

Mayor
Alice Ruby

Manager
Don Moore



Dillingham City Council
Tracy Hightower
Chris Maines
Misty Savo
Curt Armstrong
Andy Anderson
Paul Liedberg

MEMORANDUM

Date: July 24, 2017
To: Don Moore, City Manager
From: Janice Williams, City Clerk
Subject: Monthly Staff Report

New Business

Regular City Election is scheduled for Tuesday, October 3, 2017, for the purpose of electing council and school board seats.

- Candidate filing begins August 8 and ends September 5.
- Filing period for write-in candidates begins September 6 and ends October 2.
- Absentee Voting in Person will begin September 18.

The following seats are up for election:

<u>Seat</u>	<u>Currently Held By</u>	<u>Term</u>
Council		
Seat C	Misty Savo	three year term that will expire October 2020
Seat D	Curt Armstrong	three year term that will expire October 2020
School Board		
Seat A	Bernina Venua	two year term that will expire October 2019
Seat B	Sarah Andrews	three year term that will expire October 2020
Seat C	Chris Napoli	three year term that will expire October 2020

Add an Exemption from Taxation on Real Property for Low-Income Housing

State Assessor Ron Brown has reported that the city is not in compliance with state law, because it is providing a low income housing exemption, HUD 85% exemption, and it is not listed in our code. The new language would recognize real property of an individual residing in the property that has been developed, improved, or acquired with federal funds for the providing of low-income housing, and is owned or managed as low-income housing by either the Alaska Housing Finance Corporation or a regional housing authority. We could add this to the Code Review Committee's To Do List.

Received Supplement No. 17 to Update Dillingham Municipal Code (July 17)

The online version of the Dillingham Municipal Code is usually updated within three business days from the date the ordinance is adopted, assuming it is submitted the next day. Supplement No. 17 covers code and non-code ordinances adopted between January and June 2017:

- PFD Eligibility Requirements Added to Senior Exemption Application
- Add a Process for Reviewing Liquor License Applications
- Add and Replace Language Several New Minor Offenses
- Amendment No. 1 to FY17 Budget
- Adopt FY18 Budget

Unfinished Business

Records Retention Schedule

A resolution adopting the updated records retention schedule will be on the September agenda.

Law Suit Pending with Knik Construction

Knik Construction appealed the decision of the BOE to the Superior Court, in which BOE did not accept its late filed appeal on a personal property assessment. The City with its Attorney's assistance is appealing the Judge's decision that favored Knik Construction's filing.

STANDING ITEM(S):

Carlson House Property Update

The entire contents of the Carlson House and tool shed have been sold or set aside for the museum, an event that started in August 2015 and culminated in June 2017 with the last of the magazines.

At their April 7, 2016, Council meeting, the Council concurred with a recommendation from the Carlson House Advisory Committee to lease the Carlson House property to the U.S. Fish and Wildlife Service - Togiak National Wildlife Refuge:

Build an office building, exploring the possibility of preserving the main cabin of the Carlson house to be maintained for a public visitation center with historical information of the community in the cabin, accommodate a Veteran's Memorial on the property and work with adjacent property owners for adequate parking.

The approval for the lease came with the following stipulations:

1. The property be conveyed through a long term lease agreement;
2. U.S. Fish & Wildlife Service - Togiak National Wildlife Refuge will have until the end of 2016 to present a plan to the City for taking possession of the property; and
3. The plan will be worked out with the City Manager and presented to the City Council for approval.

A recent communication from Susanna Henry, Refuge Manager, is attached; letter received July 28, 2017.

Liquor & Marijuana License Renewals/Transfers/New Licenses. (Indicate any licenses due to expire.) There is nothing to report.

Commission/Board Seats Vacant. Advertised on the City's website and Facebook page.

- Senior Advisory Commission has two seats open. There are no letters of interest on file.
- Planning Commission has two seats open. There are no letters of interest on file.
- Library Advisory Board has one seat open. There are no letters of interest on file.



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Togiak National Wildlife Refuge
P.O. Box 270
Dillingham, Alaska 99576
Phone 907-842-1063
Fax 907-842-5402

July 28, 2017

City Manager, Ms. Rose Loera
Mayor, Ms. Alice Ruby
City Clerk, Ms. Janice Williams
141 Main Street
P.O. Box 889
Dillingham, AK 99576

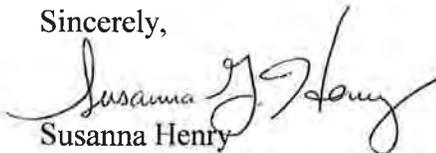
Ms. Loera, Ms. Ruby, and Ms. Williams:

I am pleased to be able to provide an update on Togiak National Wildlife Refuge's (Refuge) progress towards making the Carlson House Property the future site of the Refuge Headquarters. As you know, on April 7, 2016, Togiak National Wildlife Refuge (Refuge) was pleased to learn that Resolution Number 2016-17 passed approving the U.S. Fish and Wildlife Service (Service) Carlson House Property proposal.

Unfortunately, the Service budget has remained low since Federal Budget Sequestration in 2013. President Trump is proposing an 11.7% decrease in the budget for the entire Department of the Interior for Fiscal Year 2018 which begins October 1, 2017. We are currently optimistically planning for a 5% budget decrease over Fiscal Year 2017, assuming that Congress approves a more moderate decrease. We are expecting a 2% budget decrease throughout the current administration. This level of funding would not provide adequate funding to pay for new construction of a Service-owned Refuge Headquarters. We will continue to pursue construction funding and will continue to ask for help through the National Wildlife Refuge Association and Friends of Alaska National Wildlife Refuges, among other groups.

Eventually, our appropriated funds will increase, as they have in the past. We respectfully ask for the City's patience as we look at our options and await better financial times. If you have any questions or would like to discuss this further, please feel free to contact me at 907-842-1063.

Sincerely,


Susanna Henry
Refuge Manager

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Manager
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MEMORANDUM

Date: July 25, 2017
To: Don Moore, City Manager
From: Braden Tinker, Fire Coordinator
Subject: Department Head Report

Summarization of EMS Responses – 38 Calls; 50 Total Man Hours

- 8 MEDEVACs
- 2 Unconscious
- 1 Diabetic
- 6 Other
- 1 Traumatic Injury
- 3 Seizure
- 5 Breathing Problem
- 1 Chest Pain
- 1 Fall
- 1 Cuts, Bleeding
- 1 Traffic Accident
- 4 Unknown
- 4 Fire Standby

Summarization of Fire Responses – 5 Call; 23 Total Man Hour

+

- Harbor Boat Fire
- Steam Bath Fire
- UAF/ Living Quarters
- Senior Center Attached APT
- City Dock Rescue

PROJECTS COMPLETED

- Ambulance Spec`s, Ambulance Purchase
- Power Cot, Power Load System Ordered
- Downtown Station Door Modification

ON-GOING PROJECTS

- Fire/EMS Trainings
- Recruitment and Retention of Volunteers
- Engine 2 Replacement(Quotes)

- Run Reports
- Pump Testing Equipment
- Hiring of TEMP Laborers for hose, pump, and hydrant testing in August.

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MEMORANDUM

Date: July 25, 2017
To: Don Moore, Interim City Manager
From: Sonja Marx, Librarian
Subject: June & July Monthly Report

The beautiful outside “facelift” to the Dillingham Public Library is now complete with new siding and windows. The inside is also looking great with two new carpets received from an Early Literacy Mini-Grant from the Alaska State Library that we applied for in May. The rugs came just in time to be used for our Summer Reading Program as many of our children and their caregivers enjoyed sitting on the new carpets as they listened to the stories. Wednesday, July 26th ends our 8 week program this year with special “building” activities for the older children taught by Joan Reynolds; and exciting events put on by the Togiak National Wildlife Refuge intern, Antonio Hornstein and Karen Johnson from the Child Advocacy Center at BBAHC. We will celebrate with a pizza party and prizes rewarding our many faithful readers over the summer. There were 17 children ages 7-11 registered and attending this summer, along with 26 children ages 3-6.

Many are so thankful the Librarian Assistant position was reinstated into the FY 18 budget. We advertised and interviewed for this position. Tona Hanson was hired and is now being well trained by our staff, especially our BBEDC Seasonal Librarian Assistant, Nicole Ito. We also have appreciated our BBEDC Youth Intern this summer, Dakota McDowell. All are doing well carrying on the busy tasks at the Library for the summer.

A big thank you to both Peter Pan Seafoods and Icicle Seafoods as they each made very generous donations to the Dillingham Public Library in June. This was so much appreciated as many cannery workers and fishermen use our facility during the summer accessing the computers, internet, and Wi-Fi daily.

Library Stat report for May 20th - July 22nd, 2017:

Patron Visits: 6,122 Computer Use: 2,077 Wireless Use: 1,592
Story Hour: 73 Other Visits (including SRP): 206 Museum Use: 153
Movies Shown: 1 AWE Station Use: 74 Volunteer hours logged: 43.5

The Library was closed Tuesday, July 4th for the City Holiday



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SUMMER REPORT – PLANNING DEPARTMENT June and July 2017

To: Courtenay Carty, Planning Director and Don Moore, City Manager

From: Kaylee Brockman, Planning Intern

Permitting

At the very beginning of the summer my knowledge about City duties and being in an office were very limited. In the past month and a half I've gained a completely new perspective and a finer respect for being part of the workforce. New binders were created, one for Land Use Permits and one for Encroachments. The Land Use Permit Log was also updated. The Encroachment Log will soon be updated as well. Land Use Permits and Encroachments are important priorities of the Planning Director. A binder with documents related to the cemetery was made. It is essential that these documents are easily accessible at hand when needed. Other than general office business there has been great improvement in my knowledge.

- Land Use Permit Binder
- Encroachment Binder
- Updated Land Use Permit Log
- Upcoming – Encroachment Log
- Cemetery Binder

RFP's

Before I applied for the Planning Intern position, I had no idea about all the process's that take place in order for certain actions to occur. A piece of the Planning Director's job is to prepare bid information and keep up on making sure all communications and data gets filed. Being an intern is one thing, but being able to juggle multiple tasks and projects is a part of what I admire most about the Planning Director. Papers and documents that were scanned, copied or hole-punched were filed into various RFP Folders. The folder names themselves will be updated. Dillingham is lucky to have the very few people it does serving here at City Hall. These are not easy jobs, and this being my first full time job, has really changed my views of what working in the real world is like. Showing up, being on time, and paying attention are few of the important tasks you must do. Unless, of course, you enjoy picking up trash. This is a whole new learning experience and I'm sure it has made a lifelong impact on what the future has to bring for me.

- Folder Filing
- Upcoming – Update File Names

Office

Booklets including Emergency Operation Plan examples and a Soils Investigation were created. Contract documents were filed. Documents, booklets, and files alike were named and sticky-noted for organization. Documents in the bookshelves have been shuffled out of order over the years and it sometimes makes it difficult to find information. Organization of the shelves can save valuable time and effort. They will be organized according to department. Given the myriad of obligations for the Planning Director time is limited and being able to simply scan through a collection of documents would be a difficult task easy. Aside from dealing with professional business, the Planning Director helps out citizens and people seeking help or information.

- EOP Examples Booklet
- Soils Investigation Booklet
- Contract Filing
- Bookshelf Organization

Public Works

All Landfill Deposits that are generated by Public Works are checked for errors and inputted into a monthly log. It had never occurred to me that parts and equipment that were purchased are accounted for and taken out of a budget. Equipment, material, and tool receipts bought by Public Works were coded, checked for signature, scanned, and brought to City Hall. Requisition forms were updated as well.

- Landfill Deposit Checks
- Landfill Monthly Log Updates
- Equipment/Material/Tools Coding
- Requisition Forms

July 2017

To: Courtenay Carty, Planning Director and Don Moore, City Manager

From: Kaylee Brockman, Planning Intern

Permitting

Filing all information related to Land Use permits and Encroachment permits is important. If there were ever someone requesting information about their permit, then that having that information at hand would be helpful. There are logs kept on the computer that are useful too. The Land Use Permit log and Encroachment Log were updated. The Land Use Permit drawers are going to be updated and cross referenced with what's on the computer.

- Updated Land Use Permit log
- Updated Encroachments log

RFP's

There are many actions that need to take place throughout the process of a project, especially requests for proposals (RFP). Beyond that, all of these actions need to be recorded. There are folders for each RFP and information gets filed according to project. A new folder for RFP 2017-09 was made. Any documents that needed to be printed, scanned, copied, stapled, and hole-punched were filed in the RFP folders.

- 2017-09 Fuels folder
- RFP folder filing

Office

I've noticed that when you're in the Planning Director's position, you can get overwhelmed with projects and other tasks. Having a visual image of what you need to get done, like a list, often helps with that. Multiple posters with various subjects and bullets of projects were made and hung up. A folder for NFIP documents was made. Inventory on large documents including mylars, plats, plans, and drawings was taken. Many large documents were taken down and rolled up to save space. The project hanger that was holding up the documents was taken down and put into storage.

- Hanging project posters
- NFIP documents folder
- Large documents inventory
- Bookshelf organization

Public Works

Landfill deposits that were generated by Public Works were checked and brought to City Hall. The monthly log was updated too. Any materials bought by Public Works were also coded, checked for signature, copied, and brought to the Finance Department at City Hall.

- Landfill Deposit Checks
- Landfill Monthly Log Updates
- Equipment/Material/Tools Coding

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MEMORANDUM

Date: 7-26-17
To: Don Moore / City manager
From: Jean Barrett / Port Director
Subject: June /July Monthly report

The season at the dock was a busy one and we matched or exceeded the number of containers of frozen fish we moved last year. The one thing missing were the many containers of canned fish that we had become accustomed to. The local “cannery” has been shut down and will not likely start back up ending over a century of canning fish on the beaches of Dillingham.

On the Harbor front we had a busy one. Many new boats were using the harbor due to the fact the Nushagak was “the place to be” with its record setting amount of fish.

Dock

- The addition of Matthew Johnson to our crew this summer was a seamless one. His knowledge of dock operations and his excellent operating skills allowed him to slide right into his new position. I had a compliment from the dredge crew about Matthew’s finesse and abilities on the crane while moving the dredge into and out of the water this summer. The owner was extremely impressed and wanted to pass his “kudos” on to the powers that be at City Hall.
- The dock moved somewhere in the 300 to 400 containers of frozen fish this year, the final numbers aren’t in yet but considering the record year in the Nushagak I am guessing it may be one for us also.
- We unfortunately had an accident on the dock involving one of our large forklifts this year, the first that I remember in my tenure. It involved the older of the two lifts, the Hyster 800, moving fish to be loaded on the last barge this month. No one was hurt, no product was damaged, and the forklift will need to be inspected by a qualified technician as will the top handler. I have contacted our new insurance company so the wheels are already turning.

Harbor

- Things have gone relatively smooth in the harbor this summer. We have sold somewhere in the neighborhood of 300 fishing vessel stickers and 140 skiff stickers. I will have a better idea of numbers in the August report.
- We had a record amount of ice sold during the halibut season this year, and then the ice machine decided to take the summer off. When I attempted to make ice for the opening of the salmon season, the ice machine failed to fire up and actually had a burnt wire smell in the electrical panel. I have had both Ray Scandura and Al Knittel look at the panel with very little gratification....I hope to have both back into the ice machine this week to hopefully get it producing for the upcoming silver season.
- Knock on wood as far as the showers and restrooms are concerned, we have had only minor problems and very little vandalism this year.
- I have been working with Courtenay on an RFP for proposals for design for a new float system in the harbor. The bid opening was the 20th of July. Courtenay and I spent several days scoring the five proposals submitted and recommended the proposal from PN&D. All of the proposals were very well done and all brought unique perspectives.
- Very little progress has been made on the Bingman property this summer. I hope to make some headway before fall comes around.
- I have a couple of projects in mind for the rest of the summer such as bulkheads in front of each ramp to help stabilize the tops from wandering and make the transition to and from the ramps more user friendly.

That is all from the Port Department

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Misty Savo

MEMORANDUM

Date: July 25, 2017
To: City Manager Don Moore
From: Chief Dan Pasquariello
Subject: **Public Safety AUGUST 2017 report**
Activity for June and July

Police:

- ❖ 858 Calls for service
- ❖ 28 Persons arrested
- ❖ 47 Title 47/Protective custody
- ❖ 85 Citations issued
- ❖ 81 Incident reports

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

Assault/Disorderly Conduct	20
Thefts	9
Traffic offenses	8
DUIs	7
Burglary (<i>mostly boats</i>)	5
Violation release/probation conditions	5
Trespass	4
Criminal Mischief	4
Suicide attempts	4
Sex offenses	4
Vehicle accidents	2
Vehicle thefts	1
Airplane crash	1
Drug offense	1
MCA	1

We will have a new officer starting at the end of July. He was a VPSO and has been academy trained. We have one vacant position.

We have had a spree of drunk drivers, arresting seven persons during the month of July. In one of them a driver crashed a pickup truck, was unconscious, and overdosing on heroin. The responding officer used his newly issued Narcon spray and revived the person prior to EMS arrival.

We are continuing to assist the Curyung Tribal Council with their efforts to obtain a tribal police officer.

Corrections:

- ❖ 48 Total Inmates
- ❖ 47 Title 47/Protective custody

One of our corrections officers transferred to fill our vacant Dispatch position. We are currently advertising for a new Corrections Officer.

Dispatch:

- ❖ 1059 Calls for service
- ❖ 81% Dispatched to Dillingham Police
- ❖ 7% Dispatched to Alaska State Troopers
- ❖ 5% Dispatched to EMS/Fire
- ❖ 7% Dispatched to Animal Control
- ❖ 208 911 calls received

One of our long-time dispatchers (*8 years*) has resigned to move his family to North Carolina. We were able to fill this vacant position by having one of our corrections officers transfer to Dispatch.

Animal Control:

- ❖ 6 Animals impounded (*dogs*)
- ❖ 2 Dog bite cases
- ❖ 2 compassionate euthanasia
- ❖ 1 euthanasia (*from dog bite case*)
- ❖ 2 dogs sent to ASPCA in Anchorage
- ❖ 1 female dog sent to Anchorage to be spayed and returned
- ❖ 5 puppies sent to Anchorage
- ❖ 1 dog adopted out of shelter
- ❖ 1 owner surrendered dog
- ❖ 39 bear calls – the majority handled by patrol
- ❖ 5 citations issued
- ❖ 24 Rabies/parvo shots given

The ACO has been working with the ADF&G biologist to track bear activity in Dillingham to try to identify “problem” bears.

DMV:

- ❖ 198 Registrations/Titles
- ❖ 166 Boat registrations
- ❖ 243 Driver’s License/IDs
- ❖ 8 CDLs
- ❖ 23 Road tests
- ❖ 50 Written tests

It was an extremely busy season at the DMV. Customers were serviced as quickly and efficiently as possible.

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MEMORANDUM

Date: July 27, 2017
To: Don Moore, City Manager
From: Francisco Garcia, Interim Public Works Director
Subject: Monthly Staff Report

Streets:

- Grading roads including Squaw Creek Road;
- Cleaning storm drains, they are all completely plugged as well as the culverts from years of neglect. Two storm drains have eroded bases and are undermining the road.
- Hauled glass / metal from collection bins to Landfill.
- Assisted waste water department with septage transfer into geotubes from both 9000 gallon tanks.
- Received calcium chloride and sodium chloride for the winter.

Shop:

- Serviced fuel system on landfill loader that was causing major lack of power on the loader.
- Replaced broken track links on the landfill D-5 dozer and it's back in service
- Repairing the small engine on the low boy to get operational again.
- Taking inventory of parts that will be needed for equipment throughout the winter.

Landfill:

- Electric fence installed around open cell.
- Staff reports that trend of having less glass / cans in the "sorted waste" continues.
- Incinerator operation is working well.
- Will start building berm on existing cell to continue its use until the new cell is built.
- Work has been done on the metal pile to make room and it is looking great.

Buildings & Grounds:

- Keeping up on park maintenance including picking up trash that a bear has been into the last few nights.
- Pioneer door came and made adjustments to the shop door and springs.

- Transferred used oil into the 9000 gallon tanks and clean surrounding dike.

Water/waste water:

- Turned on extra pumps to keep up with the demand of water Icicle seafood was taking to run their plant;
- Washing down lift stations and cutting grass around the buildings;
- Waiting on Elite mechanical and Al Knittel to get together to complete generator testing on all lift stations;
- Transferred raw septage from the (2) 9000 gallon tanks into the geo tube to separate solids from entering the influent side of the lagoon;
- Will be working on getting daily reports and maintenance issue log and filed;
- JJC will be starting work at the sewer lagoon relocating the tower road force main line to the influent side of the lagoon.

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MEMORANDUM

Date: July 25, 2017
To: City Manager
From: Ida Noonkesser
Subject: Staff Report

During the month of May, and June, the Senior Center served 691 congregate meals to 105 individuals, 779 home delivered meals to 57 individuals, gave 496 assisted rides to 47 individuals and 593 unassisted rides to 76 individuals.

We had two renters in the months of May and June.

It was a pretty slow summer for visitors. Everyone was busy with putting up fish and now the berries are here. I think we will see the number of visitors up again in August as people come home from traveling and things slow down for winter.

Our Advisory Board Seats A and E are open. If anyone knows a person who is interested, ask them to please submit a letter to Mayor Alice Ruby or Janice Williams.

We have also been going over our checklists preparing for our health inspection which is supposed to happen this week. We always pass with a good report, but we like to be sure we are ready.

The next Senior Advisory Commission meeting is scheduled for September 12th.

1. CALL TO ORDER

The Code Review Committee met on Thursday, June 8, in the Council Chambers, Dillingham, AK. Chair Chris Maines called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Chris Maines	Mayor Alice Ruby	Misty Savo	Don Moore
Tracy Hightower	Janice Williams		

Other Staff: Navin Bissram

3. APPROVAL OF MINUTES

- a. Minutes of April 27, 2017

MOTION: Mayor Ruby moved and Misty Savo seconded the motion to approve the minutes of April 27, 2017.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

MOTION: Misty Savo moved and Mayor Ruby seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. UNFINISHED BUSINESS

- a. Code Committee's To Do List

This is for information only.

- b. Review of All Code Sales Tax Exemptions

The committee continued its review of Dillingham Municipal Code Chapter 4.20 Sales Tax, Section 4.20.050 Exemptions, starting with item Q and ending at Item DD.

Follow-up:

- Simplify the language in item S. cap on items purchased, change from two thousand dollar cap to five thousand, look at other codes that target specific items;
- Combine under City Sales made by the City, landfill fees, wharfage and handling (delete city dock) and boat harbor fees;
- Simplify language in item W. Resale;

- Item AA, remove the reference to \$10,000 exemption; and
- Bring back a proposed ordinance to the August 10 meeting.

6. NEW BUSINESS

There was no new business.

7. PUBLIC COMMENT/COMMITTEE COMMENTS

There were no public or committee comments.

8. ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Chris Maines, Chair

ATTEST:

Janice Williams, City Clerk

Approval Date: _____

DRAFT

1. CALL TO ORDER

The Finance and Budget Committee met on Monday, June 12, 2017, in the City Council Chambers, Dillingham, AK. Mayor Ruby chaired the meeting and called the meeting to order at 5:30 p.m.

2. ROLL CALL

Committee Members present:

Paul Liedberg –attended via teleconference	Mayor Alice Ruby	Don Moore
Andy Anderson	Curt Armstrong	Navin Bissram

Other staff present: Dan Pasquariello Sonja Marx Janice Williams

3. APPROVAL OF MINUTES

- a. Minutes of May 8, 2017

MOTION: Andy Anderson moved and Curt Armstrong seconded the motion to approve the minutes of May 8, 2017.

VOTE: The motion passed unanimously.

4. APPROVAL OF AGENDA

MOTION: Andy Anderson moved and Paul Liedberg seconded the motion to approve the agenda.

VOTE: The motion passed unanimously.

5. STAFF REPORTS

- a. Quarterly Review of Financial Statements (March)

Navin Bissram reviewed the March financial statements.

6. UNFINISHED BUSINESS

- a. Further Discussion on FY18 City Proposed Budget

Manager Don Moore reviewed his report that was a handout at the meeting regarding several issues he had identified in the proposed FY18 Budget that he felt deserved further discussion.

MOTION: Andy Anderson moved and Navin Bissram seconded the motion to recommend bringing back the 8th Public Safety Patrol Officer position and a 20 hour Librarian position.

VOTE: The motion passed unanimously.

- b. Revised Draft Ordinance Adopting Excise Tax on Tobacco Products

Discussion ensued:

- Had earlier discussed a tax that could be easily implemented; and
- Possibly using the same rate as Bethel.

Follow-up:

- Research what mill rate would be required to achieve the rate Bethel has in place;
- Bring forward 1) an amended business license that includes a field for selling tobacco products, 2) a proposed ordinance, and 3) the reporting requirements;
- Research if the tax would be applied to the product only or with freight charges.

- c. Business Licenses Issued by State Compared with Dillingham Business License

- 1) Results of Letters (*Verbal Presentation*)

Navin Bissram noted this would be followed up in July.

7. NEW BUSINESS

Navin Bissram reported on the following:

- Had provided APEI with the documents they had requested and would be prepared to sign a contract with APEI for insurance coverage starting July 1;
- Had received equipment from PACE for credit card processing that would begin June 15, and had dispersed the message thoroughly re: a surcharge would be imposed on future credit card transactions; and
- City will be engaged in a PERS audit.

8. PUBLIC/COMMITTEE COMMENT(S)

There were no public or committee comments.

9. ADJOURNMENT

The meeting adjourned at 7:09 p.m.

Mayor Ruby, Chair

ATTEST:

Janice Williams, City Clerk

Approved: _____

Action Memorandum No. 2017-13

Subject:

Authorize the City Manager to enter into a contract with PND Engineers to design a new float system at the Dillingham Small Boat Harbor.

City Manager: Recommend Approval

Signature: [Handwritten Signature]

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- RFP 2017-07 Harbor Float Design
- RFP 2017-07 Notice of Intent to Award

Summary Statement:

The City of Dillingham is soliciting design proposals for design of a new float system for the Dillingham Small Boat Harbor. The Dillingham Small Boat harbor is the only harbor in the Bristol Bay region and is the home port for over 400 Bristol Bay drift boats each season. The Dillingham Small Boat Harbor's current float system is over 30 years old. Each year a rubber compound is painted on the bottom of the "float arm floats" to help keep water from penetrating through the deteriorated bottoms. It is the City's desire to have a new float system designed in order to have a "shovel ready project" so that we may pursue funding to install the new system.

The project went out to bid on June 2, 2017. A pre-bid conference was held on June 13, 2017 and subsequently two addenda were issued. As such, the proposal deadline was extended and bids closed on July 20, 2017 at 2:00 PM.

Five firms submitted proposals, including Windward Project Solutions, AECOM, LCG Lantech Inc., R&M Consultants, Inc.

PND Engineers was selected to award the contract for the float design.

Action Memorandum No. 2017-13

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	Port Director	
X	City Clerk	



**REQUEST FOR PROPOSALS
RFP 2017-07 Harbor Float Design**

The City of Dillingham is soliciting design proposals for design of a new float system for the Dillingham Small Boat Harbor. The Dillingham Small Boat harbor is the only harbor in the Bristol Bay region and is the home port for over 400 Bristol Bay drift boats each season. The Dillingham Small Boat Harbor's current float system is over 30 years old. Each year a rubber compound is painted on the bottom of the "float arm floats" to help keep water from penetrating through the deteriorated bottoms. It is the City's desire to have a new float system designed in order to have a "shovel ready project" so that we may pursue funding to install the new system.

A pre-bid conference will be held on June 13, 2017 at 10 AM – Please email Courtenay Carty, City Planner, planner@dillinghamak.us to register for the pre-bid conference and receive the teleconference information.

Inquiries and questions should be directed to:
Jean Barrett, Port Director
harbor@dillinghamak.us 907 842-1069

Bids will be accepted until 3:00 PM on Monday, July 3, 2017 and a Notice of Intent to Award will be given the following business day. A contract to award will be authorized at the July 13, 2017 special meeting of the Dillingham City Council.

Scope of Work

The qualified firm or individual will work directly with the Port Director and City Planner for the purpose of designing the new float system. It is the City's intent to award a negotiated contract to the most qualified firm for completion of design, drawings and specifications. The design shall be complete by November 1, 2017.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than 3:00 PM on Monday, July 3, 2017.

Please mark the envelope to identify the project: **RFP 2017-07 Harbor Float Design**

Delivery instructions – mail or hand deliver in a sealed envelope to:
City Planner's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Proposals must include:

- Transmittal Letter
- Experience
- Proposed Fee
- References

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2017 City of Dillingham Business License
- State of Alaska Business License
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees.
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million dollars
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$1,000,000) dollars per occurrence combined
- Single limit bodily injury and property damage

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non-renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	5%
REFERENCES	15%
PROPOSED RATES	5%
QUALIFICATIONS AND EXPERIENCE	60%
OVERALL QUALITY OF PROPOSAL	15%

A committee will review the submittals. A city employee will conduct reference checks.

Based on the committee evaluation, the City may select a short list of up to three individuals or firms for more in-depth evaluation or interviews.

The evaluation committee will recommend one finalist to the City Council for final contract award. The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City standard professional services contract form, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.



NOTICE OF INTENT TO AWARD

ISSUE DATE: July 26, 2017

RFP NUMBER AND TITLE: RFP 2017-07 Harbor Float Design

RFP DEADLINE: July 20, 2017 at 2:00 PM

BIDDERS OF RECORD INCLUDE:

-Windward Project Solutions
-PND Engineers Inc.
-LCG Lantech Inc.

-AECOM
-R&M Consultants, Inc.

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:

**PND Engineers Inc
501506 W 36th Avenue
Wasilla, Alaska 99503**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, 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 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 2017-07, to the City of Dillingham prior to C.O.B on August 1, 2017.

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,

Donald L. Moore
City Manager
(907) 842-5148
manager@dillinghamak.us

Action Memorandum No. 2017-14

Subject:

Authorize Task Order No. 19 to Bristol Engineering Corporation (BESC) to provide technical consultant services for the water/wastewater systems and the City landfill

City Manager: ~~Recommend~~ Approval

Signature: 

Fiscal Note: Yes No Funds Available: Yes No

Other Attachments:

- Copy of Task Order No. 19
- Copy of Action memo 2015-26

Summary Statement:

The City has been served with a Notice of Violation (NOV) of specific permit requirements for the wastewater-treatment lagoon. A response to the compliance violations is required by October 1, 2017 in order to avoid further enforcement action and monetary penalties. The City needs technical help from a qualified engineering consultant to assist the remaining City staff to competently respond to Violation order. With the departure of the Public Works Director the need for this technical regulatory assistance is especially serious. The City has a continuing contract with Bristol Engineering Services (BESC) to provide such technical consultant services by task order specifically for the water/wastewater systems and the City Landfill. Task order 19 will provide the necessary consultant engineer to provide these services. These services include:

- 1.) Review the APDES Violation order with State ADEC.
- 2.) Visit lagoon site and review compliance needs with City representatives.
- 3.) Update report forms, sampling protocols and schedules.
- 4.) Develop training and certification plan for city operators.
- 5.) Provide operational support and coordination with the City to stay in compliance.

Funding for this regulatory assistance will be provided through ANTHC grant funds or the Municipal Matching Grant funds. We are working with the respective agencies to determine the most efficient source of funding.

Action Memorandum No. 2017-14

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	City Clerk	

Bristol Engineering Services Corp.

TASK ORDER NUMBER: 19

PROJECT NAME: Technical Assistance Wastewater Lagoon Compliance Order

This Task Order pertains to an Agreement by and between the City of Dillingham ("OWNER") and Bristol Companies ("CONSULTANT"), formerly known as Bristol Engineering Services Corp., dated May 7, 2013 ("the AGREEMENT"). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

Provide technical consultant services and regulatory assistance to address the City's compliance with the Alaska Pollutant Discharge Elimination System (APDES) Notice of Violation (NOV) signature date June 26, 2017.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

- 1.) Review the APDES Violation Order with State DEC.
- 2.) Visit Lagoon site and meet with City personnel.
- 3.) Update report forms, manuals, sampling protocols and schedules.
- 4.) Develop training and certification plan for operators.
- 5.) Provide technical support and coordination with city staff to stay in compliance.

PART 3.0 OWNER'S RESPONSIBILITIES

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

PART 4.0 DELIVERABLES AND TIME PERIOD

DEC Coordination meeting—week of August 7, 2017
Initial site visit—week of August 21
Provide Draft NOV response to City—September 1, 2017
Incorporate City comments in final draft—September 14, 2017

PART 5.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of \$30,000.

PART 6.0 OTHER

N/A

This Task Order is executed this _____ day of _____, 2017.

City of Dillingham
"OWNER"

Bristol Engineering Services Corp.
"CONSULTANT"

By: Donald L. Moore

By: Isaac Pearson, P.E.

Signature: _____

Signature: _____

Title: City Manager

Project Manager

City of Dillingham Action Memorandum Agenda of: December 3, 2015

Action Memorandum No. 2015-26

Subject:

Extend the Bristol Engineering Services Corp (BESC) contract through November 30, 2017.

City Manager: Recommend Approval

Signature: Rose A. Oera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Bristol Engineering Services Corp - Contract Amendment No. 1

Summary Statement:

The City has not formally extended the BESC 2010 contract that expired in May 2015. However, the City has continued to use BESC for wastewater and landfill projects by using Task Orders for the various projects.

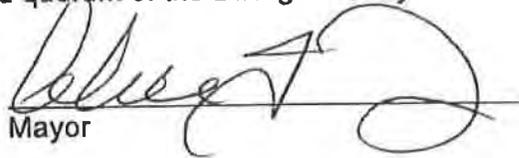
The City has a DEC Municipal Matching Grant #23807 which has to approve any expenditures they are requested to reimburse us for. They noticed that the BESC 2010 contract did not have a formal extension and is withholding reimbursement until it is extended since we continue to use their services.

We are recommending extending the BESC contract through November 30, 2017. By this time the wastewater projects should be completed.

Action Memorandum No. 2015-26

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on 12/3/15.



Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	12/4/15
X	City Clerk	12/4/15