - a. Ordinance No. 2019-05; An Ordinance of the Dillingham City Council Modifying the Land Use Restrictions on a Portion of Block 5, U.S. Survey 2732, Dillingham Townsite
  - b. Ordinance No. 2019-06, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2020 City of Dillingham Budget
7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
8. **ORDINANCES AND RESOLUTIONS**
  - a. Adopt Ordinance No. 2019-05; An Ordinance of the Dillingham City Council Modifying the Land Use Restrictions on a Portion of Block 5, U.S. Survey 2732, Dillingham Townsite ..... page 33
  - b. Adopt Ordinance No. 2019-06, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2020 City of Dillingham Budget ..... page 47
  - c. Adopt Resolution No. 2019-39; A Resolution of the Dillingham City Council Accepting the Resignation of Aksel Buholm and to Offer Thanks and Commendation for his Service on the Dillingham City Council ..... page 57
  - d. Adopt Resolution No. 2019-40; Waive Purchasing Requirements, Award MARS .. page 59

- e. Adopt Resolution No. 2019-41; Accept ADEC SRF Loan Landfill Groundwater Monitoring Wells Project ..... page 65

**9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission – 1 seat open
  - 2) School Facility Committee – 1 seat open
  - 3) Port Advisory Committee – 2 seats open
  
- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

**10. NEW BUSINESS**

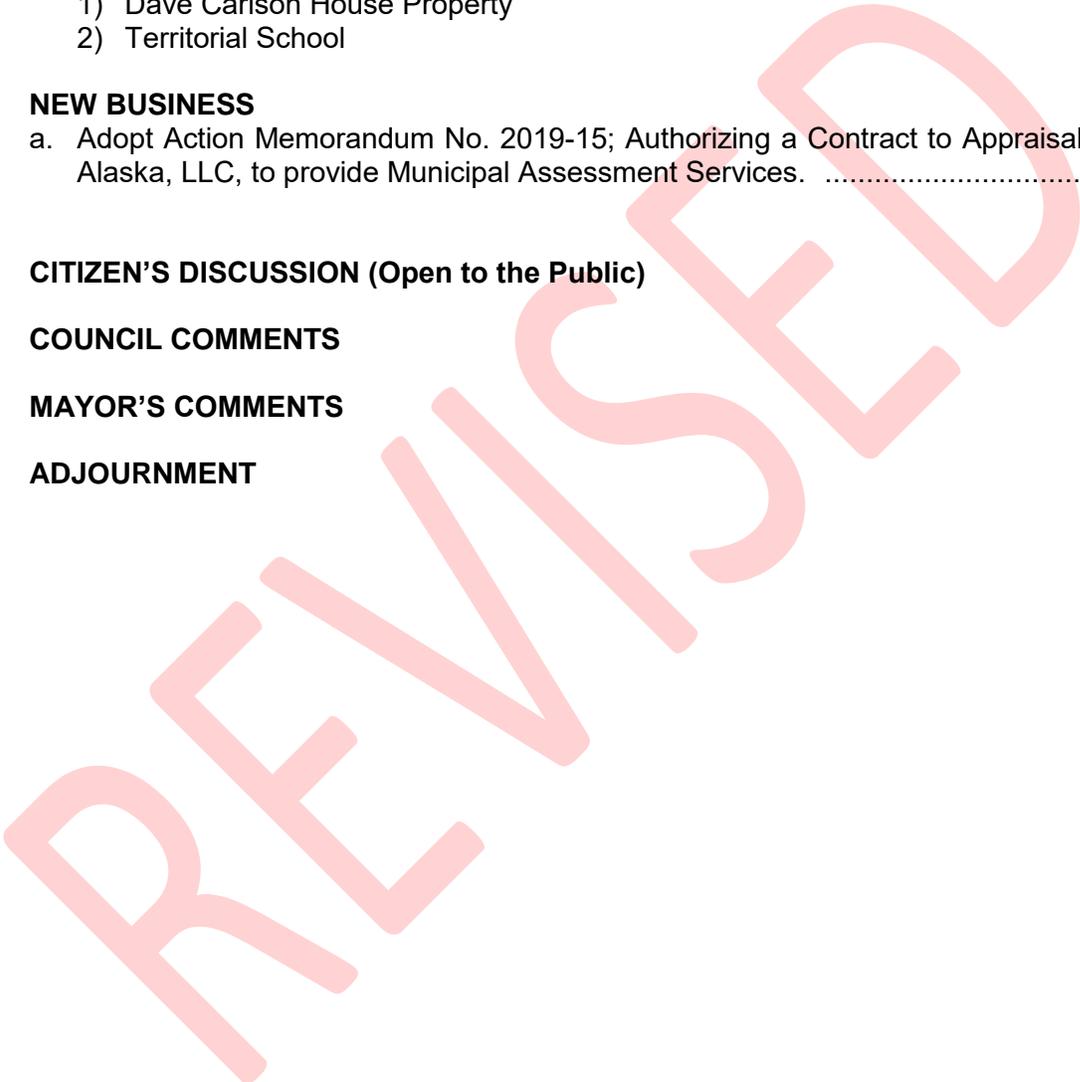
- a. Adopt Action Memorandum No. 2019-15; Authorizing a Contract to Appraisal Company of Alaska, LLC, to provide Municipal Assessment Services. .... Page 67

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

**12. COUNCIL COMMENTS**

**13. MAYOR’S COMMENTS**

**14. ADJOURNMENT**



**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Thursday, November 7, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:04 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson	Curt Armstrong	Aksel Buholm
Gregg Marxmiller	Chris Napoli	Bill Rodawalt

Staff in attendance:

Tod Larson	Lori Goodell	Dan Pasquariello
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**3. APPROVAL OF MINUTES**

- a. Special Council Meeting, September 9, 2019
- b. Special Council Meeting, October 15, 2019
- c. Special Council Meeting, October 25, 2019

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to adopt the minutes of September 9, 2019, October 15, 2019, and October 25, 2019.

MOTION: Bill Rodawalt moved and Chris Napoli seconded to amend the October 25, 2019 minutes under item 4.c. to add, contracts with single bidders will be avoided when possible.

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

VOTE: The amended motion passed by a majority; Andy, Curt, Gregg, Chris, and Bill voting yes, with Aksel opposed.

**4. APPROVAL OF CONSENT AGENDA**

- a. Adopt Resolution No. 2019-29; A Resolution of the Dillingham City Council Expressing Thanks and Commendation to Ms. Susanna Henry

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to approve the consent agenda.

VOTE: The motion passed by unanimous voice vote.

**APPROVAL OF AGENDA**

MOTION: Bill Rodawalt moved and Aksel Buholm seconded the motion approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. STAFF REPORTS**

- a. The following items were reported on:
  - The draft Wastewater Treatment Relocation Study is available on the city website. A workshop will be planned as the process progresses.

- The FY19 audit was completed ahead of schedule.
- The KDLG City Manager corner is not currently done on a regular basis.
- It was noted the new Public Works Director is scheduled to arrive the first of December.
- Remarked the incident in Aleknagik was unfortunate. However, the Dillingham Police Officers and Dispatchers did their job.

b. Standing Committee Reports

Code Review Committee:

- The committee met July 25, and September 12.
- Items discussed: liquor license and marijuana license renewals, current code for casual and isolated sales will be set aside for now allowing more time for data collection. The MOA plastic bag ban fact sheet and ordinance were considered.
- The committee will meet on Nov. 14.

Finance and Budget Committee:

- August and September minutes are included in the council packet for review.
- Internet sales tax was looked at; the city currently receives \$8,000 – \$10,000 a month. AML is still working on a state wide program.
- The FY20 budget revision was finalized.
- A financial strategic plan is being developed. An equipment and facility inventory to be done and used as a budgeting tool.
- A committee to do list will be created.
- The FY18 audit report was received. FY19 audit is underway with the field work completed.

School Facility Committee:

- Capital projects were covered.
- DMC states an annual facility assessment to be conducted. This will be scheduled this month.
- The joint grant writer position has been set aside.
- The city CIP process to be refined and to include DCSD facility major maintenance.
- The next meeting will be scheduled for the spring.

**6. PUBLIC HEARINGS**

There were was no public hearing.

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

There was no citizen's discussion.

**8. ORDINANCES AND RESOLUTIONS**

- a. Introduce Ordinance No. 2019-05; An Ordinance of the Dillingham City Council Modifying the Land Use Restrictions on a Portion of Block 5, U.S. Survey 2732, Dillingham Townsite

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to introduce Ordinance 2019-05.

This ordinance broadens the restriction to allow for low income senior housing.

Question called, no objection.

VOTE: The motion passed by unanimous voice vote.

- b. Introduce Ordinance No. 2019-06, An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2020 City of Dillingham Budget

MOTION: Gregg Marxmiller moved and Chris Napoli seconded the motion to introduce Ordinance 2019-06.

The original FY20 budget was placeholder while the state budgeting process was still ongoing. It was noted that no more layoffs are desired.

VOTE: The motion passed by unanimous voice vote.

- c. Adopt Resolution No. 2019-25; A Resolution of the Dillingham City Council Authorizing the City Manager to Approve a Collective Bargaining Agreement Between the City of Dillingham and Public Safety Employee Association

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to adopt Resolution 2019-25.

MOTION: Andy Anderson moved and Gregg Marxmiller seconded the motion to table Resolution 2019-25 to the end of the meeting.

VOTE: The motion passed by unanimous voice vote.

- d. Adopt Resolution No. 2019-30; A Resolution of the Dillingham City Council Supporting Curyung Tribal Council's BBEDC Arctic Tern Grant Application for Participation at the 2019 AFN Elders and Youth Conference

MOTION: Gregg Marxmiller moved and Bill Rodawalt seconded the motion to adopt Resolution 2019-30.

Chris Napoli stated he works for BBEDC but has no financial gain from this resolution.

Alice Ruby noted she works for BBEDC, oversees this program but has no financial gain from this resolution.

VOTE: The motion passed by unanimous voice vote.

- e. Adopt Resolution No. 2019-31; A Resolution of the Dillingham City Council Supporting Resolution 2019-1 From the Alaska Association of Harbormasters and Port Administrators in Support of Full Funding (\$12,145,312) For the State of Alaska Municipal Harbor Facility Grant Program in the FY2021 State Capital Budget

MOTION: Andy Anderson moved and Bill Rodawalt seconded the motion to adopt Resolution 2019-31.

VOTE: The motion passed by unanimous voice vote.

- f. Adopt Resolution No. 2019-34; A Resolution of the Dillingham City Council Supporting the 2020 Census Alaska Counts

MOTION: Gregg Marxmiller moved and Chris Napoli seconded the motion to adopt Resolution 2019-34.

This authorized the Mayor to create a committee and appoint committee members. The committee will promote community participation in the 2020 census. Dee Dee Bennis and Marilyn Rosene have agreed to Co-chair this committee.

VOTE: The motion passed by unanimous voice vote.

- g. Adopt Resolution No. 2019-36; A Resolution of the Dillingham City Council Amending the Bank Signature Card for Wells Fargo Checking Account Due to a Change in Council Members

MOTION: Chris Napoli moved and Gregg Marxmiller seconded the motion to adopt Resolution 2019-36.

Question called, no objections.

VOTE: The motion passed by unanimous voice vote.

- h. Adopt Resolution No. 2019-37; 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: Chris Napoli moved and Andy Anderson seconded the motion to adopt Resolution 2019-37.

VOTE: The motion passed by unanimous voice vote.

- i. Adopt Resolution No 2019-38, A Resolution of the Dillingham City Council Waiving the Purchase Requirements and Enter Into an Agreement with Alaska Communications to Upgrade the IT System

MOTION: Andy Anderson moved and Aksel Buholm seconded the motion to adopt Resolution 2019-38.

- Two courses of action were discussed. One, replace critical components, 20% of machines, and servers. Two, replace all items identified as needed by Alaska Communications.
- City Manager recommends replacement of all needed items, increasing efficiencies, and reducing impact to work force. IT plan to be integrated. Service contract and warranties will be in place.

VOTE: The motion passed by unanimous voice vote.

## **9. UNFINISHED BUSINESS**

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission – 1 seat
  - 2) Library Advisory Board – 1 seat
  - 3) Friends of the Landfill – 2 seats
  - 4) School Facility Committee – 1 seat
  - 5) Port Advisory Committee – 2 seats

There were no letters of interest for the Senior Advisory Commission, School Facility Committee, and Port Advisory Committee.

Mayor Ruby recommended to appoint Janet Dieckgrafe to the Library Advisory Board.

c

Mayor Ruby recommended to appoint Debi McLean and Lauren Watine to the Friends of the Landfill Committee.

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to concur with the Mayors recommendation.

VOTE: The motion passed as amended by unanimous voice vote.

- a. Progress Report

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

There were no progress reports.

#### 10. NEW BUSINESS

- a. Approve Action Memorandum No. 2019-11; Modify FY20 Aggregate Contract

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to approve Action Memorandum 2019-11.

VOTE: The motion passed by unanimous voice vote.

- b. Approve Action Memorandum No. 2019-12; Approve FY20 fuel contract

MOTION: Chris Napoli moved and Bill Rodawalt seconded the motion to approve Action Memorandum 2019-12.

No propane bid was received, and will be purchased at market value.

VOTE: The motion passed by unanimous voice vote.

- c. Approve Action Memorandum No. 2019-13; Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield and Navia for an HRA

MOTION: Andy Anderson moved and Aksel Buholm seconded the motion to approve Action Memorandum 2019-13.

Premium increase was minimal. Dental premium was decreased. Finance and Budget Committee will look at options again at the next renewal.

VOTE: The motion passed by unanimous voice vote.

- d. Adopt Action Memorandum No. 2019-14, Authorize Administrative Leave for Christmas and New Year's Holiday

MOTION: Aksel Buholm moved and Gregg Marxmiller seconded the motion to approve Action Memorandum 2019-14.

This does not cost the city any out of pocket revenue. This rewards staff with extra leave.

VOTE: The motion passed by unanimous voice vote.

- e. Update Committee Appointment

Recommendations noted by Mayor for committees:

- Code Review Committee: Chris Napoli, Chair. Bill Rodawalt new member.
- Port Advisory Committee: Term limits as required by Resolution 2010-66 were initiated.
- School Facility Committee: Robin Samuelsen has resigned.
- Board of Equalization: Gregg Marxmiller, Chris Napoli, and Bill Rodawalt, with Andy Anderson as an alternate.
- Territorial School Committee: Bill Rodawalt

MOTION: Chris Napoli moved and Gregg Marxmiller seconded the motion to concur with the Mayors recommendation.

VOTE: The motion passed by unanimous voice vote.

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

There was no citizen discussion.

### 12. COUNCIL COMMENTS

Aksel Buholm:

- Stated he is resigning his seat on council due to his job and being out of town so frequently. Notified Council this will be his last meeting.

Curt Armstrong:

- Stated he's sorry to hear Aksel is leaving but understands how difficult it is to attend by phone.
- Expressed thanks to the rescue squad, noting they are an outstanding group.

Gregg Marxmiller:

- Thanked Aksel, noting it is tough to attend by phone.
- Mentioned he appreciates the crowns on the roads.

Andy Anderson:

- Noted he enjoyed working with Aksel and will miss him.
- Commented it is a joy to drive by the harbor with the clean-up efforts completed.

Chris Napoli:

- Thanked Aksel for his service.
- Stated the Bingman property cleanup was fantastic.
- Noted the Public Safety and Fire Department stats; kudos to them for a 24/7 job.
- Remarked Grandma's House is holding a rummage sale Nov. 9, 10 a.m. – 5 p.m.

### 13. MAYOR'S COMMENTS

Alice Ruby:

- Upcoming calendaring items: joint School Board / City Council meeting, Council Training.
- Representative Edgmon will be holding an informal meeting in January.
- Thanked Aksel for his time on Council. Noted that council will declare his seat vacant at the December meeting and advertise for letters of interest for seat C, with subsequent appointment in January.
- Offered congratulations on the FY19 audit.
- Noted Dee Dee Bennis is enthusiastic about the Complete Count Committee.
- Requested a moment of silence for individuals lost since the last meeting.

### 14. EXECUTIVE SESSION

a. Legal Matters: Union Negotiations, and Legal Update

b. City Manager Evaluation

MOTION: Gregg Marxmiller moved and Chris Napoli seconded the motion to enter into executive session to discuss matters which by law are confidential, and negotiations with labor organizations. [8:37 p.m.]

VOTE: The motion passed unanimously by voice vote.

Chris Napoli excused himself from Executive Session from 8:40 p.m. to 9:13 p.m.

MOTION: Andy Anderson moved and Aksel Buholm seconded the motion to exit executive session. [9:55 p.m.]

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to take off the table and approve Resolution 2019-25.

VOTE: The motion passed unanimously by voice vote.

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to concur with the Mayors recommendation for pay and extend the City Manager's contract through 2022.

VOTE: The motion passed unanimously by voice vote.

**15. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 9:57 p.m.

\_\_\_\_\_  
Mayor Alice Ruby  
[SEAL]

ATTEST:

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

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



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

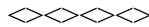
~ 11/27/19 ~

***31<sup>st</sup> Alaska State Legislature ~ 1<sup>st</sup> Interim***

**NOVEMBER 2019 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

***~ School Funding decreed legitimate by the Alaska Superior Court ~***

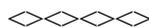


Attorneys for the Alaska Legislature prevailed successfully arguing for this method of funding. As reported on last month, arguments had been heard by the Alaska Superior Court concerning Alaska’s prohibition against dedicated funds being appropriated by the Legislature in advance for our schools. Although that funding bill had been signed into law, the current administration deemed it unconstitutional and went to court. The current legal agreement for the transfer of money to districts will continue unabated. An appeal will be filed with Alaska Supreme Court according to Alaska AG Kevin Clarkson.

Alaska Senate Republicans confirmed the appointment of Representative Josh Revak on November 2, 2019 to fill the vacancy for the Alaska Senate District M seat. He had been appointed by the governor to fill the vacancy on September 27<sup>th</sup>.

The confirmation of Senator Revak to the Alaska State Senate now creates a vacancy for Alaska House District 25 seat. Pursuant to AS 15.40.320, the Governor will have 30 days to name an appointment, subject to confirmation by Republicans in the House.

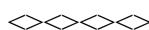
With that, the governor has since appointed Mr. Mel Gillis of Abbott Loop to represent folks in that South Anchorage district. According to the governor’s website, Mr. Gillis has lived and worked in Alaska for 55 plus years with a diverse career. His selection will now be considered by House Republicans. If approved, he will serve until the next general election.



**PUBLIC NOTICE – EDUCATION CIP RANKINGS**

Pursuant to AS 14.11.013(e) and 4 AAC 31.026(a), the Department of Education & Early Development will hold public hearings to receive oral and written comments on the priority ranking of proposed school construction and major maintenance projects for FY2021, which is available to view at: [education.alaska.gov/facilities](http://education.alaska.gov/facilities). Unless there are additions to the posted list, Dillingham is not affected.

The hearings will be held Wednesday, November 27, 2019, from 9:30 a.m. to 4:30 p.m., 2nd floor conference room, 801 W. 10<sup>th</sup> Street, Juneau, via teleconference or in person. All hearings are by appointment and open to the public. Since this is today’s date, I’ll report on any significant action.



## RECALL EFFORTS – 2<sup>nd</sup> UPDATE

A lawsuit to determine the legality of the recall campaign against Gov. Mike Dunleavy will be argued Jan. 10, 2020 by Anchorage Superior Court Judge Eric Aarseth after he heard from Recall Dunleavy attorney Susan Orlansky. The court also heard from senior assistant attorney general Margaret Paton-Walsh, representing the state, and attorney Brewster Jamieson, representing the anti-recall group Stand Tall With Mike for the January timeframe.

The Alaska Division of Elections, citing a legal opinion by the Alaska Department of Law and Attorney General Kevin Clarkson, declined to certify the recall effort. The legal opinion said that recall backers had not met the standard for a recall.

In the meantime, both sides will be trading legal positions by email. Regardless of Aarseth's verdict, both sides expect an appeal to the Alaska Supreme Court. If both the Superior Court and Supreme Court rule in favor of the legality of the recall campaign, backers would undertake another round of signature-gathering necessary to call a special election.

Any special election would take place 60 to 90 days after the Division of Elections determines enough signatures have been gathered. As stated in several news reports, 71,252 signatures will be necessary.



### GOVERNOR'S CORNER

<http://gov.alaska.gov>

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

The Governor has appointed Glen Klinkhart as the Interim Director of the Alcoholic Beverage Control Board and the Marijuana Control Board (AMCO) pursuant to AS 04.06.070 and AS 17.38.140.

Department of Revenue Commissioner Bruce Tangeman is resigning, but will continue in his role until a replacement is named. This position is responsible for the Revenue's Fall Revenue Forecast and plays a vital role in the rollout of budgets for any given fiscal cycle.



### WEBSITES OF INTEREST

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

**2019 Legislators Contact List** <http://akleg.gov/docs/pdf/whoswho.pdf>

**2019 1<sup>st</sup> Interim Staff Contact List** <http://akleg.gov/docs/pdf/InterimPhoneList.pdf>

**2019 1<sup>st</sup> House / Senate Committee List** <http://akleg.gov/docs/pdf/commlist.pdf>

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

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



The next regular session of the 31<sup>st</sup> Alaska State Legislature begins on Jan. 21, 2020. This will be the 2<sup>nd</sup> session and is scheduled to run 90 days, although in recent years they have continued until the constitutionally limit of 121 days. Meanwhile, the governor's new draft budget is due on Dec. 15<sup>th</sup>.

~ End Report ~

*Happy Thanksgiving! Trust all had a wonderful time with their family and friends. ~ Cliff*

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Vacant  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** November 27, 2019  
**To:** Mayor and City Council  
**From:** Tod Larson  
**Subject:** December 2019 City Manager Report

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

New Employees:	Ausha Elliott – Dispatcher Saeed Corbett – Corrections Officer
Resignations:	Shelby Carty – Finance/Accountant II - Receivables
Transfers:	Ben Glosser – Dock to Finance (Temp. Assistance)
Position Vacancies:	Police Officer Accountant II - Receivables

**Alaska Municipal Manager’s Association (AMMA)** – I attended the AMMA annual conference as part of the combined conference in Anchorage. They presented a refresher on topics such as: Title 29, Open Meetings Act, Public Records, and Local Governance. We also heard presentations titled Leading the Organization which included: Understanding Your Role as a City Manager, Leading Managers, Building Culture, Unions, Working with Council/Assembly, Communications, and Navigating Politics.

During the second day we heard updates from the Alaska Municipal League (AML) Executive Director and the West Coast Director of the International County/City Manager’s Association (ICMA). We also participated in panel discussions regarding Social Media and Associated Legal Issues (1<sup>st</sup> Amendment), Prioritizing Government Services, and Public-Private Partnerships. The annual board meeting finished out the day.

**Alaska Municipal League (AML)** – The AML conference lasted from Wednesday through Friday morning. As a quick summary, we heard from numerous political

leaders within the state. Much of the discussion was directed towards the upcoming legislative session and the state budget. The general tone was that the Governor had heard from the people and the leadership will have a different approach this year regarding the budget. There wasn't much talk about what this meant, it was more of an acknowledgement that the process was flawed last year.

We also heard from a number of State department and industry leadership in different panels. We received updates on Economic Trends Nationally and Within the State, PFAS and Groundwater Contamination, National Association of Counties, Online Sales Tax, School Funding, Ethics and Conflicts of Interest, Cybersecurity, and many others.

**Plastic Bags** – We held a meeting to gather some initial community input into the plastic bag issue. Generally, the comments were favorable for a ban of plastic bags. I'm looking for direction from the council for consideration of this issue – possibly assigning it to the Code Committee.

**Congratulations to Mayor Ruby.** Mayor Ruby was one of two recommended for the prestigious Vic Fischer Leadership Award. Mr. Fischer is the last remaining Alaska Constitutional Convention Delegate. Mayor Ruby has dedicated a lifetime to making Dillingham a better place through countless hours of volunteer service and her tireless efforts. Congratulations to her for this significant achievement!

Respectfully Submitted,  
Tod Larson

# Voters of the City of Dillingham

City Council – Chris Napoli, Bill Rodawalt,  
Vacant, Curt Armstrong, Andy Anderson,  
Gregg Marxmiller

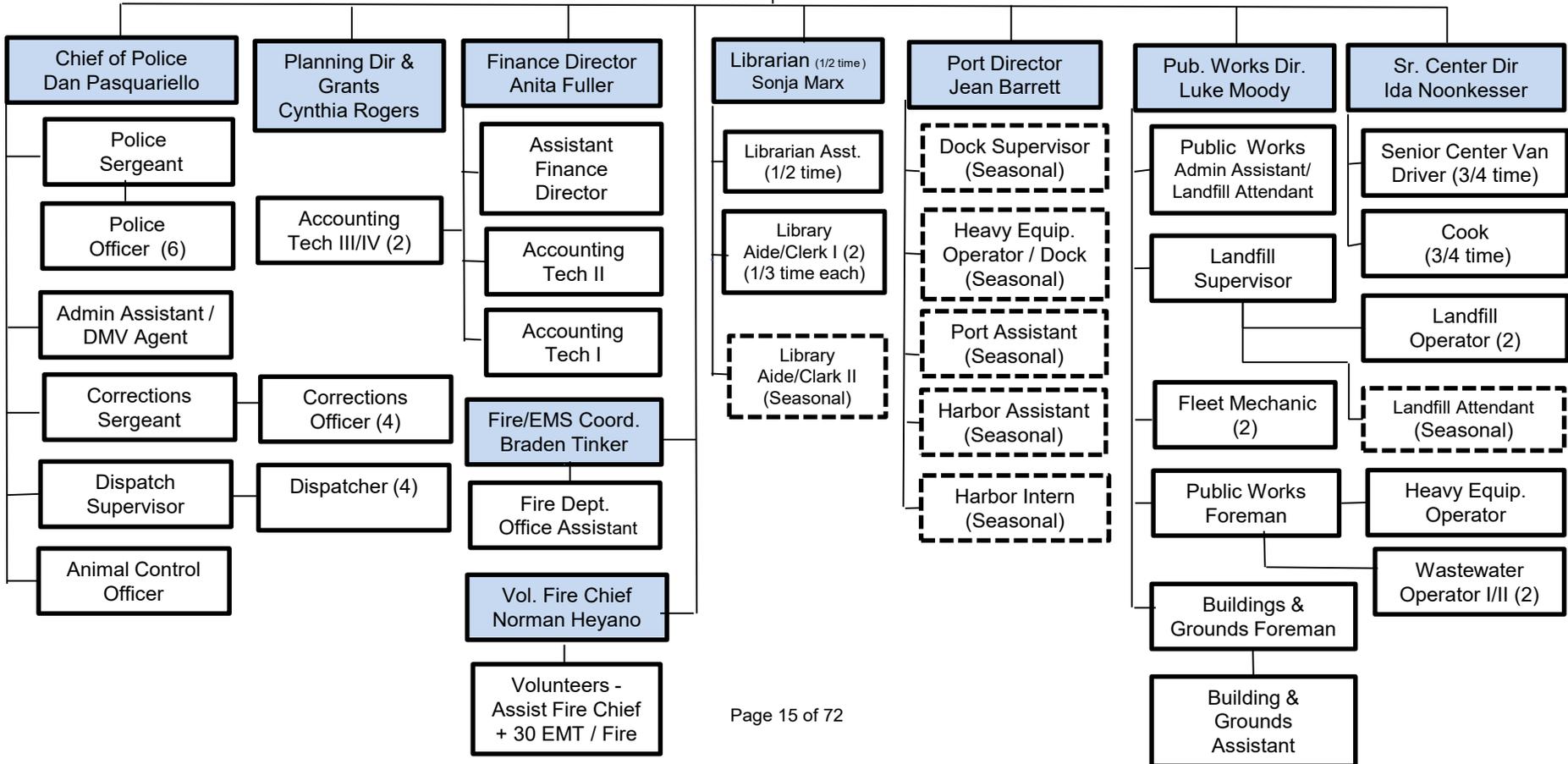
Mayor  
Alice Ruby

City Manager  
Tod Larson

City Attorney  
Brooks Chandler

Executive / HR Assistant  
Kelsa Brandenburg

City Clerk  
Lori Goodell





**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** November 25, 2019  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report for November

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The Halloween Fundraiser for the library was a huge success with over \$2,000 raised. Thanks to all those who supported this event and made it possible. Hopefully this will become an annual opportunity.

We are attempting to have the carpets for the library and the museum cleaned over the Thanksgiving holiday. With a four day closure, the cleaning crew will have time to move furnishings, clean each area, and allow the carpets to dry before putting everything back in place.

The Library Advisory Board met October 15<sup>th</sup> with a meeting and work session. The weeding and collections development policies are being reviewed. Seat C is now vacant; letters of interest can be addressed to the Mayor. The next LAB meeting is scheduled in January of 2020. Next FOL meeting is to be determined.

### **Library Stat report October 28<sup>th</sup> - November 23<sup>rd</sup>, 2019:**

**Patron Visits: 1,302 Computer Use: 243 Wireless Use: 141 Story Hour: 59**  
**Other Visits (including Classes): 124 Museum Use: 29 Movies Shown: 4**  
**AWE Station Use: 14 Volunteer Hours Logged: 4.5**

**Library Advisory Board meeting 5:30 pm Tuesday, January 21<sup>st</sup> at the Library**

**Library will be closed Tuesday & Wednesday, December 24 & 25<sup>th</sup> for Christmas**



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

**MEMORANDUM**

**Date:** 11/25/2019  
**To:** Tod Larson, City Manager  
**From:** Chief Daniel Pasquariello  
**Subject:** **Public Safety report DECEMBER 2019**

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*Reporting period 10/26/19 to 11/25/19*

**Dispatch:**

- ❖ 341 Calls for service dispatched
- ❖ 78% Dispatched to Dillingham Police
- ❖ 5% Dispatched to Animal Control
- ❖ 8% Dispatched to Fire/EMS
- ❖ 9% Dispatched to Alaska State Troopers

**Corrections:**

- ❖ 37 Total Inmates held at jail
- ❖ 22 Title 47 Protective custodies

*Reason for being incarcerated:*

Violation release conditions	11
Assault	10
Serve time/court remand	4
Warrant arrests	4
DUI	3
Probation violation	2
Trespass	1
Criminal Mischief	1
Burglary	1

**Patrol:**

- ❖ 265 Calls for service
- ❖ 23 Persons arrested by DPD
- ❖ 22 Title 47/Protective custody by DPD
- ❖ 46 Incident reports by DPD

*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	13
Violation release/probation conditions	8
Suicide threat/mental health	6
Thefts/Robbery	4
Sexual abuse/child endangerment	4
Motor vehicle accidents	2
Trespass	1
Traffic offenses	1
Criminal Mischief	1

**Animal Control:**

- ❖ 6 Animal impounds
- ❖ 5 Dogs returned to owners
- ❖ 2 Shelter dogs adopted out
- ❖ 18 rabies/parvo shots
- ❖ 1 Trapped cat

**DMV:**

- ❖ 125 Driver's licenses/IDs
- ❖ 38 Titles/registrations
- ❖ 3 Boat registrations
- ❖ 4 CDLs
- ❖ 7 Road tests
- ❖ 19 written tests

We have been busy during the reporting period.

We have investigated several sexual abuse of minors and child endangerment cases. While SAM cases are a constant for us the increase in child endangerment cases due to the Office of Children's Services (OCS) filling positions and having social workers. Having personnel in Dillingham, rather than working long distance is a great improvement for citizens/children here in Dillingham.

As usual around the holiday season there is an increase in despondent people going into mental health crisis. We have committed a higher than usual number of persons to the hospital for mental health evaluation.

A man trapped a cat at his residence. For several months the cat had been entering the man's residence, via a cat door. The cat had been tearing up and violating the house, and had attacked the man's pet cats requiring veterinary care. An officer retrieved the cat, who due to his appearance and behavior gave all indications of being a feral cat. ACO Boyd has been working with the cat and it has mellowed. Apparently at one point it was someone's pet.

A class of third graders from the elementary school visited the shelter and were taught about dog and cat care. The third graders worked to create a Facebook page add trying to unite the cat with its owner, or anyone that would like to adopt a tough cat.



“Scarface”



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** 11-25-19  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett Public Works/ Port Director  
**Subject:** Monthly Staff Report

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I can say with great certainty that this has been the warmest November I have ever witnessed in Dillingham, the ice has been forming on the mighty Nushagak and wood rivers but it is nowhere near past years, we still have a few fuel tankers making trips back and forth to the dock to deliver fuel despite the ice. What are your thoughts on global warming.... Or is this just cyclical?

### City Shop

Things continue moving on with a focus on "winter" or at least colder weather and probable icing conditions.

- Most of our sand was mixed with salt before our first snowfall and ice storm, there is approx. 600 yards remaining, we have plenty to make it thru the winter.
- The ice storm of earlier this month was something else, it taught us a lesson in preparedness, fortunately we handled it well and there we only a few issues
- Over the past 3-5 weeks we have been working on our large sander, it is almost there with a new motor replacement and controls. This will certainly help us out when we have to make the long trek out to Waskey road and the landfill. The small sanders are ok but it takes multiple trips to do what the larger truck would.
- The graders are all equipped with the snow blades, nose plows and chains.
- On December 9<sup>th</sup> we are having a grader training class funded by BBEDC, this was a training offered by CAT. The training is for eight participants, we will have four spots and the State DOT will have the other four.
- The crews have been busy sanding, with the weather we have been having it is needed. We get out early and cover the bus routes and then the stop signs and corners and then try to get all the rest of the roads after that. Along with this we get some complaints as everyone feels they need to be the first ones done.

**Landfill** It is a constant battle to keep the landfill working, there is ALWAYS something broke down and in need of fixing

- We put the Case loader back out to the landfill after fixing the oil pan and finding metal shavings in the transmission fluid, the crew has been informed to handle this with kid gloves until we can come up with a fix. We are working on deciding which way to go on this, new or rebuilt transmission as both have positives and negatives.
- The Black landfill truck has a clutch issues! We are looking to get it to town to repair it, this shouldn't be a hard fix.
- The trash compactor has had a hydraulic issue and since we don't use this much in the winter we have moved it into the landfill shop for repairs, we hope to have it up and running for next spring.
- The crew did a great job of working the inert waste cell when the Bingman property was cleaned up, they kept everything pushed back and worked extra hours to accommodate Bennett Enterprises timeline.
- The well pump at the landfill has burned out and we have pulled the pump and are in the process of replacing.
- The incinerator is back up and running, the tech from Penn-ram was here last week and worked on it, he showed the crew, including one of the mechanics some troubleshooting technics and ideas, the crew needs to learn how to look at these things in order to keep it running, the price tag to bring a tech to Dillingham is in the \$8000 dollar range, something we need not do very often.
- We received our landfill inspection report from June, we made up 3 points from last year's total, a small increase and not the 12 we lost the previous year, Baby steps...

### **Water / Waste Water**

- With the warm weather the crew has been able to do more warm weather activities such as jetting the manholes and lift stations, these are all preventive maintenance type jobs that normally don't get done this time of year.

### **Port**

- We are still receiving vessels at the dock, Vitus Marine has been coming in and bringing fuel to their tanks, they have told me that it is their last day today 11-26-19. Dean has been manning the dock office for these dockings and deliveries, he has been using his time to update some of the tariff items, I will be working on these in December to present to the Council at the January meeting.
- We had to move a boat at the harbor, the F/V Barmaid failed to get pulled out of the water before the ramps and harbor basin iced up, the person who registered it last summer failed to take care of it even after multiple warnings by me to move it before the ice came in. I feel we will in the end need to take action on this boat, possibly impounding it, That is all from where I sit

Jean

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** December 2, 2019  
**To:** Tod Larson, City Manager  
**From:** Ida Noonkesser, Director  
**Subject:** Monthly Staff Report

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During the month of October, the Senior Center served 293 congregate meals to 46 individuals, 129 home delivered meals to 8 individuals, gave 187 assisted rides to 12 individuals and 128 unassisted rides to 21 individuals.

We had five new renters in the month of October.

In the Month of October, it was pretty quiet. Beside people renting the building for funeral potluck.

Our next Advisory Board Meeting is scheduled for December 11, 2019 at 1pm.



**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** November 30, 2019  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** Monthly Staff Report

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### **Planning Commission**

The next meeting is scheduled for December 11 at 5:30 pm. The Commission is expected to address floodplain regulations and the FY20 CIP List.

### **Permitting**

- Burial Permits – One permit has been processed.

### **Capital Projects**

Please see the attached FY19 Capital Improvement Project Priorities Progress Update.

### **Dillingham Downtown Streets Rehabilitation**

#### ***Project No.: Z571800000***

JJC Enterprises, Inc. was awarded the contract for this project. We expect the contractor will begin mobilization, with potential demolition of Dillingham Hotel, sometime in the spring.

### **Requests for Proposal**

- RFP 2019-09 Municipal Assessment Services, Bids due November 21, 2019 @ 4:00 PM.

### **Grants**

An application for EPA Brownfields Assessment grant will be submitted next week to support further assessment and revitalization planning for the Bingman site. This is a competitive funding opportunity. Two other non-competitive options are available and are being explored.

### **Waterfront Strategic Plan**

McDowell Group and PND Engineers, Inc. will be in Dillingham on December 2-3 to discuss the Dillingham Waterfront Strategic Plan Draft Report. An Open House has been scheduled on December 2 at 5:00 pm in City Hall Council Chambers. The draft report and presentation has been posted on the City's website for those unable to attend, but who would like to submit feedback. Additional meetings with stakeholders are expected during the visit.

### **Project Management Professional (PMP)**

I have spent the last six weeks attending a PMP preparation class required to sit for the PMP exam. I expect to complete the class in December and be ready to sit for the PMP in February.



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**FY19 Capital Improvement Project Priorities  
Progress Update November 2019**

**\*Special Project – Bingman Clean-Up **\$300,000 (estimate)****

Major debris removal has been completed at the Bingman site. The cost for this phase of the project was \$70,987.50. The Port Director is expected to impound the boats still present on the site to allow their sale after a specified period of time. Finally, concrete blocks, pipes, and a few other objects are expected to be moved off site for use in other City operations.

To address the clean-up of hazardous substances at the site, a Phase II Environmental Site Assessment will be sought. A Brownfields Assessment Grant application will be submitted in support of funding for the next phase of the project, which will include a site revitalization plan. The City anticipates full completion of all project phases within 5 years, to include assessment, clean-up, planning, development, and/or reuse of the site.

Construction: \$300,000 (estimate)

- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- November 15 – Project Phase Close Out

**\*Special Project – Wastewater Treatment Relocation Study **\$211,071 (estimate)****

In March, CRW Engineering was awarded a one year contract for Engineering Services, AM 2019-01. In April, the Denali Commission awarded the City of Dillingham \$171,900 for Wastewater Treatment Lagoon Erosion Mitigation Study. A fee proposal to prepare the Wastewater Treatment Relocation Study was submitted by CRW Engineering in May for \$211,071. The difference of \$39,171 has been appropriated in the FY20 budget. The City hosted an Open House on October 22 and received feedback from the public. The draft report is posted to our website we will continue accepting comment until the final report is completed.

Project Timeline:

- Early July – Site Visit
- Mid-July – Trip Report
- October 22 – Draft Report & Public Meeting
- Two Weeks Post – Draft Final Report
- December – Final Report

**\*Special Project – Wells Fargo/VEEP Outdoor Lighting \$50,000 (estimate)**

The City was awarded a \$50,000 grant under the Wells Fargo Outdoor Lighting Retrofit/Village Energy Efficiency Program. The City pledged another \$15,000 in-kind to support the project, which will consist primarily of personnel related costs. The grant provides funding for the replacement/retrofit of exterior lighting to LED technology. We have been assigned a project manager at AEA and have started our project scoping. The grant will enable us to replace 8 street lights and 49 other exterior lights. With a month of electrical expenses for the City averaging over \$20,000, we believe this award will provide significant cost savings with conversion to LED technology.

**Project Timeline:**

- October-December 2019 – Project Scoping
- January-February 2020 – Project Solicitation & Award
- April-July 2020 – Project Start/Completion
- September-November 2020 – Project Close-Out

**#1 – Wastewater System Upgrades, Aeration \$739,891 (estimate)**

**Design: \$89,891 (estimate)**

- Bristol Engineering has been contracted to complete the design for this project.
- ANTHC funding has been used for the design expenses.

**Construction: \$650,000 (estimate)**

- City to develop RFP.
- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #3.
- ADEC SRF Loan Application in progress for \$650,000.
- SFY20 Q2 Project Priority List indicates a potential subsidy of \$335,000.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

**Project Timeline:**

- January 22, 65% Design
- March 22, 95% Design & ADEC review & permission to construct
- April 10, DEC approval to construct received
- May 3, 100% Design
- TBD RFP Release, RFP scoring, evaluation, and recommendation for contract
- TBD, Construction begins; Project close out

**#2 – Public Safety Server Room Fire Protection \$67,000 (estimate)**

Proceeding with blower door test. Results will determine scheduling for system certification.

**Construction: \$67,000 (estimate)**

- RFP awarded to Wolverine Supply, Inc.
- E-911 Grant funding will be used for this project.

**Project Timeline:**

- December, 2018 Installation of Clean Agent System
- August, 2019 Air Sealing of Server Room
- TBD, GNW Fire Services air sealing and system certification; project close out

### **#3 – Landfill Groundwater Monitoring Wells**

**\$349,373 (estimate)**

#### Design: \$23,202 (estimate)

- Bristol Engineering has been contracted to complete the design for this project.
- City funding will be used for the design costs.
- Cost overrun of \$5,404.00 due to project delay (originally \$17,798)

#### Construction: \$161,928 (estimate)

- ADEC SRF Loan Questionnaire submitted August 31, 2018; AK Clean Water Fund, Non-Point Source Project Priority, Q3 prioritized #2.
- ADEC SRF Loan Application submitted March 12, 2019 for \$331,575.
- ADEC SRF Loan Re-Application submitted October 10, 2019 for \$366,897.03 (to reflect cost overrun).
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- RFP was developed by Bristol Engineering.
- Denali Drilling was only bidder for the project.
- Cost overrun of \$29,918.03 due to project delay (originally \$132,010).

#### Additional Project Costs: \$218,542 (estimate)

- Bristol Engineering has been contracted for these services at \$199,565.
  - Administration, \$298.00
  - Construction Oversight, Sampling and Reporting, \$199,267.00
- Cost Overruns due to project delay:
  - Bristol Engineering (additional sampling for spring), \$18,977.00

#### Project Timeline:

- October, 2018, Project Manual/Permit Set
- November, 2018, ADEC review and approval to construct
- January, RFP Release
- February, RFP scoring, evaluation, and recommendation for contract
- March, Contract awarded
- April, On-site evaluation determined construction should be delayed until fall
- November 2019-February 2020, Construction NTP TBD
- April 1, 2020, Project close out

### **#4 – Water System Improvements, Downtown Streets Support**

**\$3.68M (estimate)**

#### Design: \$224,715 (estimate)

- CRW Engineering Group LLC has been contracted to complete the design for this project. Additionally, CRW is expected to handle ROW, easement, ADEC permitting, temporary construction permits, and construction administration for the City.
- City funding will be used for 30% of the design costs; MMG 28308 will be used for 70% of the design costs.

#### Construction, Phase I (DOT Project Footprint & Downtown Core): \$1,987,249 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19, was approved on 8/27/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.
- Expected URSA billing (DOT Project Footprint) is estimated at \$364,515. This number may change based on project actuals.

- Apparent Low Bidder (Downtown Core): JJC Enterprises, \$1,622,734.

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

- January 9, 75% Design (All Phases)
- February 11, 100% Design for Phase I (DOT Footprint)
- February 27, 100% Design (All Phases)
- TBD, ADEC review and approval to construct
- August, RFP Release; RFP scoring, evaluation, and recommendation for contract
- September, Contract awarded; Construction begins TBD
- May 2020, Phase I Project close out

**#5 – Lake Road Fire Hall Renovation**

**\$589,200 (estimate)**

LCG Lantech's has provided a proposal in the amount of \$18,295.42 for additional project scoping (heating system and flooring changes), including updated design drawings, specifications, and engineers cost estimate. This additional cost is being considered before determining next steps.

Design:

- LCG Lantech Inc. and RSA Engineering, Inc. have provided 100% design and specifications for this project.

Construction: \$560,000.00 (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by Bristol Engineering.

Additional Project Costs: \$29,200 (estimate)

- LCG Lantech, Inc. will be contracted for these services.
- City personnel may handle some tasks, others will be assigned to LCG Lantech via Task Orders, on an as needed basis.
- Permitting, Bid Assistance, and Construction Administration, \$12,000, T&M, NTE fee.
- Project Inspection, Contract Administration, \$17,200, T&M, NTE fee.

Project Timeline:

- March-June, Fire Marshall Plan Review Bureau Review
- TBD, RFP Release
- TBD, RFP scoring, evaluation, and recommendation for contract
- TBD, Permitting finalized; Contract awarded
- TBD, Construction begins
- TBD, Project close out

**#6 – Harbor Float Replacement****\$5.2M (estimate)**Design:

- PND Engineers, Inc. has provided 75% design for this project.

Construction: \$5.2M (estimate)

- The City is currently exploring funding options through federal appropriations.
- Funding alternatives are AKDOT&PF Harbor Facility Grant Program and USDA Public Works and Economic Development Facilities Program (Grants).
- City to develop RFP.

Project Timeline:

- TBD pending funding

**#7 – D Street & Seward Street Rehabilitation Project****\$3.11M (estimate)**Design: \$154,329 (estimate)

- PND Engineering, Inc. has been contracted to complete the design for this project.

Construction: \$2.96M (estimate)

- City of Dillingham, GO Bond
- Funding alternative is USDA Community Facilities Loan and Grant Program.
- RFP to be developed by PND.
- Apparent Low Bidder: JJC Enterprises, \$2,494,737

Project Timeline:

- February 22, 65% design
- April 30, 95% design, specifications and cost estimate
- June, RFP Release, bid deadline August 15
- August, RFP scoring, evaluation, and recommendation for contract
- September, Permitting finalized; Contract awarded
- April 2020, Construction NTP issued
- August 2020, Substantial completion
- September 2020, Project close out

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2019-05**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL MODIFYING THE LAND USE RESTRICTION ON A PORTION OF BLOCK 5, U.S. SURVEY 2732, DILLINGHAM TOWNSITE**

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WHEREAS, Ordinance 98-14 authorized the disposal of a portion of Block 5, U.S. Survey 2732 (“the Property”) to the Curyung Tribal Council (“Curyung”) for the public purpose of constructing and operating an Assisted Living Facility, known as Marrulut Enit Assisted Living (MEAL); and

WHEREAS, after adoption of Ordinance 98-14 the City conveyed the Property to Curyung by Quitclaim Deed; and

WHEREAS, the deed contained a restrictive covenant requiring the Property to be used for the public purpose of constructing and operating an assisted living facility (“the Restrictive Covenant”); and

WHEREAS, Curyung conveyed the Property to MEAL via a deed containing the Restrictive Covenant; and

WHEREAS, funding for MEAL is no longer sufficient to use the Property as an assisted living facility; and

WHEREAS, residents in the facility were relocated and the building on the Property was vacated in August of 2019; and

WHEREAS, MEAL Board of Directors has submitted a formal request that the City amend the Restrictive Covenant to allow for senior low income housing as well as assisted living;

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

**Section 1.** This is a non-code ordinance.

**Section 2.** Property to have restrictions amended. The disposed parcel to have restrictions, as applied in Ordinance 98-14, amended is defined as a Portion of Block 5, U.S. Survey 2732B, consisting of 48,804.64 square feet or 1.12 acres.

**Section 3.** Conditions and Legislative Findings.

1. The City of Dillingham City Council finds that modifying the Restrictive Covenant to allow the Property to be used for senior low income housing as well as assisted living is a benefit to the citizens of Dillingham and the immediate Nushagak region.

2. In the event that the property is no longer used for the specific purpose justifying the Restrictive Covenant as modified to include senior low income housing as well as assisted living, the title and structures thereon may revert to the City of Dillingham as provided for in D.M.C. 5.30.090.

3. The City will not be responsible for costs of alterations, or improvements at the facility.

**Section 4.** Public Notice. This ordinance is being introduced on October 10, 2019 and a public hearing will be held at least thirty days hence, on or after November 9, 2019.

**Section 5.** Authorization to Modify Restrictive Covenant. The mayor and city manager are hereby authorized to prepare, sign and record any and all additional documents necessary to modify the Restrictive Covenant to allow the Property to be used for senior low income housing as well as assisted living.

**Section 6.** Effective Date. This ordinance shall be effective upon adoption.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on \_\_\_\_\_, 2019.

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

ATTEST:

[SEAL]

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

**From:** Brooks Chandler [mailto:[BChandler@bcfaklaw.com](mailto:BChandler@bcfaklaw.com)]  
**Sent:** Wednesday, September 11, 2019 8:39 AM  
**To:** City Manager <[manager@dillinghamak.us](mailto:manager@dillinghamak.us)>  
**Cc:** Alice Ruby <[alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us)>  
**Subject:** Re: draft MEAL letter

Greetings Tod:

The letter is sufficient to raise the issue for council consideration.

The letter has 2 alternative requests for modification of the original use restriction contained in the city ordinance authorizing the deed to the Tribe. One to modify the use restriction so as to limit use of the property for senior housing. The alternative requests an even less restrictive covenant to require the property to be used " for public purposes that promote the general welfare of the City and the Nushagak region". Regardless of what the City decides there will still be a use restriction imposed by AHFC as mentioned in our earlier memorandum. This use restriction mandates use of the property for low income senior housing and will continue until 2050.

2050 is a long ways away. It does not make sense IMO to grant the alternative "public purpose" request in 2019. Instead, once the AHFC covenant expires the City could evaluate use options at that time based on 2050 facts and circumstances. And DMC 5.30.080(A)(2) references "the public purpose justifying the disposal" as opposed to a more general "public purpose" which suggests this code section was not intended to authorize no bid property disposals just for a general public purpose. But this is partly a policy issue for Council determination.

Because the original covenant was required by a city ordinance, changing the covenant would need to be accomplished by non-code ordinance amending the earlier adopted ordinance. If the new ordinance was adopted the city would record a document titled "Modification of Restrictive Covenant" which would reference the ordinance and earlier recorded deed. As required by DMC 5.30.080(A)(3) a new waiver of sovereign immunity signed by the Curyung Tribe specific to the modified/new restrictive covenant would need to be obtained preferably before the ordinance was adopted.

Once the official request has been received it is best if it is discussed by the Council who then provides direction as to whether an ordinance should be prepared to change the use restriction and if so which of the alternative restrictions should be included in the ordinance. Alternatively two ordinances could be drafted and Council would select which of the ordinances to advance to public hearing. That approach would get the ball rolling one Council meeting sooner.

Let me know if you have any other questions about the MEAL request.

**Brooks Chandler**  
**Boyd, Chandler, Falconer & Munson LLP**  
**911 W. 8<sup>th</sup> Ave.**  
**Suite 302**  
**Anchorage, AK**  
**907-272-8401**

Marrulut Eniit Assisted Living  
P.O. Box 1405 Dillingham, Alaska 99576

September 18, 2019

Mayor Alice Ruby  
City of Dillingham  
P.O. Box 889  
Dillingham, AK 99576

First Chief Thomas Tilden  
Curyung Tribal Council  
P.O. Box 216  
Dillingham, AK 99576

RE: MEAL Building

Honorable Mayor Ruby and First Chief Tilden:

On behalf of Marrulut Eniit Assisted Living (“MEAL”) and its Board of Directors, this letter asks the City to formally amend its original land disposition for the Marrulut Eniit Assisted Living home, to allow the facility to be used for senior low income housing, not only assisted living. This request is based on the closure of the assisted living facility and the need to find reasonable alternative uses of the building. Because Curyung Tribal Council was the original deed recipient, the Tribe is also a party to the proposed change. Below is a brief history of the original City land donation.

MEAL is a nonprofit corporation formed to develop and manage the assisted living facility known as “Grandma’s House.” Nineteen years ago, MEAL developed and began operating the facility with the support and funding of several local and state agencies. In 1999, the City of Dillingham donated a one acre site for the facility to Curyung Tribal Council. The City’s action was taken under D.M.C. 5.30.020 and City Ordinance 98-14, which approved the disposal of a portion of block 5, U.S. Survey 2732B, Dillingham Townsite. The stated purpose of the land donation was to support development of an assisted living facility. As stated in Ordinance 98-14, the City Council concluded that the donation of excess City land would benefit the public and promote an important public purpose, by providing public housing to Dillingham citizens and to the immediate Nushagak region. The City’s disposal ordinance was adopted on June 25, 1998, and the City conveyed the land to the Tribe in June 1999. The Tribe then conveyed the property to MEAL a few days later. The two successive conveyance deeds restrict use of the land to the purposes stated in the City’s disposition ordinance.

By early 2019, it became clear to MEAL’s Board that trying to keep running MEAL as an assisted living facility was financially unworkable. Over the last few years, MEAL has expended over \$500,000 in operational costs that MEAL doesn’t have. Although Medicaid provided a base of reliable funding for a percentage of residents, many other

residents developed high uncollectible accounts. Operating lawfully as an assisted living facility required staffing and extensive training to ensure compliance with state and federal laws, making the administration of Grandma's House both expensive and challenging. We have had wonderfully talented and committed staff and community contributions over the years, but their combined efforts could not alter MEAL's basic financial structure. With reluctance, we were forced to close the facility, giving notice to the state and all MEAL residents. We continue to explore options, but our options are severely limited by the strings imposed by the City and the Alaska Housing Finance Corporation (AHFC).

Our largest funding source for the assisted living facility came from AHFC's Senior Citizens Housing Development Fund Program (SCHDF). As a condition of the SCHDF grant, AHFC required MEAL to record and enforce a covenant that runs with the land, which requires the facility to be used for low-income seniors, for not less than 50 years from year 2000. Under AS 18.56.800, 15 AAC 010-15 AAC 154.080 and 15 AAC 154.100- 110, the covenant requires low income seniors to occupy the facility as follows:

- At least 10 SCHDF units must be low income, of which 8 must be very low income.
- A *senior household* is defined under 15 AAC 151.950 as containing one individual 60 years or older.
- Low income* is defined as 60 percent of median income;
- Very low income* is defined as 50 percent of median income.

In its effort to develop an appropriate public use of the facility, MEAL asked AHFC whether it would remove or modify these restrictions. AHFC refused, stating that modification would set a bad precedent. This means that for the next 31 years (the years left before February 1, 2050) the facility must be operated to primarily serve low-income seniors.

Notably, AHFC's covenant does *not* require the facility to operate as an assisted living program. It only requires that occupants be in a senior, low-income household. In contrast, the City's restriction requires the facility to be operated as an "assisted living" facility, but does not require residents to be low-income. In other words, the only string that requires MEAL to be operated as an assisted living facility is the City's disposition ordinance and the resulting deed restrictions.

MEAL believes it is possible for the facility to be operated as an elderly low-income complex. That is, the complex could be adapted to serve as low-income senior housing, in strict accordance with the AHFC covenant. Success is not guaranteed but we do believe that operating an elder low-income facility is more economically feasible than operating low-income assisted living. Although the income stream will be much smaller, the operating costs will also be much lower. Operational subsidy to run the complex will still be needed.

Accordingly, this is MEAL's formal request that the City amend the 1998-1999 disposition to permit the facility to be operated as senior housing. This broader designation would allow the facility to be operated for assisted living if that ever became feasible. We

believe that the amendment will ensure that the City's land donation will be used to serve a critical public purpose that will continue to benefit the City as well as the overall Nushagak area. For the next 31 years, the AHFC covenant requires that the facility be operated as senior *low-income* housing. If our request is approved by the City and the Tribe, then after 2050, the City's deed restriction would continue to require the facility to be used for elders, but without income limits or targets. That would give the program the flexibility to allow a resident income mix that might help defray the expected costs of maintaining a 50+ year old building. In any case, we anticipate that most applicants for senior housing after 2050 will primarily be from lower income households. And, depending on the source of available subsidies, additional restrictions may be imposed by agencies that fund operations.

Alternatively, the City could amend the original disposition to require the building be used for public purposes that promote the general welfare of the City and the Nushagak region. Although this purpose might seem broad at first, remember that for the next 31 years, AHFC's covenant limits the allowable land use to housing low-income seniors. After 2050, when the original cost of the building and the City's land donation have been fully earned, a broader "public/general welfare" purpose would allow the facility to meet other public needs appropriate at that point in the future: such as nonprofit education, social services, drug/alcohol treatment, homeless relief, primary health care, and similar public activities.

We are available to discuss this request at any time. Please let us know if you would like to discuss this request in a staff meeting, Council workshop or public meeting.

Thank you in advance for reviewing this request.

Sincerely,  
On Behalf of the MEAL Board of Directors:



Chris Napoli, Board Chair

CITY OF DILLINGHAM

ORDINANCE 98-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
DILLINGHAM, ALASKA

APPROVAL OF DISPOSAL OF A PORTION OF BLOCK 5, U.S. SURVEY  
2732B, DILLINGHAM TOWNSITE

**WHEREAS**, the Curyung Tribal Council has requested a donation of a parcel of City owned land for a new Assisted Living Facility that would be located on a portion of Block 5 of U.S. Survey 2732B; and

**WHEREAS**, D.M.C. 5.30.020 defines a procedure for disposal of city property; and

**WHEREAS**, D.M.C. 5.30.040 (D) provides for a grant or donation of City real property to a municipality, state or federal entity, nonprofit corporation or association, or a native village council, if the city council finds that the grant or dedication is beneficial to the public; and

**WHEREAS**, D.M.C. 5.30.080 (A) defines the requirements for disposing of property for public purposes; and

**WHEREAS**, The City of Dillingham Planning Commission approves, with any conditions, the Preliminary Plat of said parcel.

**THEREFORE, BE IT ENACTED** by the City Council of the City of Dillingham, Alaska that:

SECTION I. D.M.C. 5.30.020 PROCEDURES.

1. Finding. The Dillingham City Council finds that the property to be defined as a Portion of Block 5, U.S. Survey 2732B is no longer needed for municipal purposes. The property is being disposed of at less than the appraised value because it is determined to be in the public interest to assist the Curyung Tribal Council with the cost of its Assisted Living Facility by donating the land.
2. Statement of Facts. The property to be defined as a portion of Block 5, of U.S. Survey 2732B further described as: bordered to the East by Third Avenue East and Main Street with the boundary of Block 12 to the South and First Avenue East to the West; subject to a 60' road right of way for D street extension; the City Council has determined the above mentioned property to be no longer needed for municipal purposes because;
  - a) use of the property for a public housing project is an appropriate use of the land;

- b) There is a very limited amount of developable property in the vicinity outside of private land or native allotments which would make it difficult for Curyung Tribal Council to get the Assisted Living Facility funding from the State.
  - c) The property is being disposed of at less than appraised value because it is in the public interest to assist Curyung Tribal Council with the cost of development, so that the Assisted Living Facility can be constructed. The availability of public housing is a benefit to the citizens of Dillingham and the immediate Nushagak region.
3. Property Description. The parcel to be disposed will be defined as Portion of Block 5, U.S. Survey 2732B, consisting of 48,804.64 square feet or 1.12 acres. The precise location, bearing and distances of the lot monuments are indicated on the plat.
  4. Purpose and Type of Disposal. The disposal is for a public purpose to the Curyung Tribal Council.
  5. Method of Disposal. A donation in the public interest to the Curyung Tribal Council.
  6. Property Value. The property value is estimated at \$122,000.00, as determined by a letter of opinion dated June, 24 1998, from Appraised Company, the City contract appraisal company.
  7. Public Notice. This disposal ordinance is being introduced on May 21, 1998, and a public hearing will be held at least thirty days hence, on or after June 20, 1998 (date to be confirmed at time of introduction).

SECTION II. D.M.C. 5.30.080 (A). DISPOSAL FOR PUBLIC PURPOSES

1. The City of Dillingham City Council finds that this disposal to the Curyung Tribal Council promotes a public purpose because it is in the public interest to assist the Curyung Tribal Council with the cost of development, so that Assisted Living Facility can be constructed. The availability of affordable assisted care in the community is a benefit to the citizens of Dillingham and the immediate Nushagak region.
2. In the event that the property is no longer used for the specific purpose justifying the disposal, the title and structures there on will revert to the municipality as provided for in D.M.C. 5.30.090.
3. A waiver from the Curyung Tribal Council from any immunity from suit for the purpose of enforcing the reversion provision.

Conditions:

1. That title will not transfer from City to Curyung Tribal Council until proof is provided that full funding for the project has been obtained;

2. Curyung Tribal Council will follow Dillingham Municipal Code requirements for subdivision development as in title 17. Curyung Tribal Council agrees to bear any costs associated with compliance of DMC requirements with regards to the subdivision and replat of Block 5, U.S. Survey 2732B;
3. Choggiung Inc. provides the project with all of Lot 2 and a portion of Lot 3, Block 12, U.S. Survey 2732B as part of the project;
4. The City shall not be responsible for costs associated with off site public utility requirements of the project.
5. Development of the project will not impede Planning Commission plans for D Street extension. Development of the project shall include dedication of all needed easements for utilities and sidewalks. Assisted Living Project shall include sidewalks.
6. Dillingham City Council will be responsible for final approval of project to meet conditions of this ordinance.

SECTION III. CLASSIFICATION

This ordinance is not of a permanent nature and shall not be part of the Dillingham Code of Ordinances.

SECTION IV. SEVERABILITY

If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

SECTION V. EFFECTIVE DATE

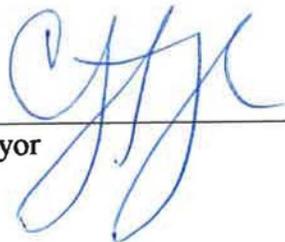
The effective date of this ordinance will be June 20, 1998.

Introduced May 21, 1998

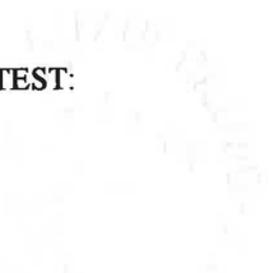
Public Hearing June 4 + June 18, 1998

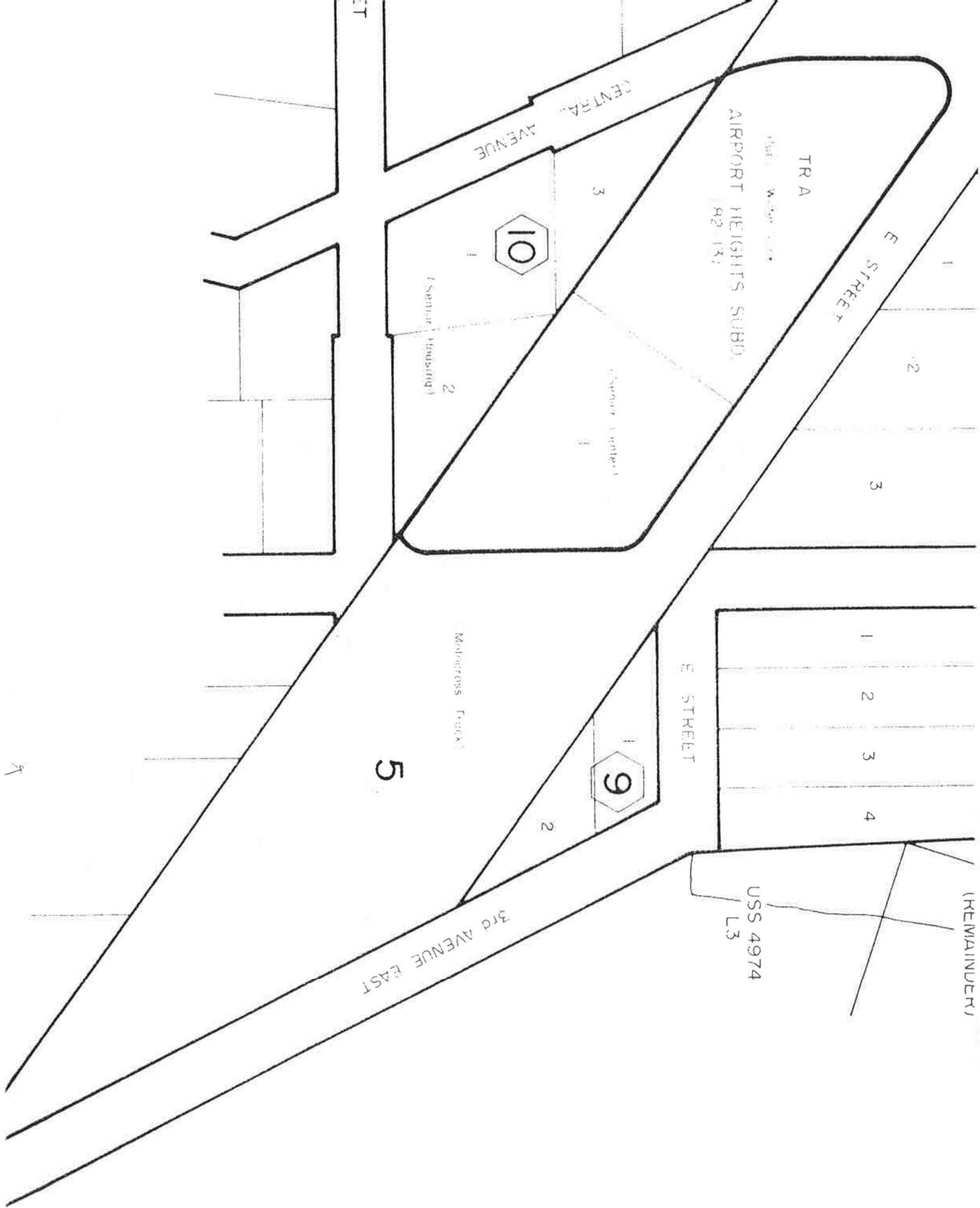
Adopted June 25, 1998

SEAL:

  
\_\_\_\_\_  
Mayor

ATTEST:

  
Sivian M. Braswell  
City Clerk



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**5.30.010 City rights and powers.**

- A. The city may sell, exchange, grant, dedicate, donate or otherwise dispose of city real property by any lawful means, as long as it follows the requirements of this title.
- B. The city may dispose of real property when the city council finds that it is no longer needed for municipal purposes or the conveyance will promote a public purpose. The disposal ordinance which approves the disposal will include a statement of finding.
- C. All disposals will be conducted in a fair and impartial manner. The city will have and may exercise all rights and powers in the disposal of real property as if the city were a private person.
- D. Any document which is required to carry out the land decisions of the city council will be signed by the mayor, and attested by the city clerk or notarized. Whenever possible, the form of conveyance will be reviewed by the city attorney.
- E. The city manager will furnish the city council with a summary which describes land title, the current city land inventory, and any anticipated problems which may occur in disposing the property. (Ord. 94-16 (part), 1995.)

**5.30.020 Procedures.**

- A. All disposals will be by ordinance. The ordinance will include:
  - 1. Finding. A finding that the property is no longer needed for municipal purposes. If the property is being disposed at less than the appraised value, the reasons will be included in the finding.
  - 2. Statement of Facts. A statement of facts which supports the finding.
  - 3. Property Description. A legal description of the property.
  - 4. Purpose or Type of Disposal. A description of the type of disposal (for example public, or economic development).
  - 5. Method of Disposal. A description of the method of disposal (for example, auction, lottery, negotiated sale or donation).
  - 6. Property Value. A description of the appraised property value and how it is determined (for example, appraisal or a letter of opinion).
  - 7. Public Notice. A description of the time, place and specific steps which will be followed to conduct the disposal.
- B. The city council will describe the appraised value of property in the ordinance for the disposal. The value of the property will be appraised value as determined by an appraisal or a letter of opinion prepared by a qualified appraiser or assessor. The appraisal will have been made within one hundred eighty days prior to council action. (Ord. 94-16 (part), 1995.)

**5.30.030 Public notice.**

- A. At least thirty days is required between the time a disposal ordinance is introduced and the time that it is finally adopted by the city council. Once an ordinance is introduced, it will be posted at those places outlined in municipal code for thirty days and may serve as the only public notice of disposal. (Ord. 94-16 (part), 1995.)

**5.30.040 Method of disposal.**

The city may dispose of municipal land using one of the following methods:

- A. Sealed bid auction, with the property being sold to the qualified bidder who submits the highest sealed bid by the date and time specified in the notice and according to instructions to bidders. The minimum bid shall be the appraised value of the property as described in Section 5.30.020B, unless otherwise provided for in this title;

B. Public outcry auction, with the property being sold at a public auction to the qualified bidder who makes the highest bid. The minimum bid shall be the appraised market value of the property as determined in Section 5.30.020B, unless otherwise provided for in this title;

C. Negotiated sale or exchange. City land may be sold or exchanged by negotiation to a selected buyer or grantee if the city council determines that the sale or exchange is needed to protect or promote the public interest and the buyer or grantee has been selected without unfair discrimination among similarly situated persons;

D. Grant or donation. The city council may grant or dedicate real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, without a public sale and for consideration agreed upon between the city and the grantee if the city council finds that the grant or dedication is beneficial to the public. (Ord. 94-16 (part), 1995.)

**5.30.080 Types of disposals.**

The disposals described in this section can be authorized by the city council for less than the appraised value of the real property and may be exempted by the city council from the disposal methods described in Section 5.30.040 A through C. The ordinance which authorizes the disposal must comply with all other sections of this title.

A. Disposal for Public Purposes. The city council may dispose of real property to a municipality, state or federal entity, nonprofit corporation or association, or a Native village council, when the disposal is for a public purpose. This type of disposal is required to follow these requirements:

1. A finding that the disposal to the entity promotes a public purpose and a statement of facts supporting the finding;
2. A condition that the title may revert to the municipality in the event that the property is no longer used for the public purpose justifying the disposal; and
3. A waiver from the Native village council from any immunity from suit for the purpose of enforcing the reversion provision, if the disposal is to a Native village council.

B. Disposal for Economic Development. The city council may dispose of real property or an interest in real property to any person or entity to promote local trade or industry. The following requirements must be included in the non-code ordinance:

1. A finding that the property or interest in property being disposed of will be used to further local trade or industry; and
2. A condition that title will revert to the municipality in the event that the property is no longer used for the local trade or industry justifying the disposal.

C. Disposal to Settle Claims of Equitable Interest. The city may convey property to a person or entity who has a valid claim of equitable interest in the property or in a substantial improvement located upon the property.

D. Miscellaneous Disposals. The city council may settle disputed claims or litigation by authorizing disposal of real property or an interest in real property. (Ord. 94-16 (part), 1995.)

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2019-06**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING THE BUDGET BY ADOPTING THE BUDGET AMENDMENT NO.1 AND APPROPRIATING FUNDS FOR THE FY 2020 CITY OF DILLINGHAM BUDGET**

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WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY20 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

WHEREAS, duly advertised public workshops were held and the City Council reviewed the budget amendment recommendations presented; and

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2020 budget at 13 mills; and

WHEREAS, the budget presented, reviewed and changed is in accordance with sound and efficient municipal management principles. The City Council should have the power to transfer appropriated monies from one General Government Fund or Special Revenue Fund to another and from one Capital Project to another by resolution and the City Manager should have the power to transfer funds from one line item object to another object code within a fund and within a Capital Improvement Project; and

WHEREAS, additional FY 2020 funds are available for appropriation by ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. The FY 2020 Operating Budget and Capital Improvement Budget as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2020.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

BE IT ENACTED BY THE COUNCIL OF THE CITY OF DILLINGHAM that:

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

**Section 2. Severability.** If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of the ordinance and the application to other persons or circumstances shall not be affected thereby.

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 6 was a total of \$13,009,812.

**Section 4. Revenues**

General Fund

Net budget revision
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Taxes

General Sales Taxes	2,800,000	+100,000
Alcohol Sales Taxes	300,000	+10,000
Transient Lodging Sales Taxes	95,000	
Gaming Sales Tax	75,000	
Tobacco Tax	280,000	+60,000
Real Property Taxes	2,100,000	
Personal Property Taxes	520,000	-10,000
Penalty & Interest – Property Tax	50,000	
Penalty & Interest – Sales Tax	10,000	

Other Revenues

Telephone Gross State Tax	65,000	
Raw Fish Tax	350,000	
Shared Fisheries	28,000	+8,000
Community Assistance	108,732	+1,732
Payment in Lieu Taxes (PILT)	466,164	+16,164
Jail Contract Revenue	567,000	
Ambulance Fees	60,000	
Lease and Rental Income	43,000	
Administrative Overhead	195,911	
PERS on Behalf	125,267	
PERS Forfeiture Fund	88,000	
Other Revenues	160,100	

<b>Total General Fund Revenues</b>	<b>8,487,174</b>	<b>+185,896</b>
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Special Revenue & Other Funds Revenues		
Water	230,848	+14,026
Waste Water	426,552	-55,467
Landfill	270,377	+30,000
Port – Dock	771,620	
Port – Harbor	151,960	
E-911	78,000	
Senior Center	168,654	-10,200
Library Grants	84,599	
Debt Service	371,100	-371,100
Mary Carlson Estate Permanent Fund	3,000	
<b>Total Special Revenue and Other</b>	<b>2,556,710</b>	<b>-392,741</b>
<b>TOTAL REVENUES</b>		<b>11,043,884</b>

### Section 5. Transfers

#### Transfers from General Fund to Other Funds

Water	-0-	
Waste Water	-0-	
Landfill	395,351	-26,419
Senior Center	145,712	
Ambulance Reserve	60,000	
Equipment Replacement	-0-	
Capital Project (Planning)	291,200	
Debt Service School Bond	689,450	+371,100
Debt Service Firehall Bond	42,673	
Debt Service Streets Bond	238,594	
<b>Total Transfers from Gen. Fund</b>	<b>1,862,980</b>	<b>+344,681</b>

#### Transfers from Dock Fund to Harbor Funds

Harbor Operations	53,498	
Ice Machine	2,800	
Bathhouse	13,300	
<b>Total Transfers from Dock Fund</b>	<b>69,598</b>	

#### Transfers from Department to Department

From E-911 to Dispatch	51,000	
From Carlson Estate to Library	4,000	
<b>Total Transfers from Dock Fund</b>	<b>55,000</b>	

#### TOTAL TRANSFERS

**1,987,578**

#### TOTAL REVENUE AND TRANSFERS

**13,031,463**

**Section 6. Appropriations.**

General Fund Government Operations

City Council	\$ 45,324	
City Clerk	122,834	
Administration	269,192	
Finance	660,988	
Legal	70,000	
Insurance	165,000	
Non-Departmental	95,600	
Planning	148,149	
Foreclosures	10,000	
Meeting Hall	2,900	
IT	186,890	+66,078
PS Administration	155,019	
PS Dispatch	535,149	
PS Patrol	880,301	
PS Corrections	656,955	
PS DMV	46,104	
PS Animal Control Officer	106,664	
PS PSEA (will allocate across PS)	67,428	+67,428
PW Administration	220,134	
PW Buildings & Grounds	329,354	
PW Shop	350,936	
PW Streets	368,529	
PS Fire Department	279,090	
Library	117,685	
City School District	1,300,000	
Transfer Subsidy for Operations	1,518,299	
Transfer to Equipment/Capital		
Reserves Fund	-0-	
<b>Total General Fund Appropriations:</b>	<b>8,708,524</b>	<b>+133,506</b>

Special Revenue & Other Funds Appropriations

Water	216,822	
Waste Water	370,185	
Landfill	662,147	
Port-Dock	666,254	
Port-Harbor	203,258	
Port Harbor – Ice Machine	4,000	
Port Harbor – Bathhouse	13,300	
E-911	57,600	
Senior Center	324,566	
Debt Service	1,341,817	
Library Grants	84,599	
Equipment Replacement/Reserve	-0-	
Ambulance Replacement Fund	60,000	
Mary Carlson Estate	5,540	
Capital Project (Planning) Fund	291,200	
<b>Total Special Revenue &amp; Other Appropriations</b>	<b>4,301,288</b>	
<b>TOTAL APPROPRIATIONS</b>		<b><u>13,009,812</u></b>

<b>Total Revenues and Transfers</b>	<b>\$ 13,031,463</b>
<b>Total Appropriations</b>	<b><u>\$ 13,009,812</u></b>
<b>Net Increase (Decrease) to Fund Balances</b>	<b>\$ 21,651</b>

**Section 7. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 5, 2019.

SEAL

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

ATTEST:

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

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** October 31, 2019  
**To:** City of Dillingham Finance and Budget Committee  
**From:** Tod Larson, City Manager  
**Subject:** FY20 Budget Revision

After an extensive review of the first quarter of FY20 with some additional financial and budgetary information, I make the following recommendations to the Finance and Budget Committee for the City of Dillingham's FY20 Budget Revision:

### **Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 4. Revenues.**

- 1. Sales Taxes. Increase from \$2,700,000 to \$2,800,000 for an increase of \$100,000.**
  - The current budgeted amount for sales taxes is **\$2,700,000**.
  - Current receipts as of 9/30/19 amounts to \$608,092 or 23% of the EOY budgeted amount which is two months (July & August).
  - These numbers are due to: an increase in online sales tax collection, a full year of marijuana sales tax collection, and more local businesses coming forward and participating in sales tax collection.
  - Sales tax has been slowly increasing over the past few years: FY17 (audited) \$2,510,094, FY18 (audited) \$2,707,231, FY19 (unaudited) \$3,144,646.
  - Conservatively, the budgeted amount for FY20 could be increased by **\$100,000**.
  - This would change the FY20 sales tax total from \$2,700,000 to **\$2,800,000**.
  
- 2. Alcohol Sales Tax. Increase from \$290,000 to \$300,000 for an increase of \$10,000.**
  - The current budgeted amount for alcohol sales taxes is **\$290,000**.
  - Current receipts as of 9/30/19 amounts to \$78,330 or 27% of the EOY budgeted amount.
  - This is an increase of \$5,644 from the same time last year.

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City of Dillingham

- Alcohol sales taxes have been slowly increasing over the past few years: FY17 (audited) \$287,562, FY18 (audited) \$312,518, FY19 (unaudited) \$315,933.
- Conservatively, the budgeted amount for FY20 could be increased by \$10,000.
- This would change the FY20 alcohol sales tax total from \$290,000 to \$300,000.

**3. Tobacco Tax. Increase from \$220,000 to \$280,000 for an increase of \$60,000.**

- The current budgeted amount for tobacco taxes is **\$220,000**.
- Current receipts as of 9/30/19 amounts to \$80,241 or 36% of the EOY budgeted amount.
- This is an increase of \$44,040 from the same time last year.
- Tobacco sales taxes were \$333,412 in FY19 (unaudited).
- This is a new tax last year and we weren't sure of the revenue amount, so estimates were made that were much lower than actual receipts.
- Conservatively, the budgeted amount for FY20 could be increased by **\$60,000**.
- This would change the FY20 tobacco tax total from \$220,000 to **\$280,000**.

**4. Personal Property Tax. Decrease from \$530,000 to \$520,000 for a decrease of \$10,000.**

- The current budgeted amount for personal property taxes is **\$520,000**.
- Current accrual accounting method as of 9/30/19 amounts to \$516,484.
- This is an increase of \$4,242 from the same time last year.
- Personal property tax has been slowly increasing over the past few years: FY17 (audited) \$546,598, FY18 (audited) \$524,624, FY19 (unaudited) \$494,088.
- Conservatively, the budgeted amount for FY20 could be decreased by **\$10,000**.
- This would change the FY20 personal property tax total from \$530,000 to **\$520,000**.

**5. Shared Fisheries Tax. Increase from \$20,000 to \$28,000 for an increase of \$8,000.**

- The current budgeted amount for shared fisheries taxes is **\$20,000**.
- Current receipts as of 9/30/19 amounts to \$0 (the State of Alaska has not released the Shared Fisheries Taxes yet).
- We received the following in Shared Fisheries Tax over the past few years: FY17 (audited) \$36,610, FY18 (audited) \$18,650, FY19 (unaudited) \$32,171.
- The recent fishing season was similar to the past year and is projected to be a similar harvest next summer.
- Conservatively, the budgeted amount for FY20 could be increased by **\$8,000**.
- This would change the FY20 shared fisheries tax total from \$20,000 to **\$28,000**.

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**6. Community Assistance. Increase from \$107,000 to \$108,732 for an increase of \$1,732.**

- The current budgeted amount for Community Assistance is **\$107,000**.
- The updated Community Assistance payment has been updated and listed as \$108,732 on the DCCED website.
- This increases the budget by **\$1,732**.
- This would change the FY20 Community Assistance total from \$107,000 to **\$108,732**.

**7. Payment in Lieu of Taxes. Increase from \$450,000 to \$466,164 for an increase of \$16,164.**

- The current budgeted amount for PILT is **\$450,000**.
- The updated Community Assistance payment has been updated and listed as \$466,154 on the DCCED website.
- This increases the budget by **\$16,164**.
- This would change the FY20 Community Assistance total from \$450,000 to **\$466,164**.

**8. Water. Increase from \$216,822 to \$230,848 for an increase of \$14,026.**

- The current budgeted amount for water income is **\$216,822**.
- The increase is due to refinement of data based upon actual data.
- This is an increase of **\$14,026** from the same time last year.
- This would change the FY20 total from \$216,822 to **\$230,848**.

**9. Wastewater. Decrease from \$482,019 to \$426,552 for a decrease of \$55,467.**

- The current budgeted amount for water income is **\$482,019**.
- The decrease is due to refinement of data based upon actual data.
- This is a decrease of **\$55,467** from the same time last year.
- This would change the FY20 total from \$482,019 to **\$426,552**.

**10. Landfill. Increase from \$240,377 to \$270,377 for an increase of \$30,000.**

- The current budgeted amount for water income is **\$240,377**.
- The increase is due to refinement of data based upon actual data.
- This is an increase of **\$30,000** from the same time last year.
- This would change the FY20 total from \$240,377 to **\$270,377**.

**11. Senior Center. Decrease from \$178,854 to \$168,654 for a decrease of \$10,200.**

- The current budgeted amount for lease and rental income is **\$178,854**.
- The decrease is due to using the Senior Center to house the visiting CRW (and other) engineers during project oversight operations during FY20 to save on lodging costs.

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- Recommend elimination of the annual rental income of **\$10,200** from the Senior Center apartment from the Lease and Rental Income line item.
- This would change the FY20 lease and rental income total from \$178,854 to **\$168,654**.

**12. Debt Service. Decrease from \$742,200 to \$371,100 for a decrease of \$371,100.**

- The current budgeted amount for Debt Service is **\$742,200**.
- The State of Alaska reduced school bond debt reimbursement from a 65%/35% (State to City ratio) to a 35%/65% (State to City ratio).
- This equates to a 50% reduction of the prior year's reimbursement amount.
- Instead of the City of Dillingham being reimbursed \$752,200 from the State of Alaska for School Bond Debt, the City of Dillingham will receive **\$371,100** for a net decrease of **\$371,100**.

**Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 5. Transfers.**

**1. Landfill. Decrease transfer amount from \$421,770 to \$395,351 for a decrease of \$30,000.**

- The current budgeted amount for general fund transfer to landfill is **\$421,770**.
- The decrease in the transfer amount of **\$30,000** is due to refinement based upon actual revenue data from the 1<sup>st</sup> Quarter of FY20.
- This would change the FY20 landfill transfer from \$421,770 to **\$391,770**.

**2. Transfer from General Fund. Increase from \$318,350 to \$689,450 for an increase of \$371,100.**

- Refer to #12 above for details. This line item shows the transfer from the General Fund.

**Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 6. Appropriations.**

**1. Information Technology Appropriation. Increase from \$120,812 to \$186,890 for an increase of \$66,078.**

- The IT appropriation is currently **\$120,812**.
- The contract from our IT service provider is for: replace all workstations not included in last year's planned replacement, purchase Windows 10 licenses for all workstations, replace the City Hall and Public Safety servers, and conduct onsite installation and configuration.
- The current budgeted amount for Computer Hardware is \$25,000. This course of action would increase this line item by **\$66,078** to \$91,078.
- This would change the FY20 Information Technology total from \$120,812 to **\$186,890**.

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**2. Public Safety Appropriation. Distribute across subunits of Public Safety.  
Increase budget by \$67,428.**

- If approved, the Public Safety Employees Association Collective Bargaining Agreement worst case budgetary impact would increase the budget by **\$67,428**.
- Most likely budgetary impact is an increase of **\$42,045**.

**The recommended changes in this revision to the FY20 budget would result in:**

- Increase of the total amount of revenues and transfers from \$12,893,626 to **\$13,122,462** for an increase of \$228,836 over the original FY20 budget.
- Increase of the total amount of appropriations from \$12,876,306 to **\$13,009,812** for an increase of \$133,506 over the original FY20 budget.
- The net result is a budget with a **\$112,650 (surplus)**.

Questions can be directed to me at 842-5148 or [manager@dillinghamak.us](mailto:manager@dillinghamak.us) .

Respectfully submitted,



Tod Larson  
City Manager

2 Encl  
Proposed FY20 Budget Ordinance Revision  
Revenues and Expenditures as of September 30, 2019

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-39**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE RESIGNATION OF AKSEL BUHOLM AND TO OFFER THANKS AND COMMENDATION FOR HIS SERVICE ON THE DILLINGHAM CITY COUNCIL**

WHEREAS, by this resolution the City Council officially accepts the resignation of Aksel Buholm as a Council Member; and

WHEREAS, Aksel Buholm was elected to the Dillingham City Council October 2017, and served for two years;

WHEREAS, Council members make legislative decisions dealing with topics such as the allocation of funding to provide for public services, community development projects, or issues of land use and budget matters; and

WHEREAS, Aksel Buholm took his role as a Council Member very seriously, contributing from his wide base of business and construction knowledge and experience; and

WHEREAS, Aksel Buholm has offered valuable insight during times of transition and growth within the City of Dillingham including a change in the City Manager position, as well as many road work and other infrastructure projects; and

WHEREAS, Aksel Buholm, participated in many other Council committee meetings, and served on the Code Committee and the Finance & Budget Committee;

WHEREAS, the responsibilities of a Council member can often take them away from other priorities and places a great demand on their time; and

NOW, THEREFORE, BE IT RESOLVED that it is with sincere thanks that the Mayor, City Council, and City staff offers their gratitude and a commendation for Aksel Buholm's selfless time, participation, and leadership while serving on the Dillingham City Council.

PASSED and ADOPTED by the Dillingham City Council on December 5, 2019.

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

ATTEST:

[SEAL]

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

# Resignation

Inbox

**Aksel Buholm**

Fri, Nov 8, 1:30 PM (5 days ago)

to Alice, Tod, me

As I said at last night's meeting I am stepping down from my city Council seat c. Thanks for your time !

Don't let them win ! Never give up!!

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-40**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS TO AWARD A CONTRACT TO ALASKA CAMA COMPANY, LLC FOR THE MARS SYSTEM**

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WHEREAS, the City of Dillingham's existing computerized assessment system is an outdated version of FileMaker Pro that is no longer supported; and

WHEREAS, the existing computerized assessment system does not provide an efficient mechanism to update information to our current AccuFund and GIS systems; and

WHEREAS, the City of Dillingham wishes to contract with Alaska CAMA Company, LLC to provide the MARS (Municipal Assessment Record System); and

WHEREAS MARS:

- has been adopted by a number of municipalities across Alaska.
- would centralize data collection and allow importing of data from previous years.
- would allow the efficient extraction of data into AccuFund and GIS systems.
- would provide important data reporting functions.
- would automate current manual processes; and

WHEREAS, the City is asking to waive the purchasing restrictions based on the criteria outlined in DMC 4.30.130, Exemptions B. 4, The services are of a professional nature requiring specialized knowledge and judgment; and

WHEREAS, the City of Dillingham intends to utilize the MARS system in conjunction with a new municipal assessment services contract; and

WHEREAS, the cost of MARS over five years will be \$93,000, or an average of \$18,600 per year;

NOW, THEREFORE, BE IT RESOLVED:

- 1) That the Dillingham City Council waives the purchasing restrictions as stated above to contract for consulting services in an amount not to exceed \$93,000 over five years;
- 2) That the attached proposal will be used to guide the scope of work;
- 3) That implementation will take place as soon as possible.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on December 5, 2019.

---

Alice Ruby, Mayor

ATTEST:

[SEAL]

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Lori Goodell, City Clerk

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Bill Rodawalt  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Gregg Marxmiller

## MEMORANDUM

**Date:** November 20, 2019  
**To:** Tod Larson, City Manager  
**From:** Cynthia Rogers, Planning Director  
**Subject:** MARS (Municipal Assessment Record System) Recommendation

---

On October 23<sup>rd</sup>, I attended a demo of the MARS system provided by Alaska CAMA Company, LLC, along with City Clerk, Lori Goodell, Finance Director, Anita Fuller, and Avanelle Wood, Taxes/Collections Coordinator. This organization has developed an electronic Municipal Assessment Record System (MARS), and has been providing the program to municipalities for a number of years.

MARS allows municipalities to have a sortable inventory of property and valuation information to interface with their accounting software, fill out the State Assessors annual report, provide transparency for taxpayers and enhances staff's understanding of the valuation process. This system also has crossover applications for planning, public works, and other municipal departments.

The system would offer the City a number of distinct advantages. The most prominent among them:

- 1) Centralization of data collection, with the ability to import data from previous years, including from FileMaker version current being used;
- 2) Ability to easily extract data into AccuFund and the GIS system at whatever intervals we want, with option to automate;
- 3) City owned server, program and data eliminates the data "overwriting" that we saw take place recently, and along with it will eliminate confusion and staff time to "validate" the data;
- 4) Automates a number of current manual processes, like assessment statements, etc.;
- 5) Access to canned reports developed for other communities, with the possibility to have reports written tailored to our needs;
- 6) Data easily downloaded to iPad to easily facilitate data input in the field and uploaded upon completion of assessment activities;

7) If we purchase, we own the program and all of our data remains in control of the City.

The basic message was that investing in this system will likely save the City significant time and money in assessment services, since assessors will be able to remote in and access a problem list before stepping foot in Dillingham, thereby shortening their time on the ground.

It also offers the City significant savings in terms of staff efficiency. It currently takes over two weeks of staff time to “reconcile” data coming into the City from our current assessment system, which must be done several times every year. This staff time could be redirected to activities that would generate revenue for the City, such as tax audits and collections.

The MARS system was recommended to us by Gary Greenberg, with Alaska Map Company, who has been contracting with the City for some time on GIS Services. Gary has worked with a number of communities that have adopted MARS and has a positive evaluation of its ease of use, assessment capabilities, and compatibility with GIS systems. Communities in Alaska that have implemented MARS include: Sitka, Haines, Wrangell, Yakutat and Craig. I believe Bristol Bay Borough and Nome are also currently considering MARS or are in the process of implementing it.

Finally, I am recommending adoption of a CAMA (Computer-Assisted Mass Appraisal System) like MARS, now because our current municipal assessment services contract with Alaska Assessment Services has ended. An RFP for a new three-year contract is currently being advertised and closes on November 21. Proposals for assessment services are based on the use of a CAMA system, and a new contract would coincide with this adoption.

I am recommending a request to the City Council at the December 5<sup>th</sup> meeting to waive the procurement requirements and authorize a contract with Alaska CAMA Company, LLC to acquire MARS. Alaska CAMA Company, LLC has offered the City a reduced annual average rate of \$18,600 to sign on for a five year term. This includes the MARS license, setup, training, and maintenance costs. The City would additionally need to plan for \$4,695 for FileMaker licenses, Mirror Sync, and two iPads, during the implementation.

Should the City decide, after that period of time, that we no longer wish to have a license and maintenance arrangement with Alaska CAMA Company, LLC, we keep the software and all of our data. A five year term to evaluate the system is an appropriate and recommended time frame. Please let me know if you have any questions.

Attachments:

MARS Proposal

November 22, 2019

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

Sent via email: [planner@dillinghamak.us](mailto:planner@dillinghamak.us)

Dear Ms. Rogers,

Thank you for your interest in our Municipal Assessment Record System (MARS). The MARS software is a CAMA (Computer Assisted Mass Appraisal) system that automates the assessment information retrieval, reporting and valuation process.

It is our mission to build partnerships with Alaska Municipalities to provide simple, cost-effective solutions for assessment record keeping and valuation documentation. The MARS real estate module provides an easy to use data collection, reporting and valuation of assessments that are more easily understood and shared by staff and the public. We provide one MARS solution for all the Alaska communities using this system. This enables a cost-effective, highly-automated assessment record system specific to Alaska, which can be shared and updated with mutual support and enhancement as time goes on. MARS+ contains all the features of our real estate module as described above, but also includes the personal property module, for cataloging and valuation of non-real estate property.

The cost of the combined MARS+ is split into three categories as shown in the tables below. The license fee has been split into three years to reduce the annual average cost. Setup and training covers getting MARS+ installed, and is an estimated cost, based on our conversations and the data you have provided. This cost can vary widely, depending on the scope of services you wish to acquire and the quality of the data input and training services provided. The Maintenance/Membership gives you a voice in the direction of development, access to the latest version, and 20 hours of tech support per year. After the five contract years, we hope you will choose to continue the Maintenance/Membership agreement, which will to give you the same benefits. The average annual cost can be reduced if you wish to extend the contract to four or five years.

<b>MARS+</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>License</b>		\$13,000	\$13,000	\$12,000		\$38,000
<b>Setup &amp; Training</b>	\$17,000					\$17,000
<b>Maintenance Fee</b>	\$7,600	\$7,600	\$7,600	\$7,600	\$7,600	\$38,000
<b>Yearly Totals</b>	\$24,600	\$20,600	\$20,600	\$19,600	\$7,600	\$93,000

The above price quotes for MARS+ are good for 45 days from the date of this letter.

In addition to the cost estimate for the MARS+ software indicated above, you will need to supply the required hardware and software. Software needed to run MARS+ includes FileMaker Server to host MARS+ and FileMaker Pro for the user stations. You will also need 360 Works Mirror Sync for syncing MARS from the iPads to the server. Other requirements include hardware sufficient to run the server software and an adequate number of computer stations for the users. These issues are detailed in Appendix A of the attached draft license agreement.

After the first Five years, the Maintenance/Membership fee is subject to change. Use of the program is perpetual, as long as you adhere to the license requirements. The data in these records belong to you. It is our intention to build a relationship of trust, in order to continue providing effective assessment record management into the future.

Thank you for your interest in the MARS solution. We look forward to working with you as a member of the MARS community. Please give me a call at 907-747-6666 if you have any questions or comments.

Sincerely,



Henry Robinson, COO  
Alaska CAMA Company, LLC

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2019-41**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY OF DILLINGHAM TO ACCEPT A LOAN FROM THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION ALASKA CLEAN WATER FUND FOR GROUNDWATER MONITORING WELLS AT THE LANDFILL.**

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WHEREAS, City Council authorized the City of Dillingham (the City) to apply for ADEC loans for financial assistance to complete Landfill Groundwater Monitoring Wells in Resolution 2019-17; and

WHEREAS, the State of Alaska, Department of Environmental Conservation (the Department) has offered funding through the Alaska Clean Water State Revolving Fund; and

WHEREAS, ADWF Loan No. 283081 will be used toward the City Landfill Groundwater Monitoring Wells project;

NOW, THEREFORE, BE IT RESOLVED that:

1. The City is authorized to accept a loan from the Alaska Clean Water Fund for groundwater monitoring wells at the landfill in the amount of \$367,000 with a term of 20 years at 1.5% interest, with a subsidy of \$137,610 in the form of principal forgiveness, and will adhere to all loan conditions including the following special conditions.
  - a. Annually, for the life of the loan, the City will provide the Department with audited Financial Statements, as well as the current fiscal year's revenues and expenses profile for the Landfill Special Revenue Fund.
2. The City Manager is authorized to execute any and all documents that may be required by ADEC to apply for a loan.
3. The resolution shall become effective immediately upon its passage and approval by the Dillingham City Council.

PASSED and ADOPTED by the Dillingham City Council on December 5, 2019.

SEAL:

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

ATTEST:

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



**City of Dillingham Action Memorandum**

Agenda of: December 5, 2019

2019-15

**Action Memorandum No.** \_\_\_\_\_

**Subject:**

Authorizing a contract to Appraisal Company of Alaska, LLC, to provide city assessment services.

---

City Manager: Recommend Approval

Signature: 

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**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

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**Summary Statement:**

The City advertised for a Request for Proposal, RFP 2019-09 Assessment Services, per DMC 4.30.090, with two companies responding; Appraisal Company of Alaska, LLC (Michael Renfro) and Alaska Assessment Services (James Canary). The purpose of the bid was to provide real and personal property assessments for FY20, FY21, and FY22. A team of three staff members scored the two bids based on set criteria, with Appraisal Company of Alaska, LLC scoring the highest.

The payment of services shall be \$18,000 in FY20, \$28,000 in FY21, and \$20,000 in FY22. The assessor's fee for representation at the Board of Equalization is included in the price above, along with travel and lodging fees.

Action Memorandum No. \_\_\_\_\_

Summary Statement continued:

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

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

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

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** November 25, 2019  
**RFP NUMBER AND TITLE:** RFP 2019-09 Municipal Assessment Services  
**RFP DEADLINE:** November 21, 2019, 4:00 PM

**BIDDERS OF RECORD INCLUDE:**

- Appraisal Company of Alaska, LLC
- Alaska Assessment Services

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

**Appraisal Company of Alaska, LLC**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on December 5, 2019.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2019-09, to the City of Dillingham prior to C.O.B on December 2, 2019.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

A handwritten signature in blue ink that reads "Tod Larson".

Tod Larson  
City Manager  
(907) 842-5148



## CITY OF DILLINGHAM PROPOSAL REVIEW SCORING SUMMARY SHEET

**PROPOSAL NUMBER: 2019-09**

**PROPOSAL NAME: Municipal Assessment Services**

	SCORES			Total	Rank
	#1	#2	#3		
Appraisal Company of Alaska, LLC	85	96	76	257	1
Alaska Assessment Services	72	77	57	206	2

City of Dillingham  
Fiscal Note

Agenda Date: December 5, 2019

Contract for Assessment Services (FY20, FY21, FY22) - Appraisal Company of Alaska, LLC

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$66,000		FUNDING SOURCE <b>General Fund</b>	
FROM ACCOUNT 1000 7030 10 14	Appraisal	Project Real & Personal Property Assessment Contract (FY20, FY21, FY22)	
TO ACCOUNT:	VERIFIED BY: Cameron Malstrom	Date:	12/2/2019

EXPENDITURES

OPERATING	FY20	FY21	FY22	
1000 7030 10 14	\$ 18,000.00	\$ 28,000.00	\$ 20,000.00	
<b>TOTAL OPERATING</b>	<b>\$ 18,000.00</b>	<b>\$ 28,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

General & Special Rev. Funds	\$18,000	\$ 28,000.00	\$ 20,000.00	
State/Federal Funds				
Capital Project				
Other (Insurance Proceeds)				
<b>TOTAL FUNDING</b>	<b>\$ 18,000</b>	<b>\$ 28,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

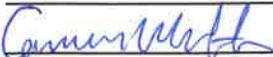
Analysis: (Attach a separate page if necessary)

See Resolution 2019-15

PREPARED BY: Cameron Malstrom

December 2, 2019

DEPARTMENT: Finance

APPROVED BY: 

12/2/19

