



**1. CALL TO ORDER**

The Finance and Budget Committee met on Monday, August 15, 2016, in the City Council Chambers, Dillingham, AK. Mayor Alice Ruby, serving as Chair, called the meeting to order at 5:36 p.m.

**2. ROLL CALL**

Committee Members present:

Paul Liedberg – attended via teleconference  
Andy Anderson

Mayor Alice Ruby  
Navin Bissram

Rose Loera

Committee Members absent and excused:

Curt Armstrong

**3. APPROVAL OF MINUTES**

- a. Minutes of May 24, 2016

MOTION: Andy Anderson moved and Rose Loera seconded the motion to approve the minutes of May 24, 2016.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF AGENDA**

MOTION: Rose Loera moved and Andy Anderson seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. STAFF REPORTS**

- a. FY16 Quarterly Review of the Financial Statements

Navin Bissram reviewed the June financial statements. He noted the City can expect to have a draft of the FY16 audit by year end.

A lengthy discussion ensued over declining sales tax revenues and exemptions to sales tax.

Discussion ensued:

- Recommend adding a review of sales tax exemptions to the Code Committee’s task list; and
- Recommend revisiting the criteria for eligibility for tax exemption status on all businesses that have received an exemption.

Manager Loera reported on the \$2M municipal waste water grant that requires a 30% match. ANTHC has \$480,000 remaining that they will not allow to be used on the lift stations repairs until the lagoon is in compliance. To bring it into compliance would require replacing the blowers, bringing the fecal coliform levels into regulation, requiring aerating the second lagoon, and reviewing whether or not the City does need to install flow meters based on the original study. She noted to aerate the second lagoon cell will cost an additional \$1.2M, and to complete the work on the lift stations will cost around \$500,000.

Follow-up:

- Recommend presenting a resolution to the Council to use general funds for the match for the lift station repairs.

**6. UNFINISHED BUSINESS**

- a. Fiscal Policy Development - Review Internal Controls (*Move to FY18 Agenda*)
- b. Tobacco Tax (*Remove from Agenda*)

The Committee did not object to removing this item from the agenda, but could be brought up when the Committee has a fuller discussion of revenues in general.

- c. Sales Tax Exemption
  - 1) Update on Letters Sent Out Re: Form Filing (*Will Send out by Month End August 2016*)

This is for information only.

- d. Credit Card Processing
  - 1) Alaska Airlines Credit Card

The City is reviewing moving to Alaska Airlines credit cards and using the mileage earned for City travel and freight costs. She noted the City has a procedure in place for issuance of the existing credit cards.

**7. NEW BUSINESS**

- a. Impact of State Budget Cuts on FY17 COD Budget
  - 1) Decreased Reimbursement from State for School Bond

Mayor Ruby noted the 25% reduction will cost the City a loss of \$200,000. Management suggested reviewing the existing FY17 budget in November. The City is looking at refinancing its school bond, the timing is right, because lower interest rates are now available.

Follow-up:

- Present a resolution to the Council in September regarding refinancing the school bond.
  - 2) Possible Increase in PERS Rate
  - 3) Options
- b. Match for Municipal Matching Grant for Lagoon Repairs

This was discussed earlier on the agenda.

- c. Carlson House Funds
  - 1) Siding for the Library

Manager Loera noted her concern that the City may be rejected for a Rasmusson Grant to side the library, and she was looking to use the Carlson House Funds, noting the Library/Museum was storing some of the Carlson House items.

Follow-up:

- Will present a resolution to the Council at their next meeting.
- d. Accounts Written Off

Navin Bissram noted that it was not possible to access the old software replaced by the AccuFund software in 2012. As a result the amount owing for an older write-off cannot be fully documented. It was noted accounts written off are now put on the denied services list, and suggested establishing a time period before they can be removed.

Follow-up:

- Will bring back a policy to the next Finance meeting;
- Bring back a copy of the most current Denied Services List.
- e. Sales Tax Trend on Sales of Top Vendors (*Laydown at the Meeting*)

Staff presented an analysis of fuel sales comparing FY15 and FY16, as well as sales for AC, N&N, and L&M Supply. The result showed an increase in sales tax from fuel sales and store items for FY16, instead of the expectations it would be lower based on the current balance.

Follow-up:

- Further evaluate sales tax for the decline in sales tax budgeted through end of FY16 as compared in FY15, and analyze top 10 vendors;
- Present a report of the State licenses issued for City of Dillingham and a list of City business licenses; and
- Retain this item on the agenda.

**8. PUBLIC/COMMITTEE COMMENT(S)**

Mayor Ruby:

- Noted she and Manager Loera met with Peter Pan Seafoods for an informal chat, and was preparing to do the same with Icicle Seafoods;
- Noted Police Chief had commented that since PP Seafoods had implemented a no alcohol policy from June 15-July 15, it had the effect of limiting the amount of public safety calls; and
- Applauded PP Seafoods for processing around 6,000 pounds of salmon of donated fish and distributing it to various entities in town.

Rose Loera:

- Noted once again a barge company had hit not only the City's dock, but also Peter Pan Seafood's dock causing damage to both.

Paul Liedberg:

- Noted he was in agreement that the committee begin discussing budget options starting in November.

**9. ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

\_\_\_\_\_  
Mayor Alice Ruby, Acting Chair

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

Approved: \_\_\_\_\_

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2016-11**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 4.15.235, B. COSTS OF FORECLOSURE**

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WHEREAS, city and state law require delinquent property tax payers to pay for the costs incurred by the City to initiate and carry out real property tax foreclosure cases; and

WHEREAS, the Council adopted Ordinance No. 2016-10, at their June 16, 2016, Council meeting to establish a more consistent and easy to use system to determine the foreclosure costs that a delinquent taxpayer owes; and

WHEREAS, in order to accomplish this task, it was recommended to incorporate a flat fee of \$150.00 to cover costs incurred during the initial stages of the foreclosure process, Stage 1- between first publication of the foreclosure list and up to entry of judgment of foreclosure with the Court System; and

WHEREAS, the adopted Ordinance incorrectly stated the process would begin after the first publication of the foreclosure list in the newspaper, but the intent was to begin the foreclosure costs starting with the first publication in the newspaper;

NOW, THEREOFRE, BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

**Section 1. Amendment of Section 4.15.235.** Section 4.15.235. B. i., of the Dillingham Municipal Code is hereby amended as follows with new language underlined and deleted language displayed as ~~strikethrough~~.

**4.15.235 General foreclosure of Real Property.**

B. Costs of foreclosure. It is the intent of this chapter and AS 29.45.320-.480 that the costs of carrying out the foreclosure process shall ultimately be borne by the delinquent taxpayer, not the City of Dillingham.

1. In order to accomplish the intent of this chapter and AS 29.45.320-.480, the city hereby establishes the following foreclosure cost fees, which are intended to reimburse the city for the costs of foreclosure, including but not limited to costs of publication, mailing, attorney’s fees, filing and recording fees, title search, and costs incurred to comply with DMC 4.15.310(a):

i. A flat fee of \$150 per property identified on the foreclosure list if the delinquent amount is ~~paid after~~ not paid before the first publication or

posting of the foreclosure list pursuant to DMC 4.15.200.A.2 and before judgment is entered; and

**Section 2. Effective Date.** This ordinance is effective upon passage.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on

\_\_\_\_\_.

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

[SEAL]

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk

**City of Dillingham Information Memorandum**

Agenda of: September 1, 2016

Attachment to:

Ordinance No. 2016-11

/ Resolution No. \_\_\_\_\_

**Subject:**

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DMC SECTION 4.15.235, B. COSTS OF FORECLOSURE

City Manager: Recommend Approval

Signature: *Janice Williams, City Clerk / Acting Mgr*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

-None

**Summary Statement:**

The Finance and Budget Committee was tasked with reviewing alternatives for allocating foreclosure costs to establish a more consistent and easy to use system for both City staff and taxpayers to determine the foreclosure costs that a delinquent taxpayer owes.

An ordinance was introduced at the June 2, 2016, Council meeting and adopted June 16, 2016. Unfortunately, the intent of the ordinance was incorrectly stated to read a delinquent tax taxpayer would incur a fee of \$150 after the first publication of the foreclosure list in the local newspaper, but should have read before the first publication, which would be consistent with the previous allocation of costs based on a prorata basis.

An advertisement for a Public Hearing on Ordinance No. 2016-11 was placed in the August 18 edition of the Bristol Bay Times, and will appear in the August 25 edition as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for September 1, 2016.

Attachment to: 2016-11 / Resolution No. \_\_\_\_\_  
Ordinance No. \_\_\_\_\_

**Summary Statement continued:**

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

**RESOLUTION 2016-48 (AM)**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS IN ORDER TO ALLOW CHRISSIE MESSER TO CONTINUE HER EMPLOYMENT AS AN EXECUTIVE ASSISTANT WITH THE CITY OF DILLINGHAM ADMINISTRATIVE DEPARTMENT WHILE HER BROTHER, CHRISTOPHER MAINES, AND GRANDFATHER, ANDY ANDERSON, SERVE ON THE CITY COUNCIL**

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WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits some family members from working for the City government simultaneously when one family member would exercise direct supervisory control over another; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction when a City Council member is elected while a family member is a current City employee, as long as the employee is not directly supervised by the Council or Mayor; and

WHEREAS, Chrissie Messer works as an Executive Assistant for the City of Dillingham, and her brother Christopher Maines, elected October 2013, and her grandfather, Andy Anderson, elected October 2015, serve on the City Council;

WHEREAS, City Manager Rose Loera recommends the Council approve a waiver of the nepotism restriction since Chrissie Messer will not be directly supervised by the Council or Mayor;

NOW THEREFORE BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. The City Council finds that it is in the best interest of the City for Chrissie Messer to remain employed as an Executive Assistant for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived in this instance to allow Chrissie Messer to remain employed while Christopher Maines and Andy Anderson serve on the City Council.

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council on September 1, 2016.

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

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk



**City of Dillingham Information Memorandum**

Agenda of: September 1, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-48 (AM)

**Subject:**

A resolution waiving Section 3.95 of the personnel regulations in order to allow Chrissie Messer to continue her employment as an Executive Assistant with the City of Dillingham while her brother, Christopher Maines, and Grandfather, Andy Anderson, serve on the City Council

City Manager: Recommend Approval

Signature: Janice Williams, City Clerk / Acting Mgr

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Copy of Section 3.95 Personnel Regulations

**Summary Statement:**

Chrissie Messer has been employed as an Executive Assitant to the City Manager as of July 25, 2016. Her brother is Christopher Maines. Her grandfather is Andy Anderson. They both serve on the City Council.

Christopher Maines was elected to Council Seat B at the October 2013 City election for a three year term. Andy Anderson was elected to Council Seat E, at the October 2015 City election for a three year term.

According to the City's Personnel Regulations, Section 3.95, Nepotism, the City Manager may recommend a waiver to the Council as long as the employee is not directly supervised by the Council or Mayor. In this case, Chrissie Messer would not be directly supervised by the Council or Mayor.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-48 (AM)

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
	Planning Director	
X	City Clerk	

VHF radio, if the employee is likely to be called in for emergency situations involving his/her job function.

3.70. PROVISIONAL APPOINTMENT If a vacancy cannot be filled by a qualified applicant, it may be filled by a provisional appointment. A provisional appointee's tenure shall terminate as soon as the position can be filled by appointing a qualified person to the position.

3.75. EMERGENCY APPOINTMENTS In an emergency that threatens life or property, the City Manager, may without complying with the provisions of the personnel regulations concerning regular appointments, employ such persons as are necessary to meet the emergency needs of the City for the duration of the declared emergency.

3.80. TEMPORARY APPOINTMENTS In cases of special projects, seasonal activity or other such situations, the City Manager may appoint a temporary employee, without complying with the provisions of the personnel regulations concerning regular appointments.

3.85. RECRUITMENT BONUS When a person has been hired by the City, and must move from a community outside Dillingham, a recruitment bonus may be negotiated by the City Manager at the time of appointment, and so set forth in writing with a copy furnished to the employee. The City shall not be liable for any relocation expenses. New employees shall be required to sign an agreement to reimburse the City on a pro rata basis for any recruitment bonus should they leave the City as a result of their own action prior to the completion of a period of time agreed to between the employee and the City Manager.

3.90. PREVIOUS WORK RECORD An applicant who has been previously employed by the City and whose services were unsatisfactory or whose departure was without sufficient notice may be disqualified for subsequent employment.

3.95. NEPOTISM No person shall be appointed to a City position when he or she or any member of their family is the Mayor or serves as a member of the City Council. No employee shall hold a position over which a member of his/her family exercises direct supervisory control.

Family is defined to include: spouse, children, parents and grandparents, brother and sister, parents and grandparents of spouse, brother-in-law, sister-in-law, and such person of a half or step relationship.

When the Mayor or a City Council member is elected, and a family member is a current City employee, the City Manager may recommend a waiver as long as the employee is not going to be directly supervised by the Council or the Mayor.

The City Council, upon the recommendation of the City Manager, shall have power to grant specific waivers of this provision if they decide the appointment of the individual is in the best interest of the City. Such waiver shall be a public record and a copy shall be placed in the personnel file of the individual.



CITY OF DILLINGHAM, ALASKA

**RESOLUTION 2016-49**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS IN ORDER TO ALLOW CRAIG MAINES TO CONTINUE HIS EMPLOYMENT AS A POLICE OFFICER WITH THE CITY OF DILLINGHAM'S PUBLIC SAFETY DEPARTMENT WHILE HIS BROTHER, CHRISTOPHER MAINES, AND GRANDFATHER, ANDY ANDERSON, SERVE ON THE CITY COUNCIL**

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WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits some family members from working for the City government simultaneously when one family member would exercise direct supervisory control over another; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction when a City Council member is elected while a family member is a current City employee, as long as the employee is not directly supervised by the Council or Mayor; and

WHEREAS, Craig Maines works as a Police Officer for the City of Dillingham, and his brother Christopher Maines, elected October 2013, and his grandfather, Andy Anderson, elected October 2015, serve on the City Council;

WHEREAS, City Manager Rose Loera recommends the Council approve a waiver of the nepotism restriction since Craig Maines will not be directly supervised by the Council or Mayor;

NOW THEREFORE BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. The City Council finds that it is in the best interest of the City for Craig Maines to remain employed as a Police Officer for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived in this instance to allow Craig Maines to remain employed while Christopher Maines and Andy Anderson serve on the City Council.

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council on September 1, 2016.

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

ATTEST:

\_\_\_\_\_  
Janice Williams, City Clerk



**City of Dillingham Information Memorandum**

Agenda of: September 1, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-49

**Subject:**

A resolution waiving Section 3.95 of the personnel regulations in order to allow Craig Maines to continue his employment as a Police Officer with the City of Dillingham while his brother, Christopher Maines, and Grandfather, Andy Anderson, serve on the City Council

City Manager: Recommend Approval

Signature: Jeanne Williams, City Clerk / Acting City Mgr

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- Copy of Resolution No. 2012-63 - waiving nepotism rules while his brother, Chris Maines serves on the City Council

**Summary Statement:**

Craig Maines has been employed as a Police Officer since July 2013. Previous to that he served as a Corrections Officer for the City of Dillingham. His brother is Christopher Maines. His grandfather is Andy Anderson. They both serve on the City Council.

Christopher Maines was elected to Council Seat B at the October 2013 City election for a three year term. Andy Anderson was elected to Council Seat E; at the October 2015 City election for a three year term.

According to the City's Personnel Regulations, Section 3.95, Nepotism, the City Manager may recommend a waiver to the Council as long as the employee is not directly supervised by the Council or Mayor. In this case, Craig Maines would not be directly supervised by the Council or Mayor.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-49

**Summary Statement continued:**

Route to	Department Head	Date
	Finance Director	
	Planning Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

**RESOLUTION 2012-63**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING SECTION 3.95 OF THE CITY'S PERSONNEL REGULATIONS IN ORDER TO ALLOW CRAIG MAINES TO CONTINUE HIS EMPLOYMENT AS A CORRECTIONS OFFICER WITH THE CITY OF DILLINGHAM DEPARTMENT OF PUBLIC SAFETY WHILE HIS BROTHER, CHRISTOPHER MAINES, SERVES ON THE CITY COUNCIL**

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WHEREAS, at the October 2, 2012 Regular City Election, Christopher Maines ran on Council Seat B, a one-year term ending October 2013, and received the greatest number of votes cast for this seat; and

WHEREAS, the Dillingham City Council certified the October 2, 2012 Regular City Election with the passage of Resolution No. 2012-59, adopted October 11, 2012; and

WHEREAS, Section 3.95 of the City's Personnel Regulations prohibits some family members from working for the City government simultaneously when one family member would exercise direct supervisory control over another; and

WHEREAS, Section 3.95 also allows the City Manager to recommend a waiver of the nepotism restriction when a City Council member is elected while a family member is a current City employee, as long as the employee is not directly supervised by the Council or Mayor; and

WHEREAS, Christopher Maines's brother, Craig Maines, works as a Corrections Officer for the City of Dillingham; and

WHEREAS, City Manager Rose Loera recommends the Council approve a waiver of the nepotism restriction since Craig Maines will not be directly supervised by the Council or Mayor;

NOW THEREFORE BE IT RESOLVED BY THE DILLINGHAM CITY COUNCIL:

1. The City Council finds that it is in the best interest of the City for Craig Maines to remain employed as a Corrections Officer for the City of Dillingham.
2. Section 3.95, Nepotism, of the Personnel Regulations, is waived in this instance to allow Craig Maines to remain employed while Christopher Maines serves on the City Council.

PASSED AND ADOPTED by a duly constituted quorum of the Dillingham City Council on \_\_\_\_\_, 2012.



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-52

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE EXPENDITURES FROM THE CARLSON ESTATE FUND TO INSTALL NEW SIDING ON LIBRARY**

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WHEREAS, the Carlson Estate Fund has a balance of approximately \$380,784; and

WHEREAS, the City has housed some of the Carlson property in the Sam Fox Museum and it was the wishes of the Carlsons, when they willed their property and belongings to the City, that they be maintained in the museum; and

WHEREAS, the fund has been supporting the utility expenses at the Library for the past few years; and

WHEREAS, the siding on the outside of the Library is in poor shape and needs to be replaced; and

WHEREAS, the Finance and Budget Committee recommended at their August 15, 2016, meeting to use the Carlson Estate Fund to replace the siding on the Library at a cost of approximately \$41,000; and

WHEREAS, the work will be inspected by the City and the work contracted out;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the City Manager to utilize the Carlson Estate Fund to purchase and install new siding on the Dillingham Public Library in an amount not to exceed \$41,000.

PASSED and ADOPTED by the Dillingham City Council on September 1, 2016.

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Alice Ruby, Mayor

ATTEST:

[SEAL]

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Janice Williams, City Clerk



**City of Dillingham Information Memorandum**

Agenda of: September 1, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-52

**Subject:**

A resolution authorizing the expenditures from the Carlson House Estate funds to install new siding on the library/museum building

City Manager: Recommend Approval

Signature: *Jessie Williams, City Clerk/Acting Manager*

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- None

**Summary Statement:**

The Carlson Estate Fund has approximately \$380,784 and has been used to support the Dillingham Public Library. There are a number of items stored in the Sam Fox Museum from the Carlsons and it was their wishes to use their funds for activities such as the museum. The fund has been sitting idle.

The library siding is badly deteriorated and needs replacing. It is estimated the cost to be \$41,000 for the entire outside of the building. The Finance and Budget reviewed the request at their August 15, 2016 meeting and is recommending to use the Carlson Estate Fund for the siding at the library.

The project will inspected by City staff and the work contracted out. City staff has already been in contact with vendors to receive quotes for the materials.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-52

**Summary Statement continued:**

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

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2016-53

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE COMPETITIVE BID PROCESS AND EXTENDING A CONTRACT WITH TEKIMATE LLC, AN ALASKA COMMUNICATIONS CORPORATION, TO PROVIDE ONGOING INTERNATIONAL TECHNOLOGY MANAGEMENT AND SUPPORT SERVICES**

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WHEREAS, the City of Dillingham went out to bid for information technology support in 2012 and awarded a contract to Tekmate LLC (Tekmate), based in Anchorage, on a one-year trial basis; and

WHEREAS, the City of Dillingham, pleased with Tekmate's computer support, knowledge, and managing skills, renewed their contract in 2013 to continue the Managed Services Agreement for a three year period that expires September 4, 2016; and

WHEREAS, Tekmate has continually proven to be a valuable asset to the City of Dillingham, managing and upgrading the city's network and PCs to universal, secure and dependable technology, maintaining a list and monitoring expiration dates of all software and hardware products, creating good working relationships with the employee group by following through with their troubleshooting procedures and in a timely manner, being responsive by listening to the City's needs, and handling some of the very unique services required by the Public Safety Dept.; and

WHEREAS, the City of Dillingham wishes to retain that working relationship and offer another three year contract that would expire August 31, 2019; and

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

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, Exemptions, A. 6, to professional services retained on a continuing as opposed to a project basis, i.e., accounting, appraisal, legal and civil engineering services; and

WHEREAS, these services have been budgeted in FY2017, in the amount of \$40,000;

NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to waive the competitive bid process and extend a contract to Tekmate for a three-year period that will expire August 31, 2019.

PASSED and ADOPTED by the Dillingham City Council on September 1, 2016.

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Alice Ruby, Mayor

ATTEST:

[SEAL]

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Janice Williams, City Clerk

**City of Dillingham Information Memorandum**

Agenda of: September 1, 2016

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2016-53

**Subject:**

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE COMPETITIVE BID PROCESS AND EXTENDING A CONTRACT WITH TEKIMATE LLC, AN ALASKA COMMUNICATIONS CORPORATION, TO PROVIDE ONGOING INFORMATION TECHNOLOGY MANAGEMENT AND SUPPORT SERVICES

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City Manager: Recommend Approval

Signature: Jamie Williams, City Clerk / Acting Mgr

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Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- None

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**Summary Statement:**

The purpose of this Information Memorandum is to authorize the City Manager to continue the Managed Services Agreement with Tekmate LLC, an Alaska Communications Partner, and waive the competitive bid process. The current agreement expires on September 4, 2016.

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2016-53

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
	Planning Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: September 1, 2016

Contract (3-year) for Ongoing IT Management & Support Services.

ORIGINATOR: Navin Bissram

<b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b>		<b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <span style="float: right;">\$120,000</span>		FUNDING SOURCE <b>General Fund</b>	
FROM ACCOUNT		Project	
1000 7940 10 17	\$84,000	<b>IT Management &amp; Support Services</b>	
1000 7940 20 29	\$36,000		
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u>	Date:	<u>8/25/2016</u>

**EXPENDITURES**

OPERATING	FY17	FY18	FY19	
Contract/Professional	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	
<b>TOTAL OPERATING</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>

CAPITAL				
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REVENUE				
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**FUNDING**

General & Special Rev. Funds	\$40,000	\$40,000	\$40,000	
State/Federal Funds				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Resolution No. 2016-53

PREPARED BY: Navin Bissram

August 25, 2016

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_



Action Memorandum No. 2016-16

**Subject:**

Authorize the City Manager to Execute a Contract with Bristol Alliance Fuels for purchase of fuel and gasoline at a fixed price per gallon for the period Oct. 2, 2016 - Oct. 1, 2017

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City Manager: Recommend Approval

Signature: *James Williams, City Clerk/Acting Mgr*

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Fiscal Note:  Yes     No      Funds Available:     Yes     No

**Other Attachments:**

- Bid Tabulation

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**Summary Statement:**

The purpose of this Action Memorandum is to authorize the City Manager to execute a Purchase Order / Contract for the purchase of petroleum fuels from Bristol Alliance Fuels for the period covering October 2, 2016, through October 1, 2017, for \$244,025.00.

RFP 2016-14 was advertised for the required period soliciting proposals from qualified vendors to provide #1 diesel, #2 diesel, and unleaded gasoline at a fixed price per gallon or at the OPIS Anacortes Lift Date rate per gallon.

Bristol Alliance Fuels provided the lowest bid for No. 1 & 2 diesel and for unleaded gasoline. As noted in the RFP, bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline fuel types.

Action Memorandum No. 2016-16

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
X	Finance Director	
X	Public Works Director	
X	City Clerk	

**BID RESULTS  
FURNISH PETROLEUM FUELS  
FY 2017**

Deadline to receive bids: August 25, 2016 - 3 PM

Bidders responding to RFP 2016-14 in a timely manner:

1. Vitus Energy d/b/a VitusTerminals
2. Bristol Alliance Fuels

BID results:

Received 08.25.16 @ 11am      Received 08.25.16 @ 2:05pm

Vitus Terminals	Bristol Alliance Fuels
<b>OPTION A – Fixed Price</b>	<b>OPTION A – Fixed Price</b>
No. 1 Diesel: 75,000 Gallons Per Gallon \$ 2.42 Sub-total \$ 181,500.00	No. 1 Diesel: 75,000 Gallons Per Gallon \$ 2.075 Sub-total \$ 155,625.00
No. 2 Diesel: 25,000 Gallons Per Gallon \$ 2.65 Sub-total \$ 66,250.00	No. 2 Diesel: 25,000 Gallons Per Gallon \$ 2.075 Sub-total \$ 51,875.00
Total No. 1 & 2 \$ 247,750.00	Total No. 1 & 2 \$ 207,500.00
Unleaded Gas: 15,000 Gal. Per Gallon \$ 2.59 Total \$ 38,850.00	Unleaded Gas: 15,000 Gal. Per Gallon \$ 2.435 Total \$ 36,525.00
<b>Total \$ 286,600.00</b>	<b>Total \$ 244,025.00</b>
<b>OPTION B - OPIS Anacortes - Net for lift date  No Bid</b>	<b>OPTION B - OPIS Anacortes - Net for lift date  No Bid</b>

Bids were opened at 3:00 PM, August 25, 2016, in the Council Chamber of City Hall, by Courtenay Carty & Chrissie Messer.

**The apparent low bidder for No. 1 & No. 2 Diesel combined and Unleaded Gas was Bristol Alliance Fuels.**

City of Dillingham  
Fiscal Note

Agenda Date: August 26, 2016

Contract w/ Bristol Alliance Fuels for the purchase of fuel for the peiod 10/2/16 - 10/1/17.

ORIGINATOR: Navin Bissram

<b>FISCAL ACTION (TO BE COMPLETED BY FINANCE)</b>	<b>FISCAL IMPACT</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
AMOUNT REQUESTED: <span style="float: right;">\$244,025</span>	<b>FUNDING SOURCE</b> <b>General &amp; Special Revenue Funds</b>
FROM ACCOUNT	Project
2200 7385 30 81      \$                      207,500.00 1000 7385 30 32      \$                      36,525.00	<b>Fuel for the period 10/2/16 - 10/1/17</b>
TO ACCOUNT:	VERIFIED BY: <u>Navin Bissram</u> Date: <u>2/4/2016</u>

**EXPENDITURES**

OPERATING	FY16			
<b>TOTAL OPERATING</b>	<b>\$ 244,025.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL				
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REVENUE				
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**FUNDING**

General & Special Rev. Funds	\$244,025			
State/Federal Funds				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 244,025.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**POSITIONS**

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum No. 2016-16

PREPARED BY: Navin Bissram

August 26, 2016

DEPARTMENT: Finance

APPROVED BY: \_\_\_\_\_