

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2014-04

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS AND ISSUE TASK ORDER #2 WITH AGNEW::BECK TO ASSIST THE CITY WITH DEVELOPING CODE FOR MANAGING MATERIAL SITES WITHIN CITY LIMITS

WHEREAS, the City of Dillingham is in need of assistance in the development of a Land Use Plan for material sites within the City of Dillingham; and

WHEREAS, Agnew::Beck has been working with various communities in Alaska on this issue; and

WHEREAS, the City wants to safeguard public health and well-being by providing input into the development of materials sites within the city limits; and

WHEREAS, in Task Order 1 Agnew Beck provided a range of options for managing material site development; and

WHEREAS, the City Council, at their December 5, 2013 meeting, directed the Code Committee to move forward to work on language that would come back to the Council; and

WHEREAS, Agnew::Beck is highly qualified to assist in developing the City's new administrative code permit system for this issue; and

WHEREAS, Dillingham Municipal Code (DMC) 4.30.130, B, allows waiving of purchase restrictions where the public interest would be best served; and

WHEREAS, the waiver is based on the criteria outlined in DMC 4.30.130, B.4., the services being of a professional nature requiring specialized knowledge and judgment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council authorizes the City Manager to issue Task Order #2 with Agnew::Beck to assist the City developing a new administrative code for managing material sites within City limits;

BE IT FURTHER RESOLVED that the fee proposal is a time and materials basis with a not-to-exceed amount of \$12,000.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on January 9, 2014.


Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams
Janice Williams, City Clerk



Subject: A Resolution of the Dillingham City Council authorizing the City Manager to issue Task Order 2 to Agnew::Beck for consulting services to assist developing a new administrative code permit system for managing material sites within City limits

Agenda of: January 9, 2014

Council Action:

Manager: Recommend approval.

City Manager: Rose Loera
Rose Loera, City Manager

Route To:	Department / Individual	Initials	Remarks
X	Finance / Carol Shade	CS	
X	Planning / Jody Seitz	JS	
X	City Clerk / Janice Williams	JW	

Fiscal Note: Yes X No _____ Funds Available: Yes X No _____

Other Attachment(s):

- Task Order No. 2 to Agnew::Beck

Summary Statement.

At their September 5, 2013 Council meeting, the Code Review Committee was tasked with considering regulating material sites. At the September 19, 2013 Code Review Committee, a suggestion was made to engage the services of a consultant that had a proven track record of assisting other communities in Alaska in identifying options for managing material sites. The committee agreed it would be prudent to bring someone on board that had the experience and knowledge to address this issue. The Council is being asked to waive the purchasing restrictions in the DMC and allow Chris Beck who is already contracting with the City on another project to provide the Code Review Committee with the assistance needed. The money to fund the services will come from the general fund and will be included as an adjustment to the FY 2014 budget during the mid-year budget review.

Following completion of Task Order 1, the City administration requests additional assistance from Agnew::Beck to develop new administrative code and permit system for managing material sites.

This Task Order 2 is in the public interest as it is for highly skilled services which are most efficiently provided by the same entity which was tasked with providing the previous information.

TASK ORDER

TASK ORDER NUMBER: 2

PROJECT NAME: Assist the City with developing ordinances to regulate material site development in the City of Dillingham

This Task Order pertains to an Agreement by and between the City of Dillingham ("OWNER") and Agnew::Beck ("CONSULTANT") dated September 26, 2013, ("the AGREEMENT"). Consultant shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

PART 1.0 PROJECT DESCRIPTION

Assist the City in developing ordinances for management of material sites within city limits

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY CONSULTANT

Prepare a new administrative code permit system to manage material extraction in the City, following the direction recommended by the Code Committee and confirmed by the Dillingham City Council. Meet by phone with the Code Committee up to twice to review and refine the code; be available by phone to answer questions about the code at a City Council meeting. Focus on a permit system that addresses material site issues, but design the administrative process language in the code to be useful on other land use issues that may arise in the future.

PART 3.0 OWNER'S RESPONSIBILITIES

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

PART 4.0 DELIVERABLES AND TIME PERIOD

Draft evaluation based on scope of services identified in Part 2. presented to the Council by March 31, 2014, with an extension, if needed, after discussion with the City Manager.

PART 5.0 PAYMENT TO CONSULTANT

The fee proposal is a time & materials basis with a not-to-exceed amount of \$12,000.

PART 6.0 OTHER
N/A

This Task Order is executed this _____ day of _____, 2014.

City of Dillingham
"OWNER"

By: Rose Loera

Agnew::Beck
"CONSULTANT"

By: Chris Beck

Signature: _____
Title: City Manager

Signature: _____
Project Manager