



Alice Ruby, **Mayor**

Council Members

- Holly Johnson (Seat A) • Chris Maines (Seat B) • Misty Savo (Seat C)
- Curt Armstrong (Seat D) • Tracy Hightower (Seat E) • Paul Liedberg (Seat F)

DILLINGHAM CITY COUNCIL

David B. Carlson Council Chambers

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

SPECIAL MEETING	7:00 P.M.	OCTOBER 15, 2015
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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
4. **APPROVAL OF AGENDA**
5. **CITIZEN’S DISCUSSION (Prior Notice or Agenda Items)**
6. **SPECIAL BUSINESS**
 - a. Certify the Election of October 6, 2015
 - 1) Resolution No. 2015-59, A Resolution of the Dillingham City Council Accepting the Certification of the Canvassing Committee Results and Certifying the October 6, 2015 Regular City Election page 3
 - b. Public Hearing
 - 1) Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits page 11
 - 2) Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process page 17
 - 3) Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Chapter 2.27, City Clerk, of the Dillingham Municipal Code to Add Records Manager Under Power-Duties Consistent with Essential Job Duties page 25
 - c. Ordinances and Resolutions

- 1) Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits page 11
 - 2) Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process page 17
 - 3) Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Chapter 2.27, City Clerk, of the Dillingham Municipal Code to Add Records Manager Under Power-Duties Consistent with Essential Job Duties page 25
 - 4) Introduce Ordinance No. 2015-18, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15.030, Exemptions, to Establish Procedures and Deadlines for Filing the Senior Citizen/Disabled Veteran Exemptionpage 31
 - 5). Introduce Ordinance No. 2015-19, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 4.15 to Add Additional Penalties for Failing to File a Personal/Business Property Tax Return, Adding New Section 4.15.052 to Clarify Tax Assessments of Aircraft, Adding New Section 4.15.091 Regarding Audits of Personal/Business Property, Combining Sections 4.15.180 and 4.15.100 to Clarify Penalties for Violations, and Amend Section 1.20.040 to Add a Fine for Filing a False Tax Statementpage 37
- d. Approve Action Memorandum No. 2015-20, Award RFP 2015-13 Engineering Services for Lift Station Replacement to CRW Engineering Group LLCpage 41
 - e. Swearing in Ceremony of Newly Elected Council Members

7. CITIZEN’S DISCUSSION (Open to the Public)

8. COUNCIL COMMENTS

9. MAYOR’S COMMENTS

10. ADJOURNMENT

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2015-59

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ACCEPTING THE CERTIFICATION OF THE CANVASSING COMMITTEE RESULTS AND CERTIFYING THE OCTOBER 6, 2015 REGULAR CITY ELECTION

WHEREAS, the Election Judges tallied the votes cast at the polls on October 6, 2015, and then serving as the Canvassing Committee, met on October 8, 2015, and tallied the votes of Absentee and Questioned ballots cast by voters; and

WHEREAS, the tallies recorded by the Canvassing Committee are as follows:

Mayor; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Dave Gladden	8	0	8
Tracy G. Hightower	41	3	44
Holly Johnson	115	2	117
Alice J. Ruby	290	33	323
*Write-ins	0	0	0

City Council Seat D; a two year term ending October 2017.			
Name	Poll Votes	Absentee/Questioned	Total
Curt Armstrong	409	31	440
*Write-ins	0	0	0

City Council Seat E; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Andy Anderson	391	33	424
*Write-ins	0	0	0

City Council Seat F; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Paul Liedberg	360	34	394
*Write-ins	0	0	0

School Board Seat D; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
No Candidate Filed	0	0	0
Write-ins – Corey Evans	23	1	24

School Board Seat E; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Patty Luckhurst	417	35	452
*Write-ins	0	0	0

*A write-in vote is counted only if the write-in named has met the qualifications to run and has filed a letter of intent with the City Clerk's office prior to the election.

Ballots Cast on Election Day	458	Ballots Counted on Election Day	457
Absentee in Person Ballots Received	<u>32</u>	Absentee in Person Ballots Counted	<u>32</u>
Absentee by Mail Ballots Received	<u>3</u>	Absentee by Mail Ballots Counted	<u>1</u>
Absentee by Personal Rep Ballots Recd	<u>3</u>	Absentee by Personal Rep Ballots Counted	<u>3</u>
Questioned Ballots Received	<u>8</u>	Questioned Ballots Counted	<u>1</u>
Number of Spoiled or Mismarked	<u>1</u>	Mismarked Ballot Counted	<u>1</u>
Total Ballots Issued	<u>505</u>	Total Ballots Counted	<u>495</u>

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the October 6, 2015, Regular City Election was held valid to the best of our knowledge; and

BE IT FURTHER RESOLVED that the results are certified as follows:

1. That Alice Ruby was reelected to the Mayor's seat, a three year term ending October 2018, having received the greatest number of votes cast for this seat.
2. That Curt Armstrong was re-elected to Council Seat D, a two year term ending October 2017, having received the greatest number of votes cast for this seat.
3. That Andy Anderson was reelected to Council Seat E, a three year term ending October 2018, having received the greatest number of votes cast for this seat.
4. That Paul Liedberg was reelected to Council Seat F, a three year term ending October 2018, having received the greatest number of votes cast for this seat.
5. That Corey Evans was elected to School Board Seat D, a three year term ending October 2018, having received the greatest number of valid write-in votes cast for this seat.
6. That Patty Luckhurst was reelected to School Board Seat E, a three year term ending October 2018, having received the greatest number of votes cast for this seat.

PASSED and ADOPTED by the Dillingham City Council on October 15, 2015.

Alice Ruby, Mayor

ATTEST:

SEAL:

Janice Williams, City Clerk

A meeting of the Canvassing Committee was held on Thursday, October 8, 2015, in the City Council Chambers.

1. CALL TO ORDER

Election Chair Keggie Tubbs called the meeting to order at 12:24 p.m.

2. ROLL CALL

Canvass Committee Members present:
Keggie Tubbs Pearl Strub Dana Clark Sherry Christensen

Marilyn Rosene was absent and excused.

Staff Present:
Janice Williams

3. APPROVAL OF AGENDA

MOTION: Pearl Strub moved and Sherry Christensen seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

4. SPECIAL BUSINESS

a. Mismarked Ballot

Janice Williams noted one ballot was invalid and rejected because one of the seats was scribbled through. The voter would otherwise have been given a new ballot, but had already left the voting area.

She recommended setting it aside and opening it along with all of the valid ballots that would be approved by the committee.

MOTION: Pearl Strub moved and Dana Clark seconded the motion to accept the one mismarked ballot.

VOTE: The motion passed unanimously by voice vote.

b. Questioned Ballots

1) Tally Questioned Ballots

Janice Williams referred to the Question Verification Voter form with comments provided by the Nome Election office. A review was made on each of the eight questioned ballots that were received. After the review, one ballot was determined to be eligible when it was confirmed that the voter was registered to vote in Dillingham and lived within City limits. The remaining seven ballots did not meet the Dillingham Municipal Code voter qualifications.

MOTION: Sherry Christensen moved and Pearl Strub seconded the motion to accept the one questioned ballot and reject the remaining seven questioned ballots.

VOTE: The motion passed unanimously by voice vote.

c. Absentee Ballots

1) Tally Qualified Absentee Voting in Person Ballots

Keggie Tubbs referred to the Absentee in Person Register for the absentee ballots cast in person, and went through the list one-by-one, verified the check mark provided by staff meant they were a registered voter and asked the committee members to comment on whether or not they questioned the residency of any one individual.

MOTION: Pearl Strub moved and Sherry Christensen seconded the motion to accept the 32 absentee voting in person ballots.

VOTE: The motion passed unanimously by voice vote.

2) Tally Qualified Absentee Voting by Personal Representative Ballots

Keggie Tubbs read off the names of the three absentee voting by personal representative ballots. Staff verified all three were registered voters who resided within Dillingham limits. The three ballot envelopes were added to the other ballot forms already reviewed.

MOTION: Dana Clark moved and Pearl Strub seconded the motion to accept the three absentee voting by personal representative ballots.

VOTE: The motion passed unanimously by voice vote.

3) Tally Qualified Absentee Voting by Mail Ballots

There were three mail-in ballots. All three had been received. Two of the ballots arrived October 7. The voters of those two ballots also came in to vote on election day and signed the election register. Those two ballots will not be counted.

MOTION: Sherry Christensen moved and Pearl Strub seconded the motion to accept the one absentee voting by mail ballot and reject the other two.

VOTE: The motion passed unanimously by voice vote.

The accepted ballot envelopes were opened and the privacy sleeves placed on the table. A recount was made to verify there were 38 ballots.

The Committee determined to make a hand count of the absentee and questioned ballots, with one member reading the ballot, one watching while the ballot was read, one member tallying the votes, and one watching the tally being made.

The ballot results were read aloud by Keggie Tubbs and entered on the Certification of the Canvassing Committee Report/Official Tally Report.

d. Write-in and Voided Ballots

DMC 3.70.030, Record of canvass. The minutes shall indicate the disposition of all questioned, absentee, write-in and voided ballots.

Voided (spoiled) ballots: There was one voided (spoiled) ballot.

Write-ins: The one valid write-in candidate was Corey Evans filing for Seat D on the School Board. A write-in vote is counted only if the write-in named has met the qualifications to run and has filed a letter of intent with the City Clerk's office prior to the election.

e. Approve the Official Tally Report (copy attached)

MOTION: Dana Clark moved and Sherry Christensen seconded the motion to approve the Official Tally Report.

VOTE: The motion passed unanimously by voice vote.

TALLY VOTES		
	Name	Absentee/Questioned
MAYOR	Dave Gladden	0
	Tracy Hightower	3
	Holly Johnson	2
	Alice Ruby	33
	Write-ins	0
	Name	Absentee/Questioned
COUNCIL SEAT D	Curt Armstrong	31
	Write-ins	0
	Name	Absentee/Questioned
COUNCIL SEAT E	Andy Anderson	33
	Write-ins	0
	Name	Absentee/Questioned
COUNCIL SEAT F	Paul Liedberg	34
	Write-ins	0
	Name	Absentee/Questioned
SCHOOL BD SEAT D	No Candidate Filed	0
	Write-ins - Corey Evans	1
	Name	Absentee/Questioned
SCHOOL BD SEAT E	Patty Luckhurst	35
	Write-ins	0

f. Questioned Ballot Voter Statements

Janice Williams reported that following the meeting, a statement for Keggie Tubbs's signature would be distributed to each voter who filled out a questioned ballot, informing them if it was rejected or accepted, and the reason for the decision.

(Clerk Note: The Official Tally Report and the minutes of the Oct. 8 Canvassing Committee meeting will be presented to the Council at a Special Meeting, October 15 to certify the election.)

5. OTHER BUSINESS

There was no other business.

6. COMMITTEE COMMENTS

Pearl Strub:

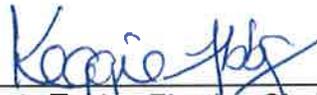
- thanked staff for providing the dinner meal.

Keggie:

- Spoke of his ongoing appreciation for the committee members, for showing up on time, and for staff providing the dinner meal.

7. ADJOURNMENT

Keggie Tubbs adjourned the meeting at 1:03 p.m.



Keggie Tubbs, Election Chairperson

ATTEST:



Janice Williams, City Clerk

Attachment: Certification of Canvassing Committee Results/Official Tally Report

CERTIFICATE OF CANVASSING COMMITTEE RESULTS

**CITY OF DILLINGHAM
OFFICIAL TALLY REPORT
October 8, 2015**

Regular City Election - October 8, 2015

Ballots Cast on Election Day	458	Ballots Counted on Election Day	457
Absentee in Person Ballots Received	32	Absentee in Person Ballots Counted	32
Absentee by Mail Ballots Received	3	Absentee by Mail Ballots Counted	1
Absentee by Personal Rep Ballots Recd	3	Absentee by Personal Rep Ballots Counted	3
Questioned Ballots Received	8	Questioned Ballots Counted	1
Number of Spoiled or Mismatched	1	Mismatched Ballot Counted	1
Total Ballots Issued	505	Total Ballots Counted	495

Mayor; a three year term ending October 2018.

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City Council Seat D; a two year term ending October 2017.

Name	Poll Votes	Absentee/Questioned	Total
Curt Armstrong	409	31	440
Write-ins	0	0	0

City Council Seat E; a three year term ending October 2018.

Name	Poll Votes	Absentee/Questioned	Total
Andy Anderson	391	33	424
Write-ins	0	0	0

CERTIFICATE OF CANVASSING COMMITTEE RESULTS

**CITY OF DILLINGHAM
OFFICIAL TALLY REPORT
October 8, 2015**

City Council Seat F; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
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Write-ins	0	0	0

School Board Seat D; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Write-in Corey Evans	23	1	24

School Board Seat E; a three year term ending October 2018.			
Name	Poll Votes	Absentee/Questioned	Total
Patty Luckhurst	417	35	452
Write-ins	0	0	0

Kegio [Signature] Election Judge 10/8/15 Date

[Signature] Election Judge 10/8/15 Date

Dana Clark Election Judge 10/8/15 Date

[Signature] Election Judge 10/8/15 Date

Attest:

[Signature] Election Judge 10/8/15 Date
Janice Williams, City Clerk

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-15

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 2.68, PLANNING COMMISSION, SECTION 2.68.130, DUTIES AND FUNCTIONS, AND SECTION 11.08.010, SPEED LIMITS, TO ACT ON REQUESTS FOR EXCEPTIONS TO SPEED LIMITS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 2.68.130. Section 2.68.130 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted language displayed as ~~strikethrough~~.

**Chapter 2.68
PLANNING COMMISSION**

2.68.160 Duties and functions.

- A. The planning commission shall prepare and recommend to the city council the following:
 1. A comprehensive plan consisting of maps and related texts for the systematic development of the city;
 2. Land use regulations to implement the comprehensive plan;
 3. A subdivision ordinance;
 4. The official map of the city. Said map shall include reference to land use regulations or other applicable restrictions prescribed by the commission; ~~and~~
 5. An annual update of a six-year capital improvement plan;
 6. Modifications to the documents specified in subdivisions 1 through 5 of this subsection; ~~and~~
 7. A review of proposed community structures and facilities for consistency with the comprehensive plan and the capital improvement projects plan; **and**
 - 8. A request for an exception to a speed limit in a specified area.**

B. The commission shall publish notice of and hold at least one public hearing before submitting its recommendations under subsection A of this section to the council. Notice shall be published in the same manner as in the case of ordinances.

- C. The planning commission shall:
 1. Act as the platting board;
 2. Act upon requests for variances; and
 3. Act upon requests for conditional uses;
 4. Provide other review recommendations and support as requested by the council.

Section 3. Amendment of Section 11.08.010. Section 11.08.010 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted language displayed as ~~strikethrough~~.

11.08.010 Speed limits.

A. Speed limits within the city limits shall be twenty-five miles per hour unless otherwise posted or unless set at a lower speed under state traffic provisions adopted by the city under Section 11.04.010.

B. **A resident can approach the Planning Commission with a request for an exception to a speed limit in a specified area.**

Section 4. Effective Date. This ordinance is effective upon passage.

BE IT ENACTED by the Dillingham City Council on _____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: October 15, 2015

Attachment to:

Ordinance No. 2015-15 / Resolution No. _____

Subject:

An ordinance of the Dillingham City Council amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, to Act on Requests for Changes in Speed Limits

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- A advertisement for a Public Hearing on Ordinance No. 2015-15 is scheduled to be placed in the October 8, 2015 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for October 15, 2015.

Summary Statement:

This ordinance was introduced at the October 1, 2015 Council Meeting.

This code change has been vetted through the Code Review Committtee and the Planning Commission and is being recommended for adoption.

Attachment to: 2015-15 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



NOTICE OF A PUBLIC HEARING

Public Hearing on Ordinance Nos. 2015-15, 2015-16, and 2015-17

The City Of Dillingham will hold a **Public Hearing** on Thursday, October 15, 2015, at 7:00 P.M. in the City Council Chambers for the purpose of taking comment from the public on the following ordinance:

- Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits
- Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process
- Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.27, City Clerk, to Add Records Manager Under Power-Duties Consistent with Essential Job Duties

If you have any questions, please contact the City Clerk's office at 842-5212 or email cityclerk@dillinghamak.us.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-16

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING SECTION 4.30.080 TO MAKE A MINOR CORRECTION TO CHANGE RESPONSIVE BIDDER TO RESPONSIBLE BIDDER, AND AMEND SECTION 4.30.100 E. TO ADD NOTICE OF INTENT TO AWARD TO THE COMPETITIVE SEALED BID PROCESS

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 4.30.080, Contracts/purchases of \$5,000 or \$20,000. Section 4.30.080 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened**.

**Chapter 4.30
CONTRACT AND PURCHASE PROCEDURES**

4.30.030 Definitions.

Whenever the following words or terms are used in this section, they shall be construed as follows unless the context clearly indicates otherwise:

A. **Lowest Responsible Bidder.** The successful low bidder shall possess financial ability to complete the contract; integrity, trustworthiness, skill, judgment and ability to perform faithful and conscientious work; experience and necessary facilities and equipment for doing the work, together with other essential factors. The qualifications of the bidder may be determined by but are not limited to the following criteria:

1. Bidder is a manufacturer or regular dealer;
2. Bidder is a bona fide manufacturer's agent or regularly employed on a salary or commission basis by one or more manufacturers of supplies or services being procured;
3. Bidder is a producer of the items under consideration;
4. Bidder is considered responsible and qualified because of:
 - a. Demonstrated judgment and integrity;
 - b. Experience rating on the basis of prior work or activity of a similar nature.

4.30.080 Contracts/purchases of \$5,000 to \$20,000.

Unless otherwise required by law, contracts and purchases estimated by the city manager in writing to be between five thousand and twenty thousand dollars may be made in the open market without competitive sealed bid or public notice, subject to the following:

A. Quotations and Award. Such open market contracts and purchases, whenever possible and practicable, shall be based upon at least three competitive written quotations from interested bidders and shall be awarded to the lowest qualified and ~~responsive~~ responsible bidder.

Section 3. Amendment of Section 4.30.100, Competitive sealed bid or proposal procedure. Section 4.30.100 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened**.

4.30.100 Competitive sealed bid or proposal procedure.

E. Award/protest.

1. The city manager or city representative (e.g., engineer or consultant to the city) shall provide a written evaluation of the bids received to the city council. Such evaluation shall take into consideration conformity with the specifications, terms of delivery, and direct response to other factors addressed and conditions imposed on the call for bids. The bid of a bidder who has failed to satisfactorily perform on a previous contract may be rejected. If the city manager reports to the city council that the lowest bidder was not responsible, notice shall be sent to the three apparent low bidders and the report shall be placed on the agenda of the next regularly scheduled council meeting; provided, however, that the bidders shall be allowed at least two weeks' notice of the meeting date.

2. Notice of intent to award does not constitute a formal award of a contract. The notice of intent to award must include:

a. a statement of a bidder's right to protest award, including the time within which the protest must be received, which is five days from the date of the notice; and

b. the name of the successful bidder; and

3. Unless only one responsive bid is received the notice of intent to award shall be issued to each bidder at least five days before formal award of the contract. If only one responsive bid is received, the contract may proceed as soon as practical after the notice of intent to award is issued.

(New language is underlined and **emboldened** and deleted language displayed as ~~strikethrough~~.)

4. Any unsuccessful bidder may appear at the council meeting at which a motion for award of contract is to be considered and present testimony to council regarding his/her bid and the city manager's recommendation of award.

5. The city council shall then determine whether it is in the best interest of the public to affirm, reject or modify the city manager's evaluation and recommendation and in so doing, make written findings to support its determination. The written findings shall be based on, but not limited to the definition of "lowest responsible bidder" at Section 4.30.030.

6. Notwithstanding other provisions of this chapter, the city may reject defective or nonresponsive bids; waive any irregularities in any and all bids; reject all bids; negotiate with two or more of lowest bidders, if bid prices are in excess of the money available or authorized, for a reduction in the scope, quality or quantity of the supplies or services; or readvertise for bids with or without making changes in the plans or specifications.

7. The city council shall award a contract under this chapter in the form of a resolution authorizing the city manager to enter into the contract under the terms and conditions as set forth in the bid documents, as established in this chapter and any other conditions as may be deemed necessary to protect the public interest. (Ord. 86-10 § 1, 1986.)

Section 4. 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: October 15, 2015

Attachment to:

Ordinance No. 2015-16 / Resolution No. _____

Subject:

Make a minor correction to DMC Section 4.30.080 to change responsive bidder to be responsible bidder and amend Section 4.30.100 E. to add the notice of intent to award to the competitive bid process

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2015-16 was scheduled to be placed in the October 8, 2015 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for October 15, 2015.

Summary Statement:

This ordinance was introduced at the October 1, 2015 Council meeting.

The city is looking to add a section on notice of intent to award to the section of code regarding the competitive bid process. The city is recommending a five day notice.

This code change is being recommended by the Code Review Committee for adoption by the Council.

AS 36.30.365 Notice of Intent to Award a Contract

At least 10 days before the formal award of a contract that is not for construction, and at least five days before the award of a construction contract, under this chapter, except for a contract awarded under AS 36.30.300 – 36.30.320, the procurement officer shall provide to each bidder of offer or notice of intent to award a contract. The notice must conform to regulations adopted by the commissioner.

Attorney Advisement.

The City is not required to follow either the administrative code or the statute on this point. Having ordinances mirror statutes is worthwhile when there is no good reason to diverge. If ten days is a reasonable choice for Dillingham, copying the state statute makes sense but Dillingham isn't obligated to do so.

Attachment to: 2015-16
Ordinance No. _____ / Resolution No. _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



NOTICE OF A PUBLIC HEARING
*Public Hearing on Ordinance Nos. 2015-15, 2015-16,
and 2015-17*

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If you have any questions, please contact the City Clerk's office at 842-5212 or email cityclerk@dillinghamak.us.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-17

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING CHAPTER 2.27, CITY CLERK, OF THE DILLINGHAM MUNICIPAL CODE TO ADD RECORDS MANAGER UNDER POWER-DUTIES CONSISTENT WITH ESSENTIAL JOB DUTIES

WHEREAS, Section 2.01.030, Records Retention and Disposal Schedule, directs that the city clerk shall prepare a records retention schedule specifying the records to be retained permanently, destroyed or disposed of routinely in the regular course of public business; and

WHEREAS, the job description for the City Clerk includes supervising the City's official records file maintenance, ensure that documents are recorded and filed properly and oversee the monitoring, archiving and destruction of documents per approved retention schedule.

WHEREAS, the City would be best served by adopting a city-wide records management program and creating a standardized set of rules for records management practices for all departments; and

WHEREAS, it would be in order to designate the City Clerk as Records Manager responsible for developing, implementing, and administering a city-wide records management program;

BE IT ENACTED BY THE DILLINGHAM CITY COUNCIL:

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 2.27.020, Powers – Duties. Section 2.27.020 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened**.

2.27.020 Powers—Duties.

The city clerk shall:

- A. Give notice of the time and place of council meetings to the council and to the public;
- B. Attend council meetings and keep the journal;
- C. Arrange publication of notices, ordinances, and resolutions;
- D. Maintain and make available for public inspection an indexed file including the municipal ordinances, resolutions, rules, regulations and codes;
- E. Attest deeds and other documents;
- F. Record and certify all actions of the council;
- G. Have the power to administer all oaths required by law;
- H. Be custodian of the city seal and the official records of the city;
- I. **Manage all municipal records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary.**

I. J. Give to the proper officials ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts or agreements;

J. K. Be the registrar of the city and be responsible for the calling and supervision of all city elections unless otherwise provided by law;

K. L. Under supervision of the city manager, be responsible for the preparation, publication, maintenance and distribution of the Dillingham Municipal Code and be responsible for keeping the code current by regular supplementation;

L. M. Prepare agendas and agenda packets as required by the governing body;

M. N. Assure that the municipality complies with 42 USC 1971 through 1974 (Voting Rights Act of 1965, as amended);

N. O. Act as the parliamentary advisor to the city council; and

O. P. Perform other duties specified in this title or prescribed by the city manager. (Ord. 77-7 § 2 (part), 1977; Ord. 84-8, 1984; Ord. 86-8 § 1, 1986; Ord. 09-05 § 2, 2009.)

Sections:

Section 3. 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: October 15, 2015

Attachment to:

Ordinance No. 2015-17 / Resolution No. _____

Subject:

Amend DMC Chapter 2.27, City Clerk, to add records manager under power-duties consistent with essential job duties

City Manager: Recommend Approval

Signature: Rose Doera

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-An advertisement for a Public Hearing on Ordinance No. 2015-17 was scheduled to be placed in the October 8, 2015 , 2015 edition of the Bristol Bay Times as required to be advertised in a local newspaper five days in advance of the public hearing, which is scheduled for October 15, 2015.

Summary Statement:

This ordinance was introduced at the October 1, 2015 Council meeting.

Municipal Records Management

In most municipalities, it is usually the clerk's responsibility to develop a records management program designating the city clerk as the records manager with city-wide responsible for the overall program. Amending this duty to the City's code would be consistent with other municipalities and the current job description for the city clerk.

This code change was vetted through the Code Review Committee and is being recommended to the Council for adoption.

Attachment to: 2015-17
Ordinance No. _____ / Resolution No. _____

Summary Statement continued:

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



NOTICE OF A PUBLIC HEARING
*Public Hearing on Ordinance Nos. 2015-15, 2015-16,
and 2015-17*

The City Of Dillingham will hold a **Public Hearing** on Thursday, October 15, 2015, at 7:00 P.M. in the City Council Chambers for the purpose of taking comment from the public on the following ordinance:

- Adopt Ordinance No. 2015-15, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.68, Planning Commission, Section 2.68.130, Duties and Functions, and Section 11.08.010, Speed Limits, to Act on Requests for Changes in Speed Limits
- Adopt Ordinance No. 2015-16, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Section 4.30.080 to Make a Minor Correction to Change Responsive Bidder to Responsible Bidder, and Amend Section 4.30.100 E. to Add Notice of Intent to Award to the Competitive Sealed Bid Process
- Adopt Ordinance No. 2015-17, An Ordinance of the Dillingham City Council Amending Dillingham Municipal Code Chapter 2.27, City Clerk, to Add Records Manager Under Power-Duties Consistent with Essential Job Duties

If you have any questions, please contact the City Clerk's office at 842-5212 or email cityclerk@dillinghamak.us.

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-18

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15.030, EXEMPTIONS TO ESTABLISH PROCEDURES AND DEADLINES FOR FILING THE SENIOR CITIZEN/DISABLED VETERAN EXEMPTION

WHEREAS, the City of Dillingham has been following the Alaska Administrative Code Title 3, for filing applications for senior citizen and disabled veteran property tax exemption on forms provided by the Department of Community and Economic Developments; and

WHEREAS, the filing deadline under 3 AAC 134.050 is January 15 of the assessment year; and

WHEREAS, the City is required under AS 29.45.050 (f), to establish by ordinance procedures and deadlines for filing the application. However, the governing body of the municipality for good cause shown may waive the claimant's failure to make timely application for exemption and authorize the city to accept the application as if timely filed; and

WHEREAS, the City will extend its deadline up to May 25, if the applicant can provide a written statement showing good cause for filing late;

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

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Section 4.15.030. Section 4.15.030 of the Dillingham Municipal Code is hereby amended as follows with new language underlined and **emboldened** and deleted language shown as ~~strikethrough~~.

4.15.030 Real and Personal Property Exemptions.

~~A. Property exempted from taxation shall be those items cited at AS 29.45.030, including rental household and office furniture.~~

A. The property listed in AS 29.45.030 is exempt from general taxation, subject to the requirements set out therein and in this section.

B. Application Required. An application provided by the city for an exemption from taxation of property shall be filed with the city in accordance with AS 29.45.030.

C. Senior Citizen or Disabled Veteran Eligibility.

1. Residents of the City of Dillingham are eligible for a real property tax exemption on the first \$150,000 of assessed value on the real property they own and occupy as a primary residence and permanent place of abode if the individual meets one of the following requirements:

a. 65 years of age or older;

- b. disabled veteran; or
- c. at least 60 years old who is the widow or widower of a person who qualified for an exemption under (a) or (b) of this subsection.

2. Only one exemption may be granted for the same property and, if two or more persons are eligible for an exemption for the same property, the parties shall decide between or among themselves who is to receive the benefit of the exemption.

3. Disabled Veteran means a disabled person:

- a. separated from the military service of the United States under a condition that is not dishonorable who is a resident of the state, whose disability was incurred or aggravated in the line of duty in the military service of the United States, and whose disability has been rated as 50 percent or more by the branch of service in which that person served or by the United States Department of Veterans Affairs; or
- b. who served in the Alaska Territorial Guard, who is a resident of the state, whose disability was incurred or aggravated while serving in the Alaska Territorial Guard, and whose disability has been rated as 50 percent or more.

4. Assessment Date. In order to qualify for an exemption described in this section, an applicant must fulfill the requirements for the exemption as of January 1 in the tax year for which the exemption is sought.

5. Filing Deadline. An application for exemption shall be filed no later than February 15 of the assessment year for which the exemption is requested.

6. Deadline Extension for Good Cause. The assessor may accept an exemption application after February 15 and up to May 25, of the assessment year for which the exemption is requested only upon a showing of good cause. A request to accept a late filed exemption application for a tax year shall be filed with the Finance Director. A denial of such a request may be appealed to the Board of Equalization pursuant to subsection 4.15.030 (C)(12). Notwithstanding any other provision of law, a request to accept a late filed exemption application shall not be granted if it is not filed on or before May 25 of the tax year for which the exemption is sought.

- a. "Good cause," for purposes of waiver of the filing deadline, is a written explanation by a medical doctor which unequivocally establishes that the person seeking the exemption was physically or mentally incapacitated and therefore unable to submit a timely application or to appoint an authorized representative to file an exemption application on his or her behalf.

7. Senior Citizen Applications.

- a. Qualifying senior citizen applicants are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, or other factors affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status.

8. Disabled Veterans Applications.

- a. The City shall accept disabled veteran applications for previous tax years only where the disabled veteran has made timely application for each year the exemption is sought and has received a qualifying retroactive

disability evaluation from the Veteran's Administration or applicable branch of service.

b. Qualifying disabled veterans who are permanently disabled are not required to reapply annually and shall remain in exempt status until the time when changes in ownership, occupancy, property use, status of disability or other factor affecting the exemption causes the property to either spatially qualify or no longer qualify for exempt status.

c. Disabled veterans who have not received a permanent disability rating are required to file annually.

9. City Notification. Property owners shall notify the city when the requirements for exemption are no longer met.

10. Assessor Determination and Request for Proof. If the assessor determines that a property is not eligible for exemption, all taxes, penalty and interest due on the property from the tax lien date following the date the property should have been subject to taxation are immediately due and owing. The assessor may require proof under this section at any time.

11. Certain Exempted Properties. Laws exempting certain property from execution under the Code of Civil Procedure (AS 09) do not exempt the property from taxes levied and collected by municipalities.

12. Appeal. A person may appeal the city's denial of an application for the exemption of property from taxation to the Board of Equalization pursuant to DMC 4.15.125 through 4.15.140.

a. The appeal shall be filed with the city clerk, in writing, setting forth with specificity the explanation in support of the reason for the appeal, within 30 days of the city's determination to deny the exemption application.

b. The Board of Equalization's decision on the appeal may be filed as an administrative appeal to the superior court within 30 days, which appeal shall be on the record on which the Board of Equalization based its merits.

B. D. Snowmobiles and three, four, or six wheel all terrain vehicles (not to exceed manufactured dry weight of one thousand pounds) shall be exempted from personal property taxation.

C. E. Recreational boats and all outboard motors shall be exempted from personal property taxation. For purposes of this exemption "recreational boats" means watercraft used or capable of being used as a means of transportation on water and used exclusively for purposes other than commercial purposes and which are otherwise exempt from taxation under this section.

"Commercial purposes" means activities for which a person receives direct monetary compensation or activities for which a person receives no direct monetary compensation, but that are incidental to and done in furtherance of the person's business.

D. F. The following boats are not exempt from personal property taxation under this section:

1. Boats used for commercial purposes, the amount of the assessed valuation over three hundred thousand dollars is not taxable. Unless renewed by the Dillingham city council, the exemptions granted under this subsection shall expire on December 31, 2018, after which the full and assessed value of such vehicles shall be taxable;

2. Boats required to display a commercial operator permit under state law or regulation;

3. Fishing vessels required to display a number plate by AS 16.05.520(A) or any successor state law or regulation;
4. Boats for which a commercial vessel license is required under state law;
5. Boats owned or operated by any time during the preceding calendar year for the purpose of the taking, fishing for, or possession of fish, shellfish, or other fishery resources with the intent of disposing of them for profit, or by sale, barter, trade, or in commercial channels regardless of whether the boat was actually used for this purpose;
6. Boats for which a vessel entry permit is required; and
7. Boats operated at any time during the preceding calendar year for hire. (Ord. 01-12 § 1 (part), 2001; Ord. 08-02 § 3, 2008; Ord. 13-13 § 2, 2013.)

A. G. Rental household and office furniture are exempt.

Section 3. Effective Date. This ordinance is effective upon passage.

BE IT ENACTED by the Dillingham City Council on _____.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

Attachment to:

Ordinance No. 2015-18 / Resolution No. _____

Subject:

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15.030, EXEMPTIONS TO ESTABLISH PROCEDURES AND DEADLINES FOR FILING THE SENIOR CITIZEN/DISABLED VETERAN EXEMPTION

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The City is required by law to establish a deadline for filing a senior exemption on real property. This is not included in our current code, but the City has been adhering to the Alaska Administrative Code which specifies by January 15. This ordinance would establish February 15 as the deadline and no later than May 25 of the same year, for good cause, which is prior to certifying the tax roll by June 15 of each year.

AS 29.45.050 (f). Each municipality shall, by ordinance, establish procedures and deadlines for filing the application. The governing body of the municipality for good cause shown may waive the claimant's failure to make timely application for exemption and authorize the assessor to accept the application as if timely filed.

According to the State Assessor's Office:

The specific deadline is up to the City of Dillingham. The amendment would greatly expand the opportunity for individuals to make an application for the exemption and expand it to a point that is pretty much the limits of what is fiscally feasible. The City is not bound to accept any applications that are received after the deadline specified by its code.

In item 4.15.030 E. Effective Date. The effective date of the application is January 1 of the tax year as that is the lien date in Alaska. The lien date is defined by the State's assessor as follows:



Summary Statement continued:

Per AS 29.45.110(a)

“(a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS 29.45.060, and 29.45.230. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.”

So, all values, exemptions and conditions of the property are effective as of January 1st. If a building exists on January 1st and burns down on February 1st, it is taxable as if it were still there and in the condition in which it stood on January 1st. Likewise, if a qualifying senior owned the property on January 1st, the senior exemption stays with the property for the ENTIRE year. If the senior sells the property to a non-senior citizen and buys another on January 2nd, the exemption stays with the original home. The senior citizen loses the benefit of the exemption for the year, but can reapply for the exemption on the new home in the next year. Meanwhile, the new owner of the original home will receive the benefit of the exemption for the current year.

It is called the “lien date” as the value for the impending lien on the property (the property tax itself) is established as of that date.

This code change was vetted through the Code Review Committee and is being recommended to the Council for adoption.

Route to	Department Head	Date
	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

ORDINANCE NO. 2015-19

AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING DILLINGHAM MUNICIPAL CODE CHAPTER 4.15 TO ADD ADDITIONAL PENALTIES FOR FAILING TO FILE A PERSONAL/BUSINESS PROPERTY TAX RETURN, ADDING NEW SECTION 4.15.052 TO CLARIFY TAX ASSESSMENTS OF AIRCRAFT, ADDING NEW SECTION 4.15.091 REGARDING AUDITS OF PERSONAL/BUSINESS PROPERTY, COMBINING SECTIONS 4.15.180 AND 4.15.100 TO CLARIFY PENALTIES FOR VIOLATIONS, AND AMEND SECTION 1.20.040 TO ADD A FINE FOR FILING A FALSE TAX STATEMENT

WHEREAS, it is necessary to make it clear that aircraft must be reported as personal property each year; and

WHEREAS, the City of Dillingham desires to put more enforcement behind filing personal/business property returns by changing its existing fee structure;

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

Section 1. Classification. This is a code ordinance.

Section 2. Amendment of Chapter 4.15. Chapter 4.15 of the Dillingham Municipal Code is hereby amended by the addition of a new section 4.15.052 to read as follows:

4.15.052 Aircraft.

A. For the purpose of assessing, levying, and collecting taxes, any aircraft which is used for personal or commercial purposes within city limits, or which is registered and/or stored within city limits at any time in a tax year shall be considered personal property and the owner shall provide the taxable value of the aircraft to the City. All aircraft which are not subject to personal property taxation as non-scheduled air carriers under DMC 4.15.055 are subject to personal property taxation under this section.

B. All aircraft owners must file a personal/business property tax return indicating the value of the aircraft as of January 1 of each tax year. Aircraft are assumed to be present within the city year round unless demonstrated otherwise. If the owner of an aircraft can demonstrate the aircraft was absent one or more days during the tax year, the owner shall file a return indicating (1) the value of the aircraft, and (2) the number of days the aircraft was not in Dillingham. This assessed value of such aircraft shall be determined by the following formula:

Assessed value = (fair market value / 365 days) x number of days [including partial days] in Dillingham

C. An aircraft that is in transit and does not receive any benefit or services in Dillingham during the year is not subject to taxation under this section.

Section 3. Amendment of Chapter 4.15. Chapter 4.15 of the Dillingham Municipal Code is hereby amended by the addition of a new section 4.15.091 to read as follows:

4.15.091 Audit personal/business property.

As part of the contracted services, the assessor may be asked to provide onsite audits of personal/business property.

Section 4. Repeal and re-enactment of Section 4.15.100. Section 4.15.100 of the Dillingham Municipal Code is hereby repealed and re-enacted to read as follows:

4.15.100 Violations, penalties, and interest

A. Any person who fails to file a personal/business property assessment tax return in person or postmarked on or before the first business day in February shall be assessed a late penalty of fifty dollars (\$50).

B. If the city is required to initiate a force filing on a person’s personal/business property assessment return not received before the first business day in March, the following penalties will be imposed in addition to the penalty required by the previous subsection.

1. First year the force filing fee is one hundred dollars (\$100);
2. Second consecutive year the force filing fee is two hundred and fifty dollars (\$250); and
3. Third and every consecutive year thereafter the force filing fee is four hundred dollars (\$400) and an onsite audit shall be scheduled.

~~4.15.180 A.~~ C. A penalty of ten percent of the property tax due by the dates established in DMC 4.15.160(C), shall be added to all delinquent taxes, and interest of six percent per year shall accrue on unpaid taxes, not including penalty from the date due until paid in full.

D. Filing a false statement in an attempt to evade taxation is unlawful and shall result in a fine in an amount not to exceed three hundred dollars (\$300) in addition to payment of all taxes and fees owed.

Section 5. Repeal of Section 4.15.180. Section 4.15.180 of the Dillingham Municipal Code is hereby repealed.

Section 6. Amendment to Title 1, Chapter 1.20, Section 1.20.040. That Dillingham Municipal Code 1.20.040 – Minor Offense Fine Schedule is hereby amended by the addition of new language to read as follows:

Code Section	Offense	Penalty/Fine
4.15.100(D)	Filing a false tax statement	300

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

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

Attachment to:

Ordinance No. 2015-19 / Resolution No. _____

Subject:

Amend DMC Chapter 4.15 to add additional penalties for failing to file a personal/business property tax return, add new section 4.15.052 to clarify tax assessments on aircraft, add new section 4.15.091 regarding audits of personal/business property, and combine sections 4.15.180 and 4.15.100

City Manager: Recommend Approval

Signature: *James Williams for Rose Soera*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

The Code Review Committee was tasked with reevaluating the property tax for aircraft after a citizen voiced his concern that aircraft owners may be storing their aircraft outside city limits, because of the property tax, resulting in less business for those who maintained them. The committee reviewed:

- 1) changing to a flat registration fee for aircraft;
- 2) the criteria that determined if an aircraft was taxable even though it was not stored year round in Dillingham;
- 2) stricter enforcement for chronic non-filing.

It was advised that a flat registration fee would generate significantly less revenue. The committee was not recommending this course of action at this time. However, the committee agreed that there needed to be stricter penalties for not filing a tax return. The recommended increasing the force filing fee for each consecutive year, requiring an onsite audit, and charging a late penalty fee in addition to the force filing fee. The city was advised by its attorney and assessor that it could also adopt an allocation formula to collect personal property tax based on the aircraft's value and the number of days in Dillingham during the previous calendar year.

The Committee is recommending Ord. No. 2015-19 to the Council for adoption. It will be introduced October 15, 2015, and scheduled for a public hearing November 5, 2015.



Attachment to: 2015-19 / Resolution No. _____
Ordinance No. _____

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

2015-20

Action Memorandum No. _____

Subject:

Award RFP 2015-13 Engineering Services for Lift Station Replacement to CRW Engineering Group LLC

City Manager: Recommend Approval

Signature: *Gene Williams for Rose-Lora*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Fiscal note will be presented as a lay down at the Council meeting.

Summary Statement:

The Council approved Resolution No. 2015-53, September 10, 2015, to authorize the city manager to advertise a RFP for engineering services for lift station equipment. The RFP was to provide sizing of lift station pumps, rails, starters, and control panels for six lift stations.

The funding is coming from the Wastewater Municipal Matching Grant.

The RFP was advertised on the City's website September 3, placed in two editions of the Bay Times, September 10 and September 17, and posted locally around town. Bids were due by October 2.

There were four valid bidders:
Bristol Engineering Services Corporation
CMH Consultants
CRW Engineering Group LLC
WH Pacific

Based on the lowest responsive bidder criteria, management is recommending awarding the contract to CRW Engineering Group LLC.

Action Memorandum No. 2015-20

Summary Statement continued:

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

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	