



Alice Ruby, **Mayor**

**Council Members**

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

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

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

<b>WORKSHOP; FY2020 BUDGET</b>	<b>6:00 P.M.</b>	<b>JUNE 6, 2019</b>
<b>REGULAR MEETING</b>	<b>7:00 P.M.</b>	<b>JUNE 6, 2019</b>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - a. Regular Council Meeting, May 8, 2019 ..... page 3
  - b. BOE Hearing, May 16, 2019 ..... page 7
4. **APPROVAL OF CONSENT AGENDA**  
  
**APPROVAL OF AGENDA**
5. **STAFF REPORTS**
  - a. City Manager and Staff Reports ..... page 15
  - b. Standing Committee Reports
6. **PUBLIC HEARINGS**
7. **CITIZEN'S DISCUSSION (Prior Notice or Agenda Items)**
8. **ORDINANCES AND RESOLUTIONS**
  - a. Introduce Ordinance No. 2019-02; An Ordinance of the Dillingham City Council Amending the Budget by Adopting Budget Amendment No. 1 and Appropriating Funds for the FY2019 City of Dillingham Budget
  - b. Introduce Ordinance No. 2019-03; An Ordinance of the Dillingham City Council Adopting the Budget and Appropriating Funds for the FY2020 City of Dillingham Budget
  - c. Approve Resolution No. 2019-15; A Resolution of the Dillingham City Council Establishing the Rate of Levy of Tax, the Date Taxes are Due, and the Delinquent Dates for Calendar year 2020, and Accepting the Certification of the Tax Roll
9. **UNFINISHED BUSINESS**
  - a. Interim Staffing Plan
  - b. Citizen Committee Appointments
    - 1) Senior Advisory Commission – 1 seat open
  - c. Progress Report

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

**10. NEW BUSINESS**

- a. Approve Action Memorandum 2019-05, Authorize Task Order Number 1 to CRW for the Lagoon Mitigation Study

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

**12. COUNCIL COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURNMENT**

**1. CALL TO ORDER**

A regular meeting of the Dillingham City Council was held on Wednesday, May 8, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Ruby called the meeting to order at 7:00 p.m.

**2. ROLL CALL**

Mayor Ruby was present.

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

Andy Anderson	Chris Maines	Aksel Buholm
Chris Napoli	Gregg Marxmiller	

Curt Armstrong was excused.

Staff in attendance:

Lori Goodell	Dan Pasquariello	Cynthia Rogers
--------------	------------------	----------------

**3. APPROVAL OF MINUTES**

- a. Regular Council Meeting, April 4, 2019
- b. Special Council Meeting, April 11, 2019
- c. Special Council Meeting, April 15, 2019

MOTION: Chris Napoli moved and Andy Anderson seconded the motion to adopt the minutes of April 4, 2019, April 11, 2019, and April 15, 2019 in block.

VOTE: The motion passed unanimously by voice vote.

**4. APPROVAL OF CONSENT AGENDA**

There was no consent agenda.

**APPROVAL OF AGENDA**

MOTION: Chris Maines moved and Chris Napoli seconded the motion to approve the agenda.

VOTE: The motion passed unanimously by voice vote.

**5. STAFF REPORTS**

- a. City Manager and Staff Reports

There were no additional items reported on.

- b. Standing Committee Reports

Code Review Committee:

Finance and Budget Committee:

Friends of the Landfill:

There were no committee reports.

## 6. PUBLIC HEARINGS

There was no public hearing.

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

There was no citizen discussion.

## 8. ORDINANCES AND RESOLUTIONS

- a. Adopt Resolution 2019-14; A Resolution of the Dillingham City Council Declaring the Eligibility of the City of Dillingham to Submit an Application to the Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Community Transportation Program for the Nerka Subdivision Roadway Improvements Project in Dillingham, Alaska and Authorizing Curyung Tribal Council to Sign the Application and Future Project Agreements

MOTION: Andy Anderson moved and Chris Napoli seconded the motion to adopt Resolution 2019-14.

- The Engineer for the project is Bristol Engineering.
- Teal Lane extension is part of the project.
- The MOU Committee is not part of the application process.

VOTE: The motion passed by unanimous voice vote.

## 9. UNFINISHED BUSINESS

- a. Citizen Committee Appointments
  - 1) Senior Advisory Commission – 1 seats open

There were no letters of interest.

- 2) Friends of the Landfill – 2 seats open (*4 letters of interest received*)

June Ingram withdrew her letter, Dan Decker will attend meetings as a volunteer. It was noted that no one is excluded from participation.

The Mayor recommended to appoint Renee Roque and Gabe Dunham as members to the Friends of the Landfill Committee.

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

VOTE: The motion passed unanimously by voice vote.

- b. Progress Report
  - 1) Dave Carlson House Property
  - 2) Territorial School

There were no progress reports.

## 10. NEW BUSINESS

- a. City Staffing

Mayor Ruby: it is in the best interest of the city to appoint an acting City Manager during Mr. Larson's convalescence. Tod will work on special projects as his health allows and the council will reevaluate the City's needs on June 1. Cynthia Rogers, Planning Director was proposed for this appointment. It is recommended for her to hire help with projects if needed. Regular communication with the City Manager will be maintained. It was noted that pay scale adjustments from the beginning of the incident for this coverage will be made.

MOTION: Chris Napoli moved and Aksel Buholm seconded the motion to appoint Cynthia Rogers as Acting City Manager, to allow for a pay scale adjustment, and a reevaluation of the position on June 1, 2019.

VOTE: The motion passed unanimously by voice vote.

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

Gina Carpenter: spoke in support of the Territorial School restoration and usage. Noting the historical value of the building.

**12. COUNCIL COMMENTS**

Gregg Marxmiller:

- Thanked staff for their amazing work, and stated he hoped Mr. Larson was back soon.

Chris Napoli:

- Commented on the City’s dedicated staff.
- Spoke regarding the citizen’s letter concerning B & B’s in Dillingham.

Aksel Buholm:

- Thanked staff.
- Confirmed work on the Bingman property.

Bingman property will require a hazmat review prior to clean up. Research is currently being done to address this issue. It was noted there is quite a bit of material that can be salvaged from the site, and the city has received inquiries about utilizing the commercial space post clean up. It is the city’s intention to have this project completed prior to winter.

Andy Anderson:

- Spoke regarding the Sales Tax work being done by AML in conjunction with Wayfair decision.
- Noted he is 100% behind Tod and wished him well.

**13. MAYOR’S COMMENTS**

Alice Ruby:

- Commented the Finance and Budget Committee will hold work sessions on 5/10 and 5/13.
- Stated Council will be kept up to date on the City Managers condition.

**14. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:45 p.m.

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

ATTEST:

\_\_\_\_\_  
Kelsa Brandenburg, Acting City Clerk

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

This page left intentionally blank

**1. CALL TO ORDER**

The Board of Equalization Hearing was held on Thursday, May 16, 2019, at the Dillingham City Council Chambers, Dillingham, Alaska. Mayor Alice Ruby called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Mayor Alice Ruby was present.

Council Members present and establishing a quorum (a quorum being three):

Curt Armstrong      Chris Maines      Chris Napoli

Staff in attendance:

Lori Goodell, City Clerk      James Canary, City Assessor

Guests:

Ryan Ayars

**3. APPROVE THE AGENDA**

MOTION:      Chris Napoli moved and Chris Maines seconded motion to approve the agenda.

VOTE:          The motion to approve the agenda passed by unanimous voice vote.

**4. ASSESSOR’S COMMENTS**

Jim Canary noted there were forty-three real property appeals submitted, thirty-one of them had been settled, with twelve unresolved. He explained that he has worked on valuations with a gross increase of 13% since 2016, bringing valuations to 96% of market. The assessment data base has been delivered and city employees received training. It was noted that bills are not split, tax billing goes to the owner of record.

The process the Board of Equalization (BOE) will utilize was reviewed; appellants would be heard first, followed by the City Assessor, and the appellant would have an opportunity to address the BOE after Assessor comments.

**5. DETERMINE NO. OUTSTANDING APPEALS**

a.      Late-Filed Appeals

1)      Stephen Elliott; Account 103338

Alice Ruby explained the role of the Board was to determine if the property owner was unable to comply and file a timely appeal.

The letter sent in from the appellant was reviewed and consensus was there is no compelling reason why the property owner was unable to file timely.

MOTION: Chris Napoli moved and Chris Maines seconded the motion that the Board deny Stephen Elliott’s late file appeal.

The appellant did not demonstrate a reasonable absence, nor show his circumstances were out of his control.

VOTE: The motion passed by unanimous voice vote.

**6. APPEALS FOR CONSIDERATION**

a. Personal Property

1) Settled Appeals

Alice Ruby referred to list of settled appeals. The assessor had reached a written agreement with the appellants on Appeal Numbers:

PP19-01	PP19-02	PP19-03	PP19-04	PP19-05
---------	---------	---------	---------	---------

The City has been advised by Attorney Cacciola that all settled appeals may be approved in one motion as long as there are no objections or need to single out any certain appeal.

MOTION: Chris Maines moved and Chris Napoli seconded the motion to accept the settled appeals in block for personal property as listed.

VOTE: The motion passed unanimously by voice vote.

b. Real Property

1) Settled Appeals

Alice Ruby referred to the list of settled appeals. The assessor had reached a written agreement with the appellants on Appeal Numbers:

RP19-01	RP19-02	RP19-03	RP19-04	RP19-05
RP19-06	RP19-07	RP19-08	RP19-09	RP19-10
RP19-11	RP19-12	RP19-13	RP19-14	RP19-15
RP19-21	RP19-22	RP19-23	RP19-27	RP19-28
RP19-31	RP19-32	RP19-34	RP19-35	RP19-36
RP19-37	RP19-38	RP19-39	RP19-41	RP19-42
RP19-43				

MOTION: Chris Napoli moved and Chris Maines seconded the motion to accept settled appeals as listed and ask for a yes vote granting the revisions for the reasons given in the assessor’s review form.

VOTE: The motion passed unanimously by voice vote.

- 2) Appeals Not Settled
  - Appeal RP19-33 will be heard first as the appellant is present

a) RP19-33, Bernie B L2, Ryan & Chelsea Ayars

Appellant presentation: Ryan Ayars

Mr. Ayars stated there was an agreed on value at the 2018 BOE. The only improvements made were an addition of approximately \$5,000 in gravel. There is a \$250,000 jump in valuation and comparisons were submitted. He asked if he was going to have fight an increase every year, noting it is difficult to budget for that.

Assessor presentation: Jim Canary (assessor memo was reviewed)

The 2018 reduction in valuation was based on improvements appellant stated were planned, with an anticipation of valuation going to back up for 2019, which is based on a deed of trust. There were numerous attempts to contact the appellant, messages were left, with no response.

Appellant rebuttal: Ryan Ayars

There have been no improvements other than the septic, which was installed by the previous owners, and the gravel already mentioned. Any increase in valuation will be passed on to the tenants. They have owned the property since June of 2017, and used quicken as well as comparisons for their valuation.

MOTION: Chris Napoli moved and Curt Armstrong seconded the motion to deny appeal RP19-33.

2018 valuation was decreased on planned improvements, if not accomplished valuation increase may not be warranted. Septic work was completed, not all improvements stated in 2018 were done. Work done should be considered in 2019 valuation as well as assessor noted increase of 13%. An informative decision with a stated reason not opinion is needed.

Question called; no objection

VOTE: The motion failed unanimously by voice vote.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to grant appeal RP19-33 and ask for a yes vote and value the property at \$621,300 based on the 2018 assessment plus 13% increase, with septic put in place and some improvements done but not all improvements accomplished.

VOTE: The motion passed unanimously by voice vote.

VOTE: The motion passed unanimously by voice vote.

b) RP19-16, USS 155 L 1N Possessory Interest, Vitus Energy

Appellant presentation:

There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)

Mr. Canary commented the City Attorney noted the 2018 assessment appeal is still pending in superior court. The City Attorney recommends the BOE follow the precedent it set last year, and deny the appeal.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny Vitus Energy appeal RP19-16.

Vitus Energy LLC did not challenge, or question how the valuation was determined.

VOTE: The motion passed unanimously by voice vote.

c) RP19-17, USS 2995 B L2, Gorden & Susan Issacs

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
Land becomes improved when a dwelling is built increasing the land value. There are several building on the lot, one is a business which is not yet upon but stands ready to do so.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-17, USS 2995 B L2.

VOTE: The motion passed unanimously by voice vote.

d) RP19-18, Napaq B3 L7, Gorden & Susan Issacs

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
The difference between a raw lot value and improved site value was noted. A spreadsheet of sales in Dillingham was looked at. The 13% valuation increased was noted as a gross total value, individual areas may be more drastically impacted and other areas less so. The assessor is charged with January 1<sup>st</sup> valuations at full market value. This property has a wetland view with three dwellings. Comparisons indicate a reduction in value to \$474,200.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to grant a valuation revision for appeal RP19-18 and ask for a yes vote with a property value at \$474,200 for the reasons provided by the assessor.

VOTE: The motion passed unanimously by voice vote.

e) RP19-19, Napaq B3 L6, Gorden & Susan Isaacs

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
This property has a desirable wetland view with a B&B on it, providing an income stream.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-19 that the original assessment stands. I ask for a yes vote denying the appeal because the appellant failed to show that the original assessment was improper.

VOTE: The motion passed unanimously by voice vote.

f) RP19-20, Nerka B L6, Gorden & Susan Isaacs

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
This is an improved lot with a dwelling. Land values are increased by improvements.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-20 and ask for a yes vote. The original assessment stands because the appellant failed to show that the original assessment was improper.

VOTE: The motion passed unanimously by voice vote.

g) RP19-24, Ahklun View Estates LTRA, Thomas & Janet Armstrong Schlagel

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
This property was found with the GIS and is the first year it shows on the tax roll. The property has been improved as a runway. However, the runway fill continues to sink into the wetlands and more fill is required to make the strip more usable. It is recommended to reduce the valuation to \$62,200.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to grant all revisions to appeal RP19-24 for reasons as set forth by the assessor memorandum.

Curt Armstrong disclosed he is a family member to the appellant, but has no financial interest in appeal RP19-24, RP19-25, and RP19-26.

VOTE: The motion passed unanimously by voice vote.

h) RP19-25, Sampson Estates B L9, Thomas & Janet Armstrong Schlagel

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
The land is an improved lot with a dwelling that has been increased in size.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-25 and concur with the assessor's recommendation for no change in assessed value.

VOTE: The motion passed unanimously by voice vote.

i) RP19-26, Ahklun View Estates B2 L5, Thomas & Janet Armstrong Schlagel

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
Sales comparisons were discussed. Based on a site inspection the assessor recommends a revised valuation at \$33,000.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to grant a value revision of \$33,000 to appeal RP19-26 as set forth by the assessor, with a yes vote for reasons given in the assessor memorandum.

VOTE: The motion passed unanimously by voice vote.

j) RP19-29, Float Plane B3 L4, Michele Masley & Todd Radenbaugh

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
Valuation has been way below sales price and increased in 2019. Owner states concerns of neighbor bringing down values. No change to value is recommended.

MOTION: Chris Napoli moved and Curt Armstrong seconded the motion to deny appeal RP19-29 and that the original assessment stands. I ask for a yes vote denying the appeal because the appellant failed to show that the original assessment was improper.

It was commented the values in this area have been going up.

VOTE: The motion passed unanimously by voice vote.

k) RP19-30, Float Plane B2 L1, Michele Masley & Todd Radenbaugh

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)

This is lake front property and the view has been increased. The assessor recommends to change to the assessed value.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-30, the original assessment stands, asking for a yes vote denying the appeal because the appellant has failed to show the original assessment was improper.

VOTE: The motion passed unanimously by voice vote.

I) RP19-40, Fireweed B L1, Elizabeth Pirillo

Appellant presentation:  
There was no appellant presentation.

Assessor presentation: Jim Canary (assessor memo was reviewed)  
Assessor attempts to contact owner with no response. Exterior inspection was done, completion was determined to be 48% and 14% depreciation was applied for condition. No change to assessed value is recommended.

MOTION: Chris Napoli moved and Chris Maines seconded the motion to deny appeal RP19-40, the original assessment stands, asking for a yes vote denying the appeal because the appellant has failed to show the original assessment was improper.

VOTE: The motion passed unanimously by voice vote.

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

There was no citizen discussion.

**8. COMMITTEE COMMENTS**

Chris Napoli:

- Stated the process has evolved since the last time he was on the BOE. Noting he appreciates the work the Assessor does, and information provided by the City Clerk.

Alice Ruby:

- Commented she appreciates all the work that goes into the BOE process.
- Stated that she sympathizes with the residents.
- Noted Dillingham is not big enough for property forgiveness, the BOE must be objective and base decisions on facts.

**9. ADJOURNMENT**

Mayor Ruby adjourned the meeting at 7:02 p.m.

ATTEST:

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

\_\_\_\_\_  
Kelsa Brandenburg, Acting City Clerk

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

# *City of Dillingham*

## House District 37 / Senate District S

~ 5/24/19 ~

### *31<sup>st</sup> Alaska State Legislature ~ 1<sup>st</sup> Special Session*

## **MAY 2019 – LEGISLATIVE REPORT**

*Cliff Stone / City Lobbyist*

*~ Legislature goes into overtime when called into a special session by the governor ~*



The 121<sup>st</sup> legislative day came and went with a whimper on May 15<sup>th</sup>. This is the day that is constitutionally mandated as the adjournment deadline. Knowing they weren't going to finish up in time, both bodies were content to wait for the governor to call them back into a special session beginning the next day. His proclamation as expressed below under the 'Governor's Corner' specifies Juneau as the venue for conducting such meetings. This 30-day special session would come to a close on June 14<sup>th</sup>.

The proclamation does not include determining the size of the 2019 Permanent Fund Dividend specifically. It could be handled within the budget, separate legislation, added later by the governor to the call, or become the topic for a separate special session. The latter option is remote as the size of the dividend is tied to figuring out how to pay for state spending in FY 2020. The PFD amount and ensuing discussions will likely command the length of this special session, although education funding is in the back seat demanding to be resolved as well.

The conference committee on the operating budget is nearly done, although they can go back and reopen/change any decision until completely finished. You'll find the outcomes in **BOLD** below as far as major issues of interest.

- House funds school debt reimbursement at 50%, while Senate fully funds it at 100%. **Funded at 100%**. (So far the Senate number has been taken with just a \$2 million cut overall)
- House cuts the Alaska Marine Highway System by \$11 million versus a \$44 million reduction by the Senate. **Took the Senate reduction of \$44 million.**
- House cuts the University of Alaska by \$10 million, while Senate reduces it by \$5 million. **Took the Senate reduction of \$5 million.**
- House proposes a \$58 million reduction to Medicaid support, while the Senate proposes a cut of \$83 million. **Met in the middle with a cut of \$70 million.**
- Senate provides a full PFD of \$3,000. House plans to address it in separate legislation. **Unresolved.**

House Finance has introduced HB 1005 on May 22<sup>nd</sup> that would provide for a full PFD according to the formula as it's currently written in statutes. The bill was heard on May 23<sup>rd</sup>, with more to come.

As expected, the governor introduced both a Senate and House bill to fund FY 2020 K-12 Education Funding and pupil transportation. It replicates what is on the books today including the one-time money of \$30 million. The governor has said he will not reduce these amounts if the legislature agrees to pass the bill versus relying on the forward funding appropriated last year. I'll be surprised to see the legislature agree to go this route, unless it becomes part of a macro "get out of town" deal for all pieces.

Currently the governor has stated that he will suspend all payments to every school district around the state on July 1<sup>st</sup> if legislation is not passed. The legislature is being told that the forward funding of education signed into law last year is valid and thus, no such bill is needed.

The FY 2020 capital budget (**SB 19**) has already passed the Senate. As I write, it remains in House Finance with hearings scheduled through May 26<sup>th</sup>.

A conference committee has hammered out a deal to resolve the differences in the crime package (**HB49**). This extensive rewrite basically reverses most provisions of **SB 91** passed in 2016. The House has accepted the committee report and sent it back to the Senate. The Senate is expected to take action on this bill by May 28, 2019. If passed as expected, it would then go to the governor for his signature.

Meanwhile, here is a weblink for bills passed by this Legislature this year.

<http://www.akleg.gov/basis/Bill/Passed/31> Let me know if you have any questions regarding these.

One bill of note is **SB 75** – Commercial Vehicle Licensing requirements. This legislation lowers the age for obtaining a commercial driver’s license (CDL) from 19 to 18 to conform with national standards. Many young, aspiring truck-drivers complete their apprenticeships at age 18 and had to wait to be licensed.



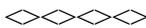
## **GOVERNOR'S CORNER**

<http://gov.alaska.gov>

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

The governor called the Legislature back into a 30-day special session beginning on May 16, 2019. His proclamation directs them to focus on the following pieces of legislation.

- An education appropriation bill(s) to bring a solution to the FY20 education budget (Introduced as **SB 1001** and **HB 1001** respectively)
- **HB39** – Operating Budget which includes a full PFD under current calculations in statute
- **HB40** Mental Health Budget • **SB19** Capital Budget • **HB49** Criminal Reform Package



## **WEBSITES OF INTEREST**

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

**2019 Legislators contact information** <http://akleg.gov/docs/pdf/whoswho.pdf>

**2019 1<sup>st</sup> Session Staff contact list** [http://akleg.gov/docs/pdf/session\\_phone\\_list.pdf](http://akleg.gov/docs/pdf/session_phone_list.pdf)

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

**Legislative Publications List** <http://akleg.gov/publications.php>

**Legislative Finance Division** <http://www.legfin.akleg.gov>

View specifics for the Capital and Operating Budgets.

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

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



~ End Report ~

*Have a wonderful summer fishing! Enjoy your family and friends and be kind to all.*

~ Cliff

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** May 22, 2019  
**To:** Cynthia Rogers, Acting City Manager  
**From:** Lori Goodell, City Clerk  
**Subject:** Monthly Staff Report

---

### **BOE:**

The Board of Equalization met May 16, 2019 at 5:30. Five personal/business property appeals and 43 real property appeals were received, and one late file appeal was submitted for consideration. City Assessor James Canary was able to settle all the personal/business property appeals, and 31 of the real property appeals were settled. The BOE approved all settled appeals and heard the remaining twelve appeals. Letters have gone out to all appellants regarding the BOE decisions.

### **Training:**

I am out of the office May 27 – June 7, returning on Monday June 10. I will be attending the Professional Development I training in Tacoma. Kelsa Brandenburg will be Acting City Clerk in my absence, however I will be available by cell phone and email.

### **Committees:**

Finance and Budget Committee held several budget work session in May. The FY19 Budget Revision is completed and the FY20 Budget should be finished in time for the June 6<sup>th</sup> council meeting.

Code Review Committee did not meet in May. It is anticipated the committee will have a regular meeting in August and begin to discuss the SCOTUS Wayfair decision and the changes needed in code for internet sales.

Friends of the Landfill have held several meetings, minutes will be submitted as soon as they are received.

### **STANDING ITEM(S):**

#### **Liquor & Marijuana License Renewals/Transfers/New Licenses.**

There are no license renewals at this time.

#### **Commission/Board Seats Vacant.**

- One open seat on the Senior Advisory Commission. No letter of interest received.

This page left intentionally blank

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** 05/31/2019  
**To:** Cynthia Rogers, Acting City Manager  
**From:** Anita Fuller, Finance Director  
**Subject:** Monthly Staff Report (05/01/19 to 05/31/19)

---

**Statistics:**

Payrolls run: 2  
Cash Receipts; \$589,854.21  
All checks amount: \$555,135.71 (includes \$164,806.82 payroll)

City of Dillingham Assessor James Canary worked with the Real Property tax roll and has assisted with any questions and concerns. Support was provided by our department for the Board of Equalization documentation.

The Denied City Service list was updated and provided to the City Clerk for publication. and collection efforts have been continued.

FY 2020 Budget revision work completed and ready for final Finance and Budget committee meeting on 05/30/2019.

FY 2018 Audit work is still in progress.

Finance department staffing has changed. Avanelle Wood has accepted the Accounting Tech III, Taxes and Collections position as of 05/06/2019. The Accounting Technician II, Receivables position has come open as of 05/30/2019.

Due to a family medical emergency the Finance Director was out of the office and working remotely from 05/20/2019 to 05/29/2019.

This page left intentionally blank

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** 5/22/19  
**To:** Tod Larson, City Manager  
**From:** Braden Tinker (Fire Coordinator)  
**Subject:** Monthly Staff Report

---

### **EMS Calls- 12**

Medical Transports-5

- Head Injury-1
- Cardiac Arrest-1
- Fall-3
- Seizure-1
- Unconscious- 1

### **Fire Calls-1 .5 man hours**

Pit Stop at south end of the airport. Someone had broken in and released extinguishers which made it look like smoke to people passing by. DPD caught the suspect.

### **Projects Completed**

- **DHS EMT-1 Class-** Class completed and one person has joined the FD before she leaves to college this fall.

### **On-Going Projects**

- Hose Testing
- Pump Testing
- Summer readiness
- Communication (portable VHF`s) troubleshooting. We have a communications problem now (dead spots) throughout Dillingham. We are trying to figure this out now.(still looking for a solution)

This page left intentionally blank

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

**MEMORANDUM**

**Date:** May 30, 2019  
**To:** Tod Larson, City Manager  
**From:** Sonja Marx, Librarian  
**Subject:** Monthly Staff Report

---

The Assistant Librarian, Tona Hanson, has been acting Librarian for three weeks in May while the Librarian has been out of town. School ended May 23rd, so we said “goodbye” to the School Librarian, Georgette Baumgartner, until next fall (who has done an excellent job this year at the library) and we say “hello” to our two BBEDC employees for the busy summer. Nicole Ito has been rehired as the Seasonal Assistant Librarian and Ellie Hink is the newly hired youth intern working as a Library Aide/Clerk. We are so happy to have them on board for the summer and very thankful to BBEDC for the opportunities they provide for our community here at the library and the city.

The Library Advisory Board meeting did not happen in May, again, due to the Librarian being out of town. Hopefully, it will be rescheduled for this summer. However, the Friends of the Library did meet on Saturday, May 11th. They have two new executive board members; Laura Junge and Deven Lisac. Many thanks to Tyler Bishop and Theresa Leitz for serving on the board as they now move on. The FOL also have a Summer Book Sale planned for Saturday, June 8th in the Territorial School from 9:30 am to 2 pm. See the attached flyer for more details.

**Library Stat report for April 22nd - May 25th, 2019:**

**Patron Visits: 1801    Computer Use: N/A    Wireless Use: 369**  
**Story Hour: 10    Other Visits (including Students):138    Museum Use: 43**  
**Movies Shown: 5    AWE Station Use: 20    Volunteer Hours Logged: 10**

**Library Advisory Board meeting to be rescheduled in June**

**Summer Reading Program scheduled for June, July and August**

# Summer Book Sale!



**What? Gently Used Book Sale!**

**Where? Territorial School**

**When? June 8th, Saturday**

**Time? 9:30- 2:00 p.m.**

**Soliciting gently used books now. Call 842-5610 for more information. Drop off at the Public Library**

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** May 30, 2019  
**To:** Mayor and City Council  
**From:** Cynthia Rogers, Acting City Manager/Planning Director  
**Subject:** Monthly Staff Report

---

**Personnel.** Welcome to new employees joining the City this month and thank you to those who have served and are moving on to other opportunities.

**New Employees:** Avanelle Wood, Accountant III – Taxes/Collections  
Matthew Wolff – Fleet Mechanic  
Darren Napoli – Harbor Assistant  
Teresa Williams – Fire Hall Laborer  
William Chunack – Fire Hall Laborer  
Clayton Rolf – Fire Hall Laborer  
Kristin Smeaton – Harbor Assistant, BBEDC  
Nicole Ito – Library Assistant, BBEDC  
Ellie Hink – Library Aide, BBEDC  
Kasten Wallona – Cook Helper, BBEDC

**Promotions:** Albert Savo – Public Works Foreman

**Resignations:** Maria Elias – Accountant II, Receivables/Collections  
Nicole Noonkesser – Fire Assistant

**Transfers:** None

**Position Vacancies:** Dispatcher  
Public Works Director  
Heavy Equipment Operator  
Accountant II – Receivables/Collections  
Fire Hall Assistant

**Seasonal:** Dock Equipment Operator  
Seasonal EMT

Recruitment for the Public Works Director is ongoing. A second round interview was held last week and two finalists have been invited for an in-person visit on June 12. Each candidate will give a short presentation, followed by Q&A, and a tour of City facilities. More details will be forthcoming.

**FY19 & FY20 Budgets.** In conjunction with Finance Director, Anita Fuller, good progress has been made on finalizing the FY19 budget revision and the FY20 budget with guidance from the Finance and Budget Committee. We expect to bring both budgets to the Council on June 6.

**Denali Commission.** The Denali Commission has approved an award to the City of Dillingham for the Wastewater Treatment Lagoon Erosion Mitigation Study in the amount of \$171,900. CRW submitted a fee proposal for the project in the amount of \$211,071. Based on their previous work in Dillingham, Bristol Engineering Services Company will be engaged for a significant portion of the effort. A draft report and public meeting is expected by September 2019. An Action Memorandum authorizing the CRW Task Order is expected at the June 6 Council meeting.

**General Obligation Bond Update.** I traveled to Seattle for the Bond closing on May 2. The event was attended by representatives from other Alaskan communities, just as excited as I was to be finalizing financing for their important local projects. Investment strategies for the funds are being explored while we finalize GO bond project planning.

### **Planning Commission**

The next meeting is scheduled for June 12 at 5:30 pm.

### **Permitting**

- Land Use Permits – Four applications have been processed; one application is pending.

### **Capital Projects**

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

### **Dillingham Downtown Streets Rehabilitation**

#### ***STP-0001 (335)/57180***

The Planning Department has been in regular contact with Aaron Hughes, P.E., Project Manager for the Dillingham Downtown Streets project. We received the following update on this project:

#### Expected Timeline

- End of May – ROW and Environmental Sections have certified; Utility agreements finalized
- Early June – Certification complete; (Post-certification) FHWA authorization submitted (process takes 2-6 weeks)
- Mid-June – Advertising begins (See: AKDOT&PF Tentative Advertising Schedule); Construction Project Manager to begin process of hiring consultant for construction management
- July – Contract signed
- October – NTP issued; Contractor begins mobilization; potential demolition of Dillingham Hotel and use of site for constructions staging

The City expects to release the RFP for our streets project in June or July, based on the above expected timeline.

### **Requests for Proposal**

- No current RFPs have been issued for bidding at this time.

## **Bingman Contractor Request**

At the last Council meeting, a request was made to consider whether the City should employ a contractor whose taxes are in arrears, and whether this would offer cost savings on the project.

As a standard practice, the City includes as a condition of offering and acceptance of bids, the following:

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List. The City may reject a bid received from a Bidder who is currently debarred, suspended, or whose taxes are in arrears.

The City may also require satisfactory evidence of the Proposer's financial resources, their experience, their performance in completing other projects of a similar nature and the organization and equipment they have available for the performance of the Agreement. A Proposer who has failed to satisfactorily perform on a previous contract may be rejected, as can a proposer deemed "non-responsive," or "not responsible."

A contractor in arrears on taxes may also be a concern from the standpoint of providing current licensing, insurance and bonding which is required in our contracts. Finally, I would not recommend bypassing The City's procurement regulations to give an advantage to a contractor in arrears on their taxes, because it disadvantages otherwise qualified proposers. I believe there would be no monetary savings gained through a contract with a proposer deemed "not responsible." Other municipalities do not observe such a practice, which is evidenced by the following responses received when this question was posed recently to a City Clerk's listserv:

***Question: Does your community allow contractors whose receivables account is past due to be considered for city projects?***

***Bethel:*** Not here in Bethel- they have to be in good standing.

***Delta Junction:*** We have nothing in Code, but reserve the following for the bid sheets, "The above tabulation is informational and preliminary. All bids will be reviewed for accuracy and to determine if the apparent low bidder is responsive and responsible." It would certainly be an unwritten consideration if a contractor "is not responsible" in managing their debts.

***Juneau:*** Our code requires them to be current on their business accounts to be considered an eligible bidder on our CBJ contracts.

CBJ Code 53.50.010 provides in part...

...(5) As of the date and time of the bid or proposal deadline, is not delinquent in the payment of any taxes or associated penalties, interest, or fees, or any special assessments, owing to the City and Borough on account of that business.

For all our contracts, staff does an approval round through our Finance Department including our Collections, Treasury, Sales Tax, and Business Personal Property Tax Divisions signing-off as OK before we can enter into a contract.

***Ketchikan Gateway Borough:*** We would allow the contractor to submit a bid, but before we would enter into a contract the contractor would need to gain compliance with the Borough on sales tax. We include this language in our bids and proposals:

LICENSES AND REGISTRATION: Before execution of a contract, the successful proposer must either have, or obtain, a State of Alaska business license, must have a current sales tax registration on file with the Borough, and must be in good standing in terms of sales tax, property tax, and all other taxes, fees, and monies due to the Borough. We have had a couple contractors that were on our delinquent list that were the low bidders and they were quick to get into compliance.

**Lake and Peninsula Borough:** I would say that we would not allow them to bid if they are past due on what they owe to the city. This would make sure they want to pay on time and be up to date at all times. We don't really run into this ourselves.

**Petersburg Borough:** Our purchasing code doesn't directly address the situation you have described; however it does allow us to reject any and all bids or proposals if it is in the best interest of the Borough. Our code also states that the Borough may consider of the character, integrity, reputation, judgment, experience and efficiency if the bidder when determining award.

**Houston:** No.

4.10.160 Award to responsible bidder or proposer.

A. A contract award under this chapter shall be made only to a responsible bidder or proposer. The purchasing agent shall determine whether a bidder or proposer is responsible on the basis of the following criteria:

1. The skill and experience demonstrated by the bidder or proposer in performing contracts of a similar nature;
2. The bidder's or proposer's record for honesty and integrity;
3. The bidder's or proposer's capacity to perform in terms of facilities, personnel and financing;
4. The bidder's or proposer's past performance under City contracts. If the bidder or proposer has failed in any material way to perform its obligations under any contract with the City, the bidder or proposer may be deemed not responsible. (Ord. 13-17 § 4, 2013).



---

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

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

Initial planning is taking place for this complicated project, to include potential for constructing a road adjacent to the landfill inert material pile. The City has contracted Dagen Nelson as Special Projects Coordinator and has advertised a laborer position that will be assigned to the project.

Phase I: Establish a secure site by erecting stakes and construction fencing. Block off major entrances to ensure a safe work area. Obtain any needed permissions or permits from the state.

Phase II: Evaluate the contents of all structures on the site and stage an area for salvage material for sale. Set aside any objects of historical significance. Compile a list of such materials so that Council approval may be sought for a sale. Determine disposition of large items, such as boats.

Concurrent to Phase I and II: Environmental Site Assessment Phase I, Survey, and Structural Analysis Proposals will be sought. RFP will be posted for the project.

Phase III: ESA Evaluation completed. Pre-bid conference held. Selection committee evaluates bids and makes recommendation for selection. Final disposition of large items.

Phase IV: Sign contract and issue NTP, manage project and administer contract through close-out.

Construction: \$300,000 (estimate)

- City to develop RFP.
- Funding established by Council as the insurance settlement from fire.

Project Timeline:

- May 15, Hire Special Projects Coordinator
- May 30, Advertise Laborer Position
- June 15, Secure Site
- June 30, Evaluate Contents of Structure; Structural Analysis Complete; Survey Complete; ESA Complete; RFP Released
- July 15, Surplus Sale; Pre-Bid Conference
- July 31, NOI Issued
- August 15, Contract Signed, NTP Issued
- November, Project close out

## **#1 – Wastewater System Upgrades, Aeration**

**\$739,891 (estimate)**

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

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

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

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

### Project Timeline:

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

## **#2 – Public Safety Server Room Fire Protection**

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

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

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

### Project Timeline:

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

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

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

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

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

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

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

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

- Bristol Engineering has been contracted for these services at \$199,565.

- Administration, \$298.00
- Construction Oversight, Sampling and Reporting, \$199,267.00
- Cost Overruns due to project delay:
  - Bristol Engineering (additional sampling for spring), \$18,977.00

Project Timeline:

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

**#4 – Water System Improvements, Downtown Streets Support \$3.68M (estimate)**

Design: \$224,715 (estimate)

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

Construction, Phase I (DOT Project Footprint & Downtown Core): \$1,661,293 (estimate)

- CRW to develop RFP.
- ADEC SRF Loan Questionnaire submitted November 30, 2018; AK Clean Water Fund, Point Source Project Priority, Q3 prioritized #17.
- MMG 28308 will provide 70% up to approximately \$1.4M total cost, with 30% matching.
- ADEC SRF Loan Application for \$600,000 submitted 4/10/19.
- Funding alternative is USDA Water and Waste Disposal Loan and Grant Program.

Construction, Phase II: TBD

Construction, Phase III: TBD

Project Timeline:

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

**#5 – Lake Road Fire Hall Renovation \$589,200 (estimate)**

Design:

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

Construction: \$560,000.00 (estimate)

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

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

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

Project Timeline:

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

**#6 – Harbor Float Replacement**

**\$5.2M (estimate)**

Design:

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

Construction: \$5.2M (estimate)

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

Project Timeline:

- TBD pending funding

**#7 – D Street & Seward Street Rehabilitation Project**

**\$3.11M (estimate)**

Design: \$154,329 (estimate)

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

Construction: \$2.96M (estimate)

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

Project Timeline:

- February 22, 65% design
- April 30, 95% design, specifications and cost estimate
- June or July, RFP Release
- August, 2019, RFP scoring, evaluation, and recommendation for contract
- September, 2019, Permitting finalized; Contract awarded
- April 2020, Construction NTP issued
- August 2020, Project close out

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Greg Marxmiller

## MEMORANDUM

**Date:** 5-28-19  
**To:** Acting-City Manager Cynthia Rogers  
**From:** Chief Dan Pasquariello  
**Subject:** Public Safety JUNE 2019 council report

---

*Reporting period 4-29-19 to 5-28-19*

### Dispatch:

- ❖ 413 Calls for service dispatched
- ❖ 88% Dispatched to Dillingham Police
- ❖ 4% Dispatched to Animal Control
- ❖ 5% Dispatched to Fire/EMS
- ❖ 3% Dispatched to Alaska State Troopers

### Corrections:

- ❖ 31 Total Inmates held at jail
- ❖ 25 Title 47 Protective custodies

### Patrol:

- ❖ 363 Calls for service
- ❖ 18 Persons arrested by DPD
- ❖ 25 Title 47/Protective custody by DPD
- ❖ 63 Citations issued by DPD
- ❖ 48 Incident reports by DPD

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

Assault/Disorderly Conduct	12
Traffic offenses	8
Thefts	6
Violation release/probation conditions	4
DUI	3

Criminal Mischief	3
Sex offenses	3
Drug offenses	2
Vehicle thefts	2
Burglary	1
Vehicle accidents	1
Suicide threats	1

**Animal Control:**

- ❖ 4 Dogs impounded
- ❖ 4 Dogs returned to owners
- ❖ 1 Compassionate euthanasia
- ❖ 55 Rabies/parvo shots given

**DMV:**

- ❖ 104 Registrations/Titles
- ❖ 23 Boat registrations
- ❖ 69 Driver's License/IDs
- ❖ 8 CDLs
- ❖ 6 Road tests
- ❖ 17 Written tests

We still have a vacant dispatcher position.

We participated in an Airport Emergency drill put on by State DOT. Other agencies participating were DFVD and Rescue Squad, Ravn/Pen Air, FAA, and BBAHC.

We participated in a Bike Rodeo sponsored by BBAHC. The event was held at the hockey rink. The officer involved had an enjoyable time biking with children. We also lead the March for Science parade.

We had extremely poor/non-existent internet connection for several weeks this month. The summer rush is on and dozens of people were unable to perform their DMV transactions and were turned away. The DMV agent Pullon and Chief Pasquariello spent many frustrating days trying to get City and State IT personnel together to fix our connectivity issues. The IT consensus was that the problem was with our internet provider. It took the intervention of Mayor Ruby, contacting Nushagak Cooperatives, to finally get the problem resolved.

ACO Boyd hosted a Spay and Neuter clinic at the Animal Shelter. Alaska Rural Veterinary Outreach (*one veterinarian, three vet techs*) and a group of dedicated volunteers from the Dillingham area. The Clinic was able to do 29 surgeries and 17 wellness checkups on our local animals. The clinic was a great success and we look forward to another clinic in September.

We investigated several sexual assaults this month, a type of offense that increases during the summer months. We have also begun proactive enforcement of ATV violations due to a teenager being injured in a crash alongside the roadway. Numerous tickets have been written for violations.

This page left intentionally blank

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



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

## MEMORANDUM

**Date:** 5-30-19  
**To:** Tod Larson, City Manager  
**From:** Jean Barrett Public Works / Port Director  
**Subject:** Monthly Staff Report

---

May has flown by, the harbor is almost dredged. The dock has seen several barges and is well stocked up on freezer vans for the impending salmon season. The roads dried out nicely this year without too many large soft spots to worry about. We have fixed a few of the water leaks around town and will be hitting the others hard as soon as supplies show up. The fish bin is out at the landfill and bear fence is being put in place... all in all a very productive month.

### Public Works

#### Shop

- We have a new mechanic and this will help us keep our heads above water, a few minor fixes of things but nothing major at this time, I'm keeping my fingers crossed.
- Patrol vehicles are the biggest thing we have to work on, but they get the most use, thankfully nothing major.

#### Buildings and grounds

- Illarion has returned from boiler training in Anchorage and is now certified to work on and maintain boilers. We will have him getting ready for winter well before the temperatures drop.
- We are busy working on our green areas, the soccer field, softball field, down town park and around the library are getting their first manicure of the summer.

#### Landfill

- Bear fence is up around the fish bin, it is located in the same spot as last year. This area worked well and was kept very clean.

- We have been seeing some bear sign in the area around the landfill, we will be working on the electric fence around the active cell this week and hope to finish it by the end of next week.
- We are continually in the process of burning wood at the wood lot. It seems to be a never-ending project but the volume is half as much as it was last fall.
- The inert material cell (metal pile) has been flattened and we are working to keep from letting the pile grow next to the road. There are plans to make a road around the back of the pile and start dumping back there. We have two large projects we are looking at that will need room to dump.

#### Water / Waste Water

- While cleaning an injection port in the incoming water line we had a break in the injector and had a minor flood. It was fixed quickly by the crew and was actually a good learning experience for the young water guys.
- We have been busy cleaning over growth from the sides of the settling ponds with the backhoe, this is an annual job.

#### Streets

This has been a busy month for the Streets department.

- Roads have been graded when it is either dry enough or not to wet, if that makes sense. We try to keep up but are short handed in the grader operator area. I am still hopeful of grader training here in Dillingham in August.
- Streets of course work, on all of the digs we have to do when there is a water issue break; and we have fixed two leaks out of four we know of. We are waiting for repair parts to tackle the others.

I have promoted Albert "Albie" Savo to the Foreman position at the shop. I had him on a short trial period and he showed good promise in taking on the duties of the job, I look forward to working with him in this position for years to come.

#### Port

- The dock has seen a lot of work early on in the season; 4-5 barges have come and gone along with the lighterage work.
- Our new tophandler should be in Dillingham sometime in June. We are looking to having it online for the upcoming fishing season.
- We are still looking for another equipment operator, this is seasonal so it is may be hard to fill.
- The dredging is almost finished, the crew is working on the outer channel now.

That is all from my departments

Jean

**Mayor**  
Alice Ruby

**Manager**  
Tod Larson



**Dillingham City Council**  
Chris Napoli  
Chris Maines  
Aksel Buholm  
Curt Armstrong  
Andy Anderson  
Paul Liedberg

## MEMORANDUM

**Date:** May 29, 2019  
**To:** Tod Larson, City Manager  
**From:** Ida Noonkesser, Director  
**Subject:** Monthly Staff Report

---

During the month of April, the Senior Center served 573 congregate meals to 50 individuals, 383 home delivered meals to 23 individuals, gave 254 assisted rides to 13 individuals and 366 unassisted rides to 27 individuals.

We had six new renters in the month of April. With spring coming, things were a little busier than usual.

In April, Billy Johnson donated a lot of moose meat to the Senior Center. N&N was nice enough to cut it up for us and package it for use in our lunch program. N&N didn't charge the center for cutting it up. Thank you to both Billy for the meat and N&N for processing!

Chef Flora, who was in town for the health education BBAHC came and did a demonstration of healthy cooking for the elders. The elders seemed interested, and liked what she prepared for them.

Last Advisory Board meeting was May 8<sup>th</sup>.

This page left intentionally blank

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2019-02**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL AMENDING THE BUDGET BY ADOPTING BUDGET AMENDMENT NO. 1 AND APPROPRIATING FUNDS FOR THE FY 2019 CITY OF DILLINGHAM BUDGET**

---

WHEREAS, the City Council has approved the Operating Budget and Capital Improvement Budget for FY19 to the City Council in accordance with Title 4 of the Dillingham Municipal Code pursuant to A.S. 20.20.500(3); and

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

WHEREAS, the City Council has set the rate of levy of property tax for the City of Dillingham for FY 2019 budget at 13 mills; and

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

WHEREAS, additional FY 2019 funds are available for appropriation by ordinance;

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

1. The FY 2019 Operating Budget and Capital Improvement Budget amendment as recommended by the City Manager is hereby adopted for the City of Dillingham.
2. The amounts set forth in the budget as amended by the City Council for the respective departments and/or funds shall be, and hereby are, appropriated for the fiscal year ending June 30, 2019.
3. The City Council shall have the power to transfer approved and appropriated General Fund or Special Revenue Fund monies from one to another and from one Capital Project to another by resolution.
4. The City Manager shall have the power to transfer funds from one line item object code to another within a fund and within a Capital Improvement Project.

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

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

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

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 4 was a total of \$11,913,863 and the amended appropriation is \$13,204,322.

**Section 4. Appropriations.**

A. General Fund Government Operations

City Council	\$ 45,324
City Clerk	117,128
Administration	262,395
Finance	626,783
Legal	80,000
Insurance	165,000
Non-Departmental	99,420
Planning	143,022
Foreclosures	12,000
IT	168,468
Meeting Hall	2,500
PS Administration	150,521
PS Dispatch	511,399
PS Patrol	872,361
PS Corrections	646,925
PS DMV	44,621
PS Animal Control Officer	104,576
PS Fire Department	267,013
PW Administration	155,879
PW Buildings & Grounds	262,380
PW Shop	381,084
PW Streets	347,071
Library	109,012
City School District	1,300,000
Transfer Subsidy for Operations	1,153,631
Transfer to Equipment/Capital	
Reserves Fund	0
<b>Total General Fund Appropriations:</b>	<b><u>\$ 8,028,513</u></b>
Special Revenue & Other Funds Appropriations	
Water	193,646
Waste Water	268,868
Landfill	668,824

Port-Dock	645,462
Port-Harbor	184,753
E-911	57,739
Senior Center	317,788
Library Grants	80,492
Equipment Replacement/Reserve	0
Mary Carlson Estate	5,560
Ambulance Replacement Fund	58,678
Debt Service	1,063,450
Streets Projects	319,000
Planning Projects	19,000
Water Improvements	142,500
Sewer Lagoon Outfall	723,709
Lagoon Aeration	100,000
Other Lift Stations	12,000
Landfill New Cell	5,000
Landfill Groundwater Well	30,000
Bingman Harbor Cleanup	279,250
Total Special Revenue & Other Funds Appropriations	<u>\$ 5,175,809</u>
<b>Total Appropriations</b>	<b><u>\$ 13,204,322</u></b>

## Section 5. Revenues

### General Fund

#### Taxes

Sales Taxes	2,550,000
Alcohol Sales Taxes	290,000
Transient Lodging Sales Taxes	110,000
Gaming Sales Tax	65,000
Tobacco Tax	250,000
Real Property Taxes	2,050,000
Personal Property Taxes	490,000

#### Other Revenues

Telephone Gross State Tax	65,000
Raw Fish Tax	443,905
Shared Fisheries	20,000
Revenue Sharing	130,000
Payment in Lieu Taxes (PILT)	450,000
Jail Contract Revenue	567,000
Administrative Overhead	223,249
PERS on Behalf	100,486
Other Revenues	407,239

**Total General Fund Revenues** **\$ 8,211,879**

### Special Revenue & Other Funds Revenues

Water	212,495
Waste Water	408,795
Landfill	943,357

Port – Dock	968,075
Port – Harbor	188,753
E-911	82,750
Library Grants	80,492
Senior Center	317,788
Total Special Revenue Funds & Other Funds Revenues	<u>\$ 3,202,505</u>

**TOTAL REVENUES** **\$ 11,414,384**

**Section 6. Transfers & Other Project Funds**

Transfers from General Fund to Other Funds	
Mary Carlson Estate Permanent Fund	1,000
Ambulance Reserve	60,000
Debt Service	1,063,450
Capital Improvement Project Transfers	387,000
Bingman Harbor Cleanup	<u>279,250</u>
Total General Fund Transfers	\$ <u>1,790,700</u>

**Total Revenues & Fund Transfers** **\$ 13,205,084**

**Total Appropriations** **\$ 13,204,322**

**Net Increase (Decrease) to Fund Balances** **\$ 762**

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

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 06, 2019.

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

ATTEST:

[SEAL]

\_\_\_\_\_  
Kelsa Brandenburg, Acting City Clerk

City of Dillingham  
Revenues and Expenditures As of 5/22/2019  
Unaudited Figures

REVENUES:	<u>Budget - FY19</u>	Guide for Budget Revision		New Budget
<b><u>General Fund Revenues</u></b>				
General Sales Tax	\$ 2,550,000	-		2,550,000
Alcohol Sales Tax	290,000	-		290,000
Transient Lodging Sales Tax	85,000	25,000		110,000
Gaming Sales Tax	65,000	-		65,000
Tobacco Tax	120,000	130,000		250,000
Total Sales Tax	<u>3,110,000</u>	<u>155,000</u>	<u>3,265,000</u>	<u>3,265,000</u>
Real Property Tax	2,100,000	(50,000)		2,050,000
Personal Property Tax	530,000	(40,000)		490,000
Total Property Taxes	<u>2,630,000</u>	<u>(90,000)</u>	<u>2,540,000</u>	<u>2,540,000</u>
Telephone Gross Receipts State Tax	65,000	-		65,000
Raw Fish Tax	300,000	143,905		443,905
Shared Fisheries	20,000	-	(A)	20,000
Revenue Sharing	130,000	-	(10,000) 1000 4011 10 00 0000 0	130,000
Payment in Lieu of Taxes (PILT)	450,000	-	13,000 1000 4049 10 19 0000 0	450,000
State Jail Contract	567,000	-	30,000 1000 4700 00 00 0000 0	567,000
Admin Overhead	223,249	-	JE in process (10,000) 1000 4723 20 20 0000 0 (budget based on an anomaly in FY18	223,249
PERS on Behalf	100,486	-	Offset by expense (10,000) 1000 4726 20 25 0000 0 (Budget was low in FY18 and inc in FY19)	100,486
Other Revenues	403,239	4,000 (A)	(9,000) 1000 4790 00 00 0000 0 (no mayor sale being held)	407,239
Total	<u>2,258,974</u>	<u>147,905</u>	<u>2,406,879</u>	<u>2,406,879</u>
<b>Total</b>	<b>\$ 7,998,974</b>		<b>\$ 8,211,879</b>	<b>\$ 8,211,879</b>
<b><u>Special Revenue Funds Revenues &amp; Transfers</u></b>				
Water	197,495	15,000	2100 43?? (15K) various revenue accts	212,495
Sewer	358,795	50,000	2100 4366 (50K) wastewater dumping	408,795
Landfill	943,357	-	JE in progress	943,357
Dock	768,075	200,000	2300 4810 (100K). 2300 4960 (86K) 2300 4830 (14K)	968,075
Harbor	188,753	-	2400 4960 (insurance proceeds Bingman lot)	188,753
Asset Forfeiture Fund	-	-		-
E-911 Service	82,750	-		82,750
Library Grants	80,492	-		80,492
Senior Center (Grant)	126,459	-		126,459
Senior Center (Non-Grant)	191,329	-	JE needed for transfer and 10.2K reduced on budget for apt rent	191,329
Total	<u>\$ 2,937,505</u>	<u>265,000</u>	<u>3,202,505</u>	<u>3,202,505</u>
<b>Total Special Revenue Funds Revenues &amp; Transfers</b>	<b>\$ 10,936,479</b>		<b>\$ 11,414,384</b>	<b>\$ 11,414,384</b>
Mary Carlson Estate Permanent Fund Revenue	1,000	-		1,000
Ambulance Reserve Capital Project Fund Revenue	60,000	-		60,000
Equipment Replacement Capital Project Fund	-	-		-
Public Safety Planning	-	-		-
Debt Service Fund Revenue	1,063,450	-		1,063,450
7140 Capital Improvement Projects	-	-		-
Streets (3021)	-	100,000		100,000
Planning (3200)	-	-		-
Water Improvements (3022)	-	-		-
Sewer Lagoon Outfall (4510)	-	170,000	Transfer from Investments	170,000

Lagoon Aereation (4511)	-	100,000	Transfer from Investments	100,000
Other Lift Station (4415)	-	12,000	Transfer from Investments	12,000
Landfill New Cell (3110)	-	5,000	Transfer from Investments	5,000
Landfill Groundwater Well (3120)	-			-
				-
Bingman-Harbor cleanup	-	279,250		279,250
Bond				-
Streets (7131)				-
FireHall (7132)				-
				-
				-
Landfill Closure Fund		-		-
		-		-
<b>Total</b>		<u>\$ 1,124,450</u>	666,250	<u>1,790,700</u>
<b>Total Revenues &amp; Transfers</b>		<u>\$ 12,060,929</u>		<u>\$ 13,205,084</u>

**City of Dillingham**  
**Revenues and Expenditures As of**  
**Unaudited Figures**

**EXPENDITURES:**

**Budget - FY19**

**General Fund Expenditures**

City Council	\$ 45,324	-		45,324
City Clerk	117,128	-		117,128
Administration	262,395	-		262,395
Finance	626,783	-		626,783
Legal	100,000	(20,000)	1000 7021/7022 (Not using legal for union negotiations)	80,000
Insurance	165,000	-		165,000
Non-Departmental	99,420	-		99,420
Planning	143,022	-	Wages are low due to shared with PW, inc after becoming acting CM	143,022
Foreclosures	4,000	8,000	1000 7020 Increase due to foreclosure costs	12,000
IT	131,468	37,000	1000 7910 (20K) 1000 7920 (7K), 1000 7940 (10K)	168,468
Meeting Hall above Fire Station	2,500	-		2,500
Public Safety Administration	150,521	-		150,521
Dispatch	511,399	-		511,399
Patrol	872,361	-		872,361
Corrections	646,925	-		646,925
DMV	44,621	-		44,621
Animal Control Officer	104,576	-		104,576
Fire	267,013	-		267,013
Public Works Administration	215,879	(60,000)	will use excess for PW department overages	155,879
Building and Grounds	322,380	(60,000)	will use excess for PW department overages	262,380
Shop	302,084	79,000	1000 7385 (49K) 1000 8110 (30K)	381,084
Street	422,071	(75,000)	move 75K of budget to CIP 7140 fund, move 331,417 of exp to 7140	347,071
Library	109,012	-		109,012
City School	1,300,000	-		1,300,000
Transfers to Other Funds	1,153,631	-	JE needs to be done	1,153,631
<b>Total</b>	<b>\$ 8,119,513</b>	<b>(91,000)</b>	<b>8,028,513</b>	<b>8,028,513</b>

**Special Revenue Funds Expenditures**

Water	288,646	(95,000)	at 63% for most wages/benefits due to open positions, Move 75K to CIP, Reduce 20K	193,646
Sewer	268,868	-	moving CIP expenses will reduce to 77%	268,868
Landfill	868,824	(200,000)	move CIP will reduce to 72% - Move \$230K budget to CIP - Need 30K for tires for the loader	668,824
Dock	585,462	60,000	Inc 60K for top handler and shipping	645,462
Boat Harbor	184,753	-	Will reflect Bingmans in CIP	184,753
Asset Forfeiture Fund	-	-		-
E-911 Service	57,739	-		57,739
Library Grants	80,492	-		80,492
Senior Center (Grant)	126,459	-		126,459
Senior Center (Non-Grant)	191,329	-		191,329
<b>Total</b>	<b>\$ 2,652,572</b>	<b>(235,000)</b>	<b>2,417,572</b>	<b>2,417,572</b>
	<b>10,772,085</b>		<b>10,446,085</b>	<b>10,446,085</b>

<b>Capital Project Funds Expenditures</b>		<b>Budget - FY19</b>			
Mary Carlson Estate Permanent Fund	5,650	-	Need JE		5,650
Ambulance Reserve Capital Project Fund	58,678	-			58,678
Equipment Replacement Capital Project Fund	-	-			-
Public Safety Planning	-	-			-
Debt Service Fund	1,063,450	-			1,063,450
Landfill Closure Fund	-	-			-
7140 Capital Improvement Projects	-	-			-
Streets (3021)	-	319,000	95K From streets Contractual, FY19 Inc 100K		319,000
Planning (3200)	-	19,000			19,000
Water Improvements (3022)	-	142,500	75K From Water Contractual		142,500
Sewer Lagoon Outfall (4510)	-	723,709	Resolution 2018-13		723,709
Lagoon Aeration (4511)	-	100,000	FY19 Inc 100K		100,000
Other Lift Station (4415)	-	12,000	FY19 Inc 12K		12,000
Landfill New Cell (3110)	-	5,000	FY19 Inc 5K		5,000
Landfill Groundwater Well (3120)	-	30,000			30,000
	-	-			-
Bingman-Harbor cleanup		279,250	To match Revenue received from Ins		279,250
Bond					-
Streets (7131)	-	-		Resolution 2018-11	-
FireHall (7132)	-	-		\$230K from Landfill contractual	-
	-	-		split among Streets, Landfill water, planning, water	-
	-	-		\$10,500 from surplus	-
<b>Total</b>	<b>\$ 1,127,778</b>	<b>1,630,459</b>	<b>2,758,237</b>		<b>2,758,237</b>
<b>Total All Expenditures</b>	<b>\$ 11,899,863</b>		<b>\$ 13,204,322</b>		<b>\$ 13,204,322</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 161,066</b>		<b>\$ 762</b>		<b>\$ 762</b>

CITY OF DILLINGHAM, ALASKA

**ORDINANCE NO. 2019-03**

**AN ORDINANCE OF THE DILLINGHAM CITY COUNCIL ADOPTING THE BUDGET AND APPROPRIATING FUNDS FOR THE FY 2020 CITY OF DILLINGHAM BUDGET**

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

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

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

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

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

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

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

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

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

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

**Section 3. Appropriation summary.** The total appropriation from the Treasury in Section 6 was a total of \$13,219,812.

**Section 4. Revenues**

General Fund

Taxes

Sales Taxes	2,700,000
Alcohol Sales Taxes	290,000
Transient Lodging Sales Taxes	95,000
Gaming Sales Tax	75,000
Tobacco Tax	220,000
Real Property Taxes	2,100,000
Personal Property Taxes	530,000
Penalty & Interest – Property Tax	50,000
Penalty & Interest – Sales Tax	10,000

Other Revenues

Telephone Gross State Tax	65,000
Raw Fish Tax	350,000
Shared Fisheries	20,000
Revenue Sharing (Community support)	107,000
Payment in Lieu Taxes (PILT)	450,000
Jail Contract Revenue	567,000
Ambulance Fees	60,000
Lease and Rental Income	43,000
Administrative Overhead	195,911
PERS on Behalf	125,267
PERS Forfeiture Fund	88,000
Other Revenues	160,100

**Total General Fund Revenues**

**8,301,278**

Special Revenue & Other Funds Revenues

Nushagak Fish Tax	-0-	
Water	216,822	
Waste Water	482,019	
Landfill	240,377	
Port – Dock	771,620	
Port – Harbor	151,960	
E-911	78,000	
Senior Center	178,854	
Library Grants	84,599	
Debt Service	742,200	
Mary Carlson Estate Permanent Fund	3,000	
<b>Total Special Revenue and Other</b>	<u>2,949,451</u>	
<b>TOTAL REVENUES</b>		<u><b>11,250,729</b></u>

**Section 5. Transfers**

Transfers from General Fund to Other Funds

Water	-0-	
Waste Water	-0-	
Landfill	421,770	
Senior Center	145,712	
Ambulance Reserve	60,000	
Equipment Replacement	-0-	
Capital Project (Planning)	634,706	
Debt Service School Bond	318,350	
Debt Service Firehall Bond	42,673	
Debt Service Streets Bond	238,594	
<b>Total Transfers from Gen. Fund</b>	<u>1,861,805</u>	

Transfers from Dock Fund to Harbor Funds

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

Transfers from Department to Department

From E-911 to Dispatch	51,000	
From Carlson Estate to Library	4,000	
<b>Total Transfers from Dock Fund</b>	<u>54,000</u>	

**TOTAL TRANSFERS** **1,986,403**

**TOTAL REVENUE AND TRANSFERS** **13,237,132**

**Section 4. Appropriations.**

General Fund Government Operations

City Council	\$ 45,324
City Clerk	122,834
Administration	269,192
Finance	660,988
Legal	70,000
Insurance	165,000
Non-Departmental	95,600
Planning	148,149
Foreclosures	10,000
Meeting Hall	2,900
IT	120,812
PS Administration	155,019
PS Dispatch	535,149
PS Patrol	880,301
PS Corrections	656,955
PS DMV	46,104
PS Animal Control Officer	106,664
PW Administration	220,134
PW Buildings & Grounds	329,354
PW Shop	350,936
PW Streets	368,529
PS Fire Department	279,090
Library	117,685
City School District	1,300,000
Transfer Subsidy for Operations	1,861,805
Transfer to Equipment/Capital	
Reserves Fund	-0-

**Total General Fund Appropriations:**

**8,918,524**

Special Revenue & Other Funds Appropriations

	\$ -
Nushagak Fish Tax	0-
Water	216,822
Waste Water	370,185
Landfill	662,147
Port-Dock	666,254
Port-Harbor	203,258
Port Harbor – Ice Machine	4,000
Port Harbor – Bathhouse	13,300
E-911	57,600
Senior Center	324,566
Debt Service	1,341,817
Library Grants	84,599
Equipment Replacement/Reserve	-0-
Ambulance Replacement Fund	60,000
Mary Carlson Estate	5,540
Capital Project (Planning) Fund	291,200

Total Special Revenue & Other	<u>4,301,288</u>	
<b>TOTAL APPROPRIATIONS</b>		<u><b>13,219,812</b></u>

Total Revenues and Transfers	\$ 13,237,132
Total Appropriations	<u>\$ 13,219,812</u>
Net Increase (Decrease) to Fund Balances	\$ 17,320

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

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

SEAL

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

ATTEST:

\_\_\_\_\_  
Kelsa Brandenburg, City Clerk

This page left intentionally blank

**Capital Budget  
Narrative FY2020**

<b>Streets Project</b>		<b>\$155,000</b>
<ul style="list-style-type: none"> <li>• Bond payment \$155,000</li> <li>• Go Bond funded project</li> <li>• CIP#7 - Project #3021</li> </ul>		
<b>Water System Improvement</b>		<b>\$34,000</b>
<ul style="list-style-type: none"> <li>• Annual loan payment \$34,000</li> <li>• Loan funded project</li> <li>• CIP#4 - Project #3022</li> </ul>		
<b>Lagoon Aeration</b>		<b>\$75,000</b>
<ul style="list-style-type: none"> <li>• Mitigation study City funded \$40,000</li> <li>• Annual Loan Payment \$35,000</li> <li>• Loan funded project</li> <li>• CIP#1 - Project #4511</li> </ul>		
<b>Landfill Groundwater Well</b>		<b>\$20,000</b>
<ul style="list-style-type: none"> <li>• Annual loan payment \$20,000</li> <li>• Loan funded project</li> <li>• CIP#3, Project #3120</li> </ul>		
<b>Firehall</b>		<b>\$2,200</b>
<ul style="list-style-type: none"> <li>• Bond payment \$2,200</li> <li>• Go Bond funded project</li> </ul>		
<b>Public Safety Fire Suppression</b>		<b>\$5,000</b>
<ul style="list-style-type: none"> <li>• City funded</li> <li>• CIP #2</li> </ul>		
<b>Total Capital Budget</b>		<b>\$291,200</b>

**CM Remarks:**

**Flail Mower wish list item - \$75,000**

**Steam Cleaner wish list item - \$19,000**

- A number of culverts ice closed in the winter and cause a dangerous situation when the ice forms over the roads and into the roadway. The steam cleaner would be used to clear out frozen culverts.
- This steam cleaner would be an exceptional addition to the City's shop as we can also use it to conduct comprehensive cleaning of all of our industrial equipment.
- Culvert Steam Thawing Tow Behind - NorthStar 157563 ProShot Hot Water Commercial Pressure Washer Trailer - 4000 PSI, 5.5 GPM, Kohler Engine, 400 Gal. Water Tank.

This page left intentionally blank

### FY20 Capital Projects, Large Projects Budget Draft

	FY20 Dept Request	FY20 Manager Approve	FY20 Council Approve	GO Bond	MMG 28308	ADEC Loan Application in progress	SRF Loan Application in progress	
<b>Expenses</b>								
Steam Cleaner	19,000	-	-					
Steam Cleaner Shipping	-	-	-					
Flail Mower	75,000	-	-					
Flail Mower Shipping	-	-	-					
Streets (Project #3021) (Go Bond) (CIP#7)	155,000	155,000	155,000	2,960,000				
Project Planning (3200)	-	-	-					
Water System Imp (3022) (CIP#4) (Loan Pmt 34K)	34,000	34,000	34,000		1,557,415		600,000	
Sewer Lagoon Outfall (4510)	-	-	-					
Lagoon Aeration (4511) (CIP#1)	75,000	75,000	75,000			650,000		
Other Lift Station (4418)	-	-	-					
Landfill New Cell (3110)	-	-	-					
Landfill Groundwater Well (3120) (CIP#3) [Loan Pmt 17K]	20,000	20,000	20,000				366,897	
Bingman Cleanup	-	-	-					
FireHall (Bond)	2,200	2,200	2,200	560,000				
Public Safety Fire Suppression (CIP#2)	5,000	5,000	5,000					
Harbor Floats (CIP#6) (projected 5.2M searching for funding source)								
<b>Total Expenses</b>	<b>385,200</b>	<b>291,200</b>	<b>291,200</b>	<b>3,520,000</b>	<b>1,557,415</b>	<b>650,000</b>	<b>966,897</b>	<b>-</b>

### FY20 Equipment Replacement Budget Draft

	FY16 Actual	FY17 Actual	FY18 Actual	3 Year Average	FY19 Budget	FY19 Actual as of 2/28/2019	FY19 Variance	FY20 Dept Request	FY20 Manager Approve	FY20 Council Approve
<b>Revenues</b>										
7120 4990 00 00 0000 0 Trans from General Fund	105,000	0	0	35,000	-	-	-	-	-	-
7120 4991 00 00 0000 0 Trans from Dock	55,000	0	0	18,333	-	-	-	-	-	-
								-	-	-
<b>Total Revenues</b>	<b>160,000</b>	<b>0</b>	<b>0</b>	<b>53,333</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>										
7120 7620 00 00 0000 0 Major Equipment	22,076	21,099	64,546	35,907	-	-	-	-	-	-
7120 7620 30 31 0000 0 Major Equipment B&G	24,926	-	-	8,309	-	-	-	-	-	-
7120 7620 30 33 0000 0 Major Equipment Streets	10,904	-	-	3,635	-	-	-	-	-	-
7120 7620 70 71 0000 0 Major Equipment Harbor	97,854	-	-	32,618	-	-	-	-	-	-
7120 7792 00 00 0000 0 Facility Repairs	25	1,200	-	408	-	-	-	-	-	-
7120 7792 30 31 0000 0 Facility Repairs B&G	696	-	-	232	-	-	-	-	-	-
								-	-	-
<b>Total Expenses</b>	<b>156,479</b>	<b>22,299</b>	<b>64,546</b>	<b>81,108</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess Revenue Over (Under) Expenditures</b>	<b>3,521</b>	<b>(22,299)</b>	<b>(64,546)</b>	<b>(27,775)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-15

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE RATE OF LEVY OF TAX, THE DATE TAXES ARE DUE, AND THE DELINQUENT DATES FOR CALENDAR YEAR 2019, AND ACCEPTING THE CERTIFICATION OF THE TAX ROLL**

---

WHEREAS, AS 29.45.240 provides for the rate of levy of tax, the date of equalization of the tax, and the date when taxes shall become delinquent, to be fixed by resolution; and

WHEREAS, the rate of levy of tax, the date of equalization of the tax, and the date when the taxes shall become delinquent shall be fixed before June 15 of each year per DMC 4.15.020, Property Subject to Taxation, Rate, Council Resolution; and

WHEREAS, the assessed valuation of real and personal property in the City of Dillingham is \$205,449,856 for calendar year 2019, according to the certified tax assessment roll (copy attached); and

WHEREAS, the City Council will appropriate the funds required for the City of Dillingham to provide services and perform the business necessary to municipal government;

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

1. Rate of Levy. The rate of levy on each dollar of taxable property as of January 1, 2019 in the City of Dillingham is hereby fixed at 13 mills.
2. Date Taxes Due and Delinquent. The first payment of property taxes is due to be paid in person or postmarked on or before the first business day in November. Should the first one-half of the total amount due not be paid on or before the payment due date, the entire amount of taxes owed shall immediately become due and payable. A penalty of ten percent (10%) of the total taxes due shall be assessed. The second payment and final payment of property taxes is due to be paid in person or postmarked on or before the first business day in December. A penalty of ten percent (10%) of the total taxes due shall be assessed if the second installment is not paid on time and a penalty has not been previously added. Interest of six percent (6%) per annum shall accrue on all delinquent property taxes beginning the first business day in December 2019 and continue until paid in full.
3. Certification of the Tax Roll. The tax roll for 2019 has been signed and certified by the Acting City Manager that it is complete and reflects the changes approved by the Board of Equalization at their May 16, 2019 meeting.

PASSED and ADOPTED by the Dillingham City Council on June 06, 2019.

ATTEST:

---

Alice Ruby, Mayor  
[SEAL]

---

Kelsa Brandenburg, Acting City Clerk

This page left intentionally blank



Alice Ruby, **Mayor**

**Council Members**

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

**CERTIFICATION OF 2019 TAX ROLL**

I, Cynthia Rogers, Acting City Manager for the City of Dillingham, hereby certify that the 2019 tax roll is complete and reflects the changes approved by the Board of Equalization at their May 16, 2019 regular meeting.

	<u>2019</u>
Real Property Assessment Values*	\$183,153,850
Less Exemptions:	
Senior Citizen/Disabled Veteran Exemption	(\$11,852,700)
HUD 85% Exemption	<u>(\$ 7,664,280)</u>
Total Exemptions	<u>(\$19,516,980)</u>
Subtotal Real Property Values	\$163,928,960
 Personal Property Assessment	
Subtotal Business/Personal Property	<u>\$41,512,986</u>
 Total All	 \$205,441,946

\*Real Property Assessment Values for city, federal, and state government agencies, tribal organizations, non-profits, churches and native allotments, have historically not been included in the certified tax rolls. The City does maintain a property file for some of these exempt properties, but it is not complete.

  
 Cynthia Rogers, Acting City Manager

Subscribed and sworn before me on this third day of June, 2019.

Notary Public in and for the State of Alaska

  
 \_\_\_\_\_

My commission expires:



This page left intentionally blank

2019 ASSESSED PROPERTY VALUES - REVISED 05/31/2019

Locally Taxed Property	Locally Taxable Value	Mill Rate	Tax Assessed	Fees		Total Tax	Compare w/ Prior Year	Difference
				Force File	Late			
Real Property w/o Exemptions								
Real Property	\$ 183,445,940	0.013	\$ 2,384,797	N/A	N/A	\$ 2,384,797	\$ 2,293,444	\$ 91,353
Escaped Real Property (Prior Years)	\$ -	0.013	\$ -			\$ -	\$ -	\$ -
Subtotal Real Property	\$ 183,445,940	0.013	\$ 2,384,797			\$ 2,384,797	\$ 2,293,444	\$ 91,353
Real Property Exemptions								
Senior Exemptions	\$ (11,852,700)	0.013	\$ (154,085)			\$ (154,085)	\$ (136,826)	\$ (17,259)
Disabled Veterans Exemptions	\$ -	0.013	\$ -			\$ -	\$ (1,950)	\$ 1,950
Subtotal Senior/Disabled Exemptions	\$ (11,852,700)	0.013	\$ (154,085)			\$ (154,085)	\$ (138,776)	\$ (15,309)
HUD 85% Exemptions	\$ (7,664,280)	0.013	\$ (99,636)			\$ (99,636)	\$ (82,765)	\$ (16,871)
Subtotal HUD 85% Exemptions	\$ (7,664,280)	0.013	\$ (99,636)			\$ (99,636)	\$ (82,765)	\$ (16,871)
Total Real Property Exemptions	\$ (19,516,980)	0.013	\$ (253,721)			\$ (253,721)	\$ (221,541)	\$ (32,180)
Net Taxable Real Property	\$ 163,928,960	0.013	\$ 2,131,076			\$ 2,131,076	\$ 2,071,903	\$ 59,173
Personal Property	\$ 41,512,986	0.013	\$ 539,669	\$ 26,650	\$ 1,400	\$ 567,719	\$ 537,753	\$ 29,966
Escaped Personal Property (Prior Years)	\$ -	0.013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Taxable Personal Property	\$ 41,512,986	0.013	\$ 539,669	\$ 26,650	\$ 1,400	\$ 567,719	\$ 537,753	\$ 29,966
<b>Total Combined Property Value</b>	<b>\$ 205,441,946</b>	<b>0.013</b>	<b>\$ 2,670,745</b>	<b>\$ 26,650</b>	<b>\$ 1,400</b>	<b>\$ 2,698,795</b>	<b>\$ 2,609,656</b>	<b>\$ 89,139</b>
<u>Amounts Assessed on Real Property Exemptions</u>								
Senior Exemption (Amount over \$150,000)	6,523,300	0.013	84,803					
Disabled Veteran Exemption (Amt over \$150k)	-	0.013	-					
HUD 85% Exemption (Amount Taxable)	814,215	0.013	10,585					
BBHA two Apt Complexes/ PILT 15% est funded	538,305	0.013	6,998					
Total Tax Assessed on Real Prop Exemptions	7,875,820	0.013	102,386					

**Notes:**

1) Information Available from March 2019 Valuations and includes May 16, 2019 Adjustments from BOE Hearing/Organizational Meeting

This page left intentionally blank

**City of Dillingham Action Memorandum**

Agenda of: June 06, 2019

**Action Memorandum No.** 2019-05

**Subject:**

Authorize Task Order No. 1 to CRW Engineering for the lagoon mitigation study.

---

City Manager: Recommend Approval

Signature: 

---

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

CRW Fee Proposal  
Task Order No. 1

---

**Summary Statement:**

In March CRW Engineering was awarded a one year contract for Engineering Services, AM 2019-01. A fee proposal to prepare the Wastewater Treatment Relocation Study was submitted by CRW Engineering in May. The proposed cost for the study is \$211,071.00 which includes the subcontractor (Bristol Engineering) costs as well as data collection and research, a public meeting, a drafted report ,and a final report.

In April the Denali Commission awarded the City of Dillingham \$171,900 for Wastewater Treatment Lagoon Erosion Mitigation Study.

The difference of \$39,171 has been appropriated in the FY20 budget for the study.

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

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
	Finance Director	
X	City Clerk	

City of Dillingham  
Fiscal Note

Agenda Date: June 6, 2019

Wastewater Treatment Relocation Study awarded to CRW Engineering

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$211,071		FUNDING SOURCE <b>Denali Commission &amp; City Funds</b>	
FROM ACCOUNT 5945 7060 30 62 4512 0 Contractual Professional		Project A study for relocating the wastewater treatment system.	
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	3/30/2019

EXPENDITURES

OPERATING	FY19	FY20	FY21	FY22
5945 7060 30 62 4512 0		\$ 171,900.00		
7140 7060 30 62 4512 0		39,171.00		
<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ 211,071.00</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General & Special Rev. Funds				
State/Federal Funds		171,900.00		
Capital Project		39,171.00		
Other (Insurance Proceeds)				
<b>TOTAL FUNDING</b>	<b>\$ -</b>	<b>\$ 211,071.00</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2019-05

PREPARED BY: Anita Fuller

May 31, 2019

DEPARTMENT: Finance

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

This page left intentionally blank

## TASK ORDER 1

Engineering Services Task Order No. 1 as approved by Action Memorandum No. 2019-01

PROJECT NAME: City of Dillingham Wastewater Treatment Relocation Study

---

This Task Order pertains to a fee proposal provided to the City of Dillingham (“OWNER”) and CRW Engineering Group, LLC dated May 22, 2019, as part of our contract for Engineering Services (“the AGREEMENT”) 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

The City of Dillingham was provided an award of financial assistance from the Denali Commission to study erosion mitigation at the Wastewater Treatment Lagoon. The lagoon is located in an unprotected area just beyond the east end of Snag Point bulkhead. The lagoon outfall is currently impacted by annual erosion which has led to the need for emergency repairs in the summers of 2016 through 2018 after storms exposed the outfall piping. Without mitigation of the erosion, the integrity of the lagoon cells could be jeopardized within 10-15 years at the current rate of erosion. A failure to mitigate these threats would have serious long-term consequences, including putting the health of the community at risk and damage to the reputation of the salmon industry on which the region relies economically.

The City requested and received a fee proposal from CRW Engineering to study this issue and prepare a Wastewater Treatment Relocation Study. The study will evaluate three options for addressing the potential impacts to the community’s wastewater treatment system from recurring erosion:

- “Defend in Place,” requiring extension of the existing seawall to protect the lagoon from future erosion;
- Relocating the lagoon further inland away from the impacts of the continued erosion;
- Relocating the lagoon further south closer to the Kakanak Hospital to potentially combine the hospital’s lagoon with the City’s lagoon.

In the two relocation options, consideration will be given to using a membrane bio reactor (MBR) in lieu of an aerated sewage lagoon. In addition to requiring different operations, an MBR has different facility siting and discharge requirements that may be more suitable for the City.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

This scope of work is included in the attached proposal, to be completed in accordance with the deliverables and schedule listed on page 2.

PART 3.0 OWNER'S RESPONSIBILITIES

1. City of Dillingham will assist with the site visit.
2. City of Dillingham will review and comment on submittals.
3. City of Dillingham will participate in the public meeting.

PART 4.0 PAYMENT TO CONSULTANT

Payment shall be on a time and materials basis, with a not-to-exceed amount of \$211,071.

This Task Order is executed this 7th day of June, 2019.

City of Dillingham  
"OWNER"

By: Cynthia Rogers

CRW Engineering Group, LLC  
"CONSULTANT"

By: Pete Bellezza, P.E.

Signature: \_\_\_\_\_  
Title: Acting City Manager

Signature: \_\_\_\_\_  
Title: Project Manager



May 22, 2019

City of Dillingham  
PO Box 889  
Dillingham, Alaska 99576

Attn: Mr. Tod Larson

RE: City of Dillingham Wastewater Treatment Relocation Study – Fee Proposal

Dear Mr. Larson,

Pursuant to your request, attached is our fee proposal to prepare the Wastewater Treatment Relocation Study for the City of Dillingham. Working with subconsultant, Bristol Engineering Services, we propose to evaluate three options for addressing the potential impacts to the community's wastewater treatment system from recurring erosion.

These options include a "defend in place" solution that requires extending the existing seawall to protect the existing lagoon from future erosion; relocating the lagoon further inland away from the impacts of continued erosion; and relocating the lagoon further south closer to the Kanakankak Hospital to potentially combine the hospital's lagoon with the City's lagoon (possible cost savings). In the two relocation options, consideration will also be given to using a membrane bio reactor (MBR) in lieu of an aerated sewage lagoon. In addition to requiring different operations, an MBR has different facility siting and discharge requirements that may be more suitable for the City.

The following sections describe the proposed scope of services, deliverables, and estimated engineering fees for completing the City of Dillingham Wastewater Treatment Relocation Study.

## **SCOPE OF SERVICES**

CRW proposes to complete the following scope of services.

### **Task 1 – Data Collection & Research**

Task 1.1 – Existing Studies & Reports Review: CRW will work with Bristol to research and review existing studies, plans and reports pertinent to the existing sewage lagoon, seawall, erosion rates, wastewater treatment preferences, and community planning.

Task 1.2 Site Visit & Trip Report: Engineers from CRW and Bristol will travel to Dillingham to assess the existing lagoon and erosion issues. This trip is expected to occur in mid-July when the tides are low and erosion impacts are more visible. Ideally, Golder (under contract to Bristol) can travel to Dillingham during this time to complete the field tasks necessary to generate a desktop-level Geotechnical Report for the project. Upon completion of the site visit a trip report will be submitted to the City.

## Task 2 – Draft Report Preparation & Public Meeting

Task 2.2 – Draft Report: CRW and Bristol will prepare the draft report. The draft report will include conceptual layouts of the different alternatives, draft cost estimates (HMS), and a discussion of permitting impacts. This task will also include Golder’s desktop level Geotechnical Report, development of the archaeological and history study to be provided by True North (also under contract to Bristol), and a Land Status Report by CRW.

Task 2.2 Public Meeting: Engineers from CRW and Bristol will travel to Dillingham to present the Draft Report at a Public Meeting. The public meeting is expected to occur in September after fishing, when greater community participation can be anticipated.

Task 2.3 Review Comments: CRW will participate in a teleconference review meeting with the City of Dillingham and Denali Commission (if desired). Comments will be distributed to team members.

## Task 3 Final Draft & Final Report

Task 3.1. – Final Draft: CRW and Bristol will incorporate the Draft Report review comments and take the document to the 95% or Final Draft stage. A draft resolution for the City to use to accept the study, will also be provided.

Task 3.2 Review Comments: CRW will participate in a teleconference review meeting with the City of Dillingham and Denali Commission.

Task 3.3 Final Report: CRW and Bristol will incorporate the Final Draft Report review comments, obtain Final Cost estimates from HMS and submit the final.

## DELIVERABLES & SCHEDULE

The following is a list of proposed deliverables and anticipated project schedule:

Site Visit	To occur the latter part of the week of July 8, 2019
Trip Report	To be submitted the week of July 15, 2019 (electronic copy via e-mail)
Draft Report	To be submitted the week of September 16, 2019 (electronic copy via e-mail and three hard copies via mail)
Public Meeting	To occur during the week of September 23, 2019 (pdf of agenda and public notice to be e-mailed in advance of meeting)
Draft Final Report	To be submitted within two weeks of receiving review comments (electronic copy via e-mail and three hard copies)
Final Report	To be submitted within two weeks of receiving review comments (electronic copy via e-mail and three hard copies)

## ESTIMATED FEE

The proposed Scope of work will be performed on a time-and-materials, not-to-exceed basis in accordance with the accompanying fee estimate and the terms and conditions of a Contract agreement to be made between the City of Dillingham and CRW Engineering Group, LLC. The estimate of these services is \$211,071 and a detailed estimate is attached. Thank you for the opportunity to submit this proposal. We look forward to continuing to support the City of Dillingham.

Sincerely,

CRW ENGINEERING GROUP, LLC



Andrea Meeks, P.E.  
Principal

Attachments: Fee Estimate Spreadsheet (1 page)  
CRW Fee Schedule (1 page)

CRW Engineering Group, LLC Fee Proposal City of Dillingham Wastewater Treatment Relocation Study	Category, Rate & Projected Hours				Cost \$				
	CRW Engineering Group				Total Labor	Sub-Consultant Costs	Reimbursable Expenses	Line Item Totals	Subtask Totals
	Project Manager / Principal Engineer	Project Engineer	Reg. Staff Engineer	Technician II					
	\$190	\$170	\$150	\$110					
<b>Task 1 Data Collection &amp; Research</b>									
1.1 Existing Studies, Plans & Reports Review	8	8	4		\$3,480		\$100	\$3,590	
1.2 Site Visit & Trip Report	24	28			\$9,320	\$15,666	\$3,440	\$28,770	
1.2.1 Geotechnical Field Work	1	1			\$360	\$4,360		\$4,720	
								Subtotal	<b>\$37,081</b>
<b>Task 2 Draft Report &amp; Public Meeting</b>									
2.1 Draft Report	2	8	8		\$2,940	\$48,195	\$200	\$51,355	
2.1.1 Geotechnical Desktop Report	1	1			\$360	\$34,485		\$34,845	
2.1.2 Archaeological Study	1	1			\$360	\$15,924		\$16,284	
2.1.3 Land Status Report	8	16		16	\$6,000			\$6,000	
2.1.4 Draft Cost Estimates	1	1			\$360	\$7,314		\$7,674	
2.4.5 Seawall Extension	8	16	16	24	\$9,280			\$9,280	
2.2 Public Meeting	24	24			\$8,640	\$14,007	\$3,440	\$26,431	
2.3 Review Comments	2	2			\$720			\$720	
								Subtotal	<b>\$152,590</b>
<b>Task 3 Draft Final &amp; Final Report</b>									
3.1 Draft Final Report	2	4		8	\$1,940	\$6,631	\$200	\$8,791	
3.2 Review Comments	2	2			\$720			\$720	
3.3 Final Report	1	4			\$870	\$3,315	\$200	\$4,405	
3.3.1 Final Cost Estimates		1			\$170	\$7,314		\$7,484	
								Subtotal	<b>\$21,401</b>
<b>TOTAL</b>	<b>85</b>	<b>117</b>	<b>28</b>	<b>48</b>	<b>\$45,520</b>	<b>\$157,213</b>	<b>\$7,580</b>	<b>\$211,071</b>	<b>\$211,071</b>

**SUBCONSULTANT  
BREAK DOWN**

Bristol Engineering Services Co	
	\$14,242
	\$3,964
	\$18,206
	\$43,814
	\$31,350
	\$14,476
	\$6,650
	\$12,734
	\$109,024
	\$6,028
	\$3,014
	\$6,650
	\$15,692
	\$142,921

**Notes / Assumptions**

- 1 Site Visit will be two days. Assumes \$1,200 airfare, \$80 per diem/parking, \$260 per night lodging and \$100/day car rental
- 2 10% mark-up on subconsultant and reimbursable expenses



**CRW ENGINEERING GROUP, LLC**  
**Fee Schedule – 2019**

**EMPLOYEE CATEGORY**

Senior Principal .....	\$200.00
Principal.....	\$190.00
Senior Engineer/Land Surveyor .....	\$180.00
Project Engineer/Land Surveyor .....	\$170.00
Registered Staff Engineer/Land Surveyor.....	\$150.00
Staff Engineer/Land Surveyor II (EIT/LSIT).....	\$135.00
Staff Engineer/Land Surveyor I.....	\$125.00
Senior Designer .....	\$140.00
Technician III .....	\$125.00
Technician II.....	\$110.00
Technician I .....	\$ 90.00
Clerical/Administrative Support.....	\$ 85.00

**SUPPLIES AND SERVICES**

Direct Expenses and Supplies.....	Invoice + 10%
Subconsultants .....	Invoice + 10%
Meals (Per Diem).....	\$60.00/day
In-house Expenses	
Xerox (8-1/2 x 11) .....	\$0.10/copy
Xerox (11 x 17).....	\$0.20/copy
Color Copies (8-1/2 x 11).....	\$1.00/copy
Mileage (Federal Rate) .....	\$0.545/mile
Bond Plots.....	\$1.00/square foot
Mylar Plots .....	\$2.00/square foot