

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: October 31, 2019
To: City of Dillingham Finance and Budget Committee
From: Tod Larson, City Manager
Subject: FY20 Budget Revision

After an extensive review of the first quarter of FY20 with some additional financial and budgetary information, I make the following recommendations to the Finance and Budget Committee for the City of Dillingham's FY20 Budget Revision:

Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 4. Revenues.

- 1. Sales Taxes. Increase from \$2,700,000 to \$2,800,000 for an increase of \$100,000.**
 - The current budgeted amount for sales taxes is **\$2,700,000**.
 - Current receipts as of 9/30/19 amounts to \$608,092 or 23% of the EOY budgeted amount which is two months (July & August).
 - These numbers are due to: an increase in online sales tax collection, a full year of marijuana sales tax collection, and more local businesses coming forward and participating in sales tax collection.
 - Sales tax has been slowly increasing over the past few years: FY17 (audited) \$2,510,094, FY18 (audited) \$2,707,231, FY19 (unaudited) \$3,144,646.
 - Conservatively, the budgeted amount for FY20 could be increased by **\$100,000**.
 - This would change the FY20 sales tax total from \$2,700,000 to **\$2,800,000**.

- 2. Alcohol Sales Tax. Increase from \$290,000 to \$300,000 for an increase of \$10,000.**
 - The current budgeted amount for alcohol sales taxes is **\$290,000**.
 - Current receipts as of 9/30/19 amounts to \$78,330 or 27% of the EOY budgeted amount.
 - This is an increase of \$5,644 from the same time last year.

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.
City of Dillingham

- Alcohol sales taxes have been slowly increasing over the past few years: FY17 (audited) \$287,562, FY18 (audited) \$312,518, FY19 (unaudited) \$315,933.
- Conservatively, the budgeted amount for FY20 could be increased by \$10,000.
- This would change the FY20 alcohol sales tax total from \$290,000 to \$300,000.

3. Tobacco Tax. Increase from \$220,000 to \$280,000 for an increase of \$60,000.

- The current budgeted amount for tobacco taxes is **\$220,000**.
- Current receipts as of 9/30/19 amounts to \$80,241 or 36% of the EOY budgeted amount.
- This is an increase of \$44,040 from the same time last year.
- Tobacco sales taxes were \$333,412 in FY19 (unaudited).
- This is a new tax last year and we weren't sure of the revenue amount, so estimates were made that were much lower than actual receipts.
- Conservatively, the budgeted amount for FY20 could be increased by **\$60,000**.
- This would change the FY20 tobacco tax total from \$220,000 to **\$280,000**.

4. Personal Property Tax. Decrease from \$530,000 to \$520,000 for a decrease of \$10,000.

- The current budgeted amount for personal property taxes is **\$520,000**.
- Current accrual accounting method as of 9/30/19 amounts to \$516,484.
- This is an increase of \$4,242 from the same time last year.
- Personal property tax has been slowly increasing over the past few years: FY17 (audited) \$546,598, FY18 (audited) \$524,624, FY19 (unaudited) \$494,088.
- Conservatively, the budgeted amount for FY20 could be decreased by **\$10,000**.
- This would change the FY20 personal property tax total from \$530,000 to **\$520,000**.

5. Shared Fisheries Tax. Increase from \$20,000 to \$28,000 for an increase of \$8,000.

- The current budgeted amount for shared fisheries taxes is **\$20,000**.
- Current receipts as of 9/30/19 amounts to \$0 (the State of Alaska has not released the Shared Fisheries Taxes yet).
- We received the following in Shared Fisheries Tax over the past few years: FY17 (audited) \$36,610, FY18 (audited) \$18,650, FY19 (unaudited) \$32,171.
- The recent fishing season was similar to the past year and is projected to be a similar harvest next summer.
- Conservatively, the budgeted amount for FY20 could be increased by **\$8,000**.
- This would change the FY20 shared fisheries tax total from \$20,000 to **\$28,000**.

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6. Community Assistance. Increase from \$107,000 to \$108,732 for an increase of \$1,732.

- The current budgeted amount for Community Assistance is **\$107,000**.
- The updated Community Assistance payment has been updated and listed as \$108,732 on the DCCED website.
- This increases the budget by **\$1,732**.
- This would change the FY20 Community Assistance total from \$107,000 to **\$108,732**.

7. Payment in Lieu of Taxes. Increase from \$450,000 to \$466,164 for an increase of \$16,164.

- The current budgeted amount for PILT is **\$450,000**.
- The updated Community Assistance payment has been updated and listed as \$466,154 on the DCCED website.
- This increases the budget by **\$16,164**.
- This would change the FY20 Community Assistance total from \$450,000 to **\$466,164**.

8. Water. Increase from \$216,822 to \$230,848 for an increase of \$14,026.

- The current budgeted amount for water income is **\$216,822**.
- The increase is due to refinement of data based upon actual data.
- This is an increase of **\$14,026** from the same time last year.
- This would change the FY20 total from \$216,822 to **\$230,848**.

9. Wastewater. Decrease from \$482,019 to \$426,552 for a decrease of \$55,467.

- The current budgeted amount for water income is **\$482,019**.
- The decrease is due to refinement of data based upon actual data.
- This is a decrease of **\$55,467** from the same time last year.
- This would change the FY20 total from \$482,019 to **\$426,552**.

10. Landfill. Increase from \$240,377 to \$270,377 for an increase of \$30,000.

- The current budgeted amount for water income is **\$240,377**.
- The increase is due to refinement of data based upon actual data.
- This is an increase of **\$30,000** from the same time last year.
- This would change the FY20 total from \$240,377 to **\$270,377**.

11. Senior Center. Decrease from \$178,854 to \$168,654 for a decrease of \$10,200.

- The current budgeted amount for lease and rental income is **\$178,854**.
- The decrease is due to using the Senior Center to house the visiting CRW (and other) engineers during project oversight operations during FY20 to save on lodging costs.

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- Recommend elimination of the annual rental income of **\$10,200** from the Senior Center apartment from the Lease and Rental Income line item.
- This would change the FY20 lease and rental income total from \$178,854 to **\$168,654**.

12. Debt Service. Decrease from \$742,200 to \$371,100 for a decrease of \$371,100.

- The current budgeted amount for Debt Service is **\$742,200**.
- The State of Alaska reduced school bond debt reimbursement from a 65%/35% (State to City ratio) to a 35%/65% (State to City ratio).
- This equates to a 50% reduction of the prior year's reimbursement amount.
- Instead of the City of Dillingham being reimbursed \$752,200 from the State of Alaska for School Bond Debt, the City of Dillingham will receive **\$371,100** for a net decrease of **\$371,100**.

Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 5. Transfers.

1. Landfill. Decrease transfer amount from \$421,770 to \$395,351 for a decrease of \$30,000.

- The current budgeted amount for general fund transfer to landfill is **\$421,770**.
- The decrease in the transfer amount of **\$30,000** is due to refinement based upon actual revenue data from the 1st Quarter of FY20.
- This would change the FY20 landfill transfer from \$421,770 to **\$391,770**.

2. Transfer from General Fund. Increase from \$318,350 to \$689,450 for an increase of \$371,100.

- Refer to #12 above for details. This line item shows the transfer from the General Fund.

Recommended Updates to City of Dillingham, Alaska Ordinance No. 2019-06 Paragraph 4, Section 6. Appropriations.

1. Information Technology Appropriation. Increase from \$120,812 to \$186,890 for an increase of \$66,078.

- The IT appropriation is currently **\$120,812**.
- The contract from our IT service provider is for: replace all workstations not included in last year's planned replacement, purchase Windows 10 licenses for all workstations, replace the City Hall and Public Safety servers, and conduct onsite installation and configuration.
- The current budgeted amount for Computer Hardware is \$25,000. This course of action would increase this line item by **\$66,078** to \$91,078.
- This would change the FY20 Information Technology total from \$120,812 to **\$186,890**.

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

**2. Public Safety Appropriation. Distribute across subunits of Public Safety.
Increase budget by \$67,428.**

- If approved, the Public Safety Employees Association Collective Bargaining Agreement worst case budgetary impact would increase the budget by **\$67,428**.
- Most likely budgetary impact is an increase of **\$42,045**.

The recommended changes in this revision to the FY20 budget would result in:

- Increase of the total amount of revenues and transfers from \$12,893,626 to **\$13,122,462** for an increase of \$228,836 over the original FY20 budget.
- Increase of the total amount of appropriations from \$12,876,306 to **\$13,009,812** for an increase of \$133,506 over the original FY20 budget.
- The net result is a budget with a **\$112,650 (surplus)**.

Questions can be directed to me at 842-5148 or manager@dillinghamak.us .

Respectfully submitted,



Tod Larson
City Manager

2 Encl
Proposed FY20 Budget Ordinance Revision
Revenues and Expenditures as of September 30, 2019

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CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-25

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF DILLINGHAM AND THE PUBLIC SAFETY EMPLOYEE ASSOCIATION

WHEREAS, the Public Safety Employee Association (“PSEA”) represents the City of Dillingham’s (“City”) Public Safety Department employees (“Members”); and

WHEREAS, the City has had an agreement with PSEA from July 1, 2016 and June 30, 2019; and

WHEREAS, the City and PSEA have reached a tentative three (3) year collective bargaining agreement (“CBA”); and

WHEREAS, the CBA shall take effect July 1, 2019, and will remain in full force and effect through June 30, 2022; and

WHEREAS, the CBA is subject to ratification by the Members and approval by the Dillingham City Council; and

WHEREAS, the Members will soon vote on the tentative CBA;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council has authorized the City Manager to approve the CBA between the City and PSEA commencing on July 1, 2019 and ending on June 30, 2022.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

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CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-30

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING CURYUNG TRIBAL COUNCIL'S BBEDC ARCTIC TERN GRANT APPLICATION FOR PARTICIPATION AT THE 2019 AFN ELDERS AND YOUTH CONFERENCE

Whereas, the City of Dillingham supports employment and educational activities for youth in the community; and

Whereas, the City of Dillingham supports participation in the 2019 AFN Elders and Youth Conference by youth from the community; and

Whereas, a grant from BBEDC under the Arctic Tern program will allow the Curyung Tribal Council to provide the activities described above;

NOW THEREFORE BE IT RESOLVED that this resolution supports the application for and receipt of a BBEDC Arctic Tern Grant and further supports Curyung Tribal Council youth program.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

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CURYUNG TRIBAL COUNCIL

RESOLUTION 2019-11

A Resolution Authorizing Curyung Tribal Council Staff to Submit an Application to the 2019 Arctic Tern Grant Program

WHEREAS, Curyung Tribal Council is the federally recognized Alaska Native tribe serving its tribal members and the community of Dillingham, and

WHEREAS, the Curyung Tribal Council supports youth activities that promote cultural awareness, leadership development, knowledge gathering, teambuilding, service work, self-sufficiency, food security, and wellness; and

WHEREAS, the Curyung Tribal Council staff, in cooperation with the Dillingham City School District (DCSD) has prepared a project application to fund Dillingham City School District students to travel to Fairbanks for the 2019 AFN Elders & Youth Conference; and

WHEREAS, the Curyung Tribal Council acknowledges legal responsibility for assuring that all local, state and federal laws will be adhered to in any actions under this grant project; and

WHEREAS, in accepting this grant, the Curyung Tribal Council agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorney's fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement.

NOW THEREFORE BE IT RESOLVED that Curyung Tribal Council hereby supports the 2019 Arctic Tern Grant application as prepared by staff for the travel and participation of DCSD students to the 2019 Alaska Federation of Natives Elders & Youth Conference in Fairbanks, Alaska in October 2019.

CERTIFICATION:

This resolution was duly considered and adopted at a meeting of the Curyung Tribal Council in Dillingham, Alaska on this 10 day of September, 2019, at which a quorum of Council members were in attendance.

ATTEST:

Thomas Tilden
Thomas Tilden, First Chief
Curyung Tribal Council

Sept 13, 2019
Date

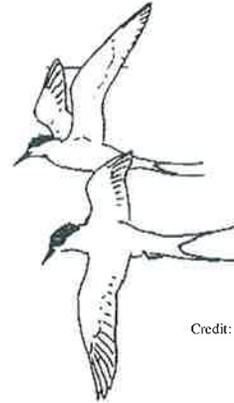
Attest:

Subaly White
Tribal Chief

9/10/19
Date

Bristol Bay Economic Development Corporation

Arctic Tern Program
Application



Credit: USFW

Instructions: Applicant shall use this page as a cover sheet for their application. The remainder of the application may be the following form or may be submitted as a simple narrative in whatever format is desired, provided it contains the information required.

Date _____

Name & Address of Entity Requesting Grant:

Curyung Tribal Council
PO Box 216
Dillingham, AK 99576

Specific Contact Person:

Name: Courtenay Carty Phone Number: 842-2384
Title: Tribal Administrator Fax Number: 842-4510
Address: PO Box 216 E-mail Address: courtenay@curyungtribe.com

Project Title: DCSD AFN Elders & Youth Delegation

Total Amount Being Requested: \$6,000

Brief Description of Project Four MS/HS student delegates and one chaperone to attend the annual First Alaskans Elders and Youth Conference at the Denal'ina Center in Anchorage, October 14-17, 2018. Delegates will meet before travel to discuss issues and will continue to meet after the conference to plan culturally relevant activities in the school.

Signature by an authorized official of the Recipient Organization below acknowledges the intent to operate according to the program purpose and guidelines and assures that all information contained in this application is true and correct.


Signature

14 Sept '18
Date

Bristol Bay Economic Development Corporation, P.O. Box 1464, Dillingham, Alaska, 99576 Phone: (907) 842-4370, (800) 478-4370, Fax: (907) 842-4336, Fax: (888) 325-4336

The following can be used to simply fill in the blanks after each question or the items can be addressed in a simple written narrative provided that all information is included. The preceding cover sheet should be included in any case.

Refer to Program Description and Guidelines for further information.

1. Project Title: DCSD AFN Elders & Youth Conference

2. Describe the number of youth that are expected to be employed or involved.

Approximately 10 students will attend the conference in person (in partnership with the Ekuk Tribe). Over 50 will participate remotely but signing in to the telecast online from the school

3. Describe the work or activities that the youth are expected to accomplish.

Delegates will meet three times before the conference to discuss contemporary issues, will attend the entire conference, and will continue to meet after the conference to plan culturally activities in the school.

4. Describe the timeline for the entire grant. If the grant includes multiple projects, include timelines for each project. For example if one project involves employing youth and a second project includes travel, include a timeline for each of the projects.

Please see attached overview.

5. Describe anything that the youth are expected to submit (reports, presentations or other).

Youth are required to provide a report (verbal, video, written or multimedia) to the Dillingham Parent Advisory Committee upon return.

6. Describe how the youth will be supervised and/or chaperoned. Include the name(s) of the supervisor(s) and/or chaperone(s).

Robyn Chaney, Federal Programs Coordinator. Chaperones will be Norma Hiratsuka and Brian Heyano. Ekuk elder will be Ruby Murphy.

7. Provide a budget that is reasonably detailed.

Please see attached.

8. Attach a resolution from the applicant that includes the following statements:

a. The Recipient Organization acknowledges legal responsibility for assuring that all local, state and federal laws will be adhered to in any actions under this grant project.

b. In accepting this grant, the Recipient agrees to indemnify, release, and hold BBEDC, its directors, officers, employees, contractors and agents, harmless from and against any disputes which might arise from activities and transactions performed or contemplated. This indemnity and release shall include costs and attorney's fees incurred by BBEDC in defending itself from any filed or threatened legal action related to this Grant or Agreement

9. Attach a resolution from other (city or tribal) government organization if appropriate that supports the application.

Bristol Bay Economic Development Corporation, P.O. Box 1464, Dillingham, Alaska, 99576 Phone: (907) 842-4370, (800) 478-4370, Fax: (907) 842-4336, Fax: (888) 325-4336

2018 AFN Elders & Youth

Elders & Youth Conference, Dena'ina Center, Dillingham, AK

October 14-17, 2018

October 1, 2017

1st Eligibility Check
Students who have an "F" in any class this quarter or for last semester are on probation.

October 8, 2017

2nd Eligibility Check
Students who have an "F" in any class this quarter or for last semester are ineligible to travel.

October 13-17, 2017

Travel dates for the conference. We'll leave Saturday night and return Wednesday evening.

Congratulations! Your student has been accepted to attend the AFN Elders & Youth Conference at the Dena'ina Center in Anchorage. Norma Hiratsuka, Brian Heyano, and Ruby Murphy will be chaperoning the students.

Our first eligibility grade check will be October 1. The second and final check will be October 8. Students who are ineligible due to citizenship will not be allowed to travel. We will also be monitoring student tardiness and unexcused absences. Students will have mandatory meetings at lunch on Tuesdays and Thursdays in the District Office to review travel plans, eligibility, and group expectations. Parents are invited to attend the meeting on Thursday, October 11th at 12:25 pm in the district office.

Our travel plans:

Depart Dillingham on Pen Air at 4 PM on Saturday, October 13.

The group is staying at the Embassy Suites. The conference will be at the Dena'ina Center.

Depart Anchorage on Pen Air at 4:10 PM on Wednesday, October 17.

Students and chaperones will be abiding by ASAA and DCSD policy for travel. The Dillingham Parent Advisory Committee Johnson O'Malley Program, Ekuk Village Council, Curyung Tribal Council, and the Bristol Bay Native Corporation sponsor travel for students and chaperones to attend this conference.



First Alaskans Website for AFN E&Y Conference

If you would like more information on the Elders & Youth Conference, sponsored by First Alaskans Institute, go to their webpage at:

www.firstalaskans.org

If you have questions, please feel free to contact:

Robyn Chaney
Federal Programs Coordinator
842.6779
rchaney@dlgsd.org

2018 AFN Youth & Elders Conference

Dena'ina Center, Anchorage AK

October 13-17, 2018

Date/Time	Activity	Location	Contact	Phone
Saturday				
	check in	Pen Air		
6:10 PM	depart Dillingham	Pen Air		
7:30 AM	arrive Anchorage			
	pick up van	Budget		
	check in	Embassy Suites		
	<i>snacks and homework</i>			
Sunday				
8:00 AM	breakfast	Embassy Suites		
10:00 AM	shop	Mall		
	tour	Anchorage Museum		
1:00 PM	Registration	Dena'ina Center		
	Pre-Conference	Dena'ina Center		
5:15 PM	dinner			
	<i>dinner/agenda review/homework</i>			
Monday				
8:00	conference	Dena'ina Center		
11:30 AM	lunch	local		
1:00 PM	conference	Dena'ina Center		
5:15 PM	dinner	local		
7:00 PM	Chin'an	Dena'ina Center		
	<i>dinner/agenda review/homework</i>			
			buy tickets at registration	
Tuesday				
8:00	conference	Dena'ina Center		
12:00 PM	lunch	local		
1:00 PM	conference	Dena'ina Center		
5:15 PM	dinner	local		
6:30 AM	Student Dance	Dena'ina Center		
	<i>debrief/homework/review agenda</i>			
			tickets at registration	
Wednesday				
7:30	check out	Embassy Suites		
8:00 AM	conference	Dena'ina Center		
12:00 PM	conference ends	Dena'ina Center		
12:30 PM	lunch			
2:00 PM	return vehicles/check in			
4:00 PM	depart	Pen Air		
5:20 PM	arrive home	Pen Air		

Program Budget

Grant Recipient: Dillingham City School District

Grant Number: _____

Grant Title: Curyung Tribal Council Arctic Tern

Revision Number: _____

UNIFORM CHART of ACCOUNTS		Account Title	Budget Amount		
			Initial/Current Budget	Revisions (+ or -)	Approved Budget
Required	Optional				
310		CERTIFICATED SALARIES	0.00	0.00	0.00
	314	Director/Coordinator/Manager		0.00	0.00
	315	Teacher	0.00	0.00	0.00
	316	Extra Duty Pay	0.00	0.00	0.00
	317	Certificated Substitutes	0.00	0.00	0.00
	318	Specialists	0.00	0.00	0.00
320		NON-CERTIFICATED SALARIES	0.00	0.00	0.00
	321	Director/Coordinator/Manager	0.00	0.00	0.00
	323	Aides	0.00	0.00	0.00
	324	Support Staff	0.00	0.00	0.00
	329	Substitutes/Temporaries	0.00	0.00	0.00
360		EMPLOYEE BENEFITS	0.00	0.00	0.00
	361	Insurance - Life & Health		0.00	0.00
	362	Unemployment Insurance		0.00	0.00
	363	Worker's Compensation		0.00	0.00
	364	FICA Contribution		0.00	0.00
	365	Retirement Contribution - TRS		0.00	0.00
	366	Retirement Contribution - PERS		0.00	0.00
390		TRANSPORTATION COSTS	0.00	0.00	0.00
410		PROFESSIONAL & TECHNICAL	0.00	0.00	0.00
420		STAFF TRAVEL	0.00	0.00	500.00
425		STUDENT TRAVEL	0.00	0.00	5,500.00
430		UTILITY SERVICES	0.00	0.00	0.00
440		OTHER PURCHASED SERVICES	0.00	0.00	0.00
450		SUPPLIES/MATERIALS/MEDIA	0.00	0.00	0.00
	451	Teaching Supplies	0.00	0.00	0.00
	454	Office Supplies	0.00	0.00	0.00
490		OTHER EXPENSES (Dues & Fees)	0.00	0.00	0.00
		UNALLOCATED** ---->	0.00	0.00	0.00
Subtotal Direct Costs			0.00	0.00	6,000.00
Indirect Rate			0.00%	0.00%	0.00%
Indirect Amount			0.00	0.00	0.00
480		TUITION & STIPENDS	0.00	0.00	0.00
510		EQUIPMENT (no indirect charges)	0.00	0.00	0.00
540		OTHER CAPITAL OUTLAY EXPENSES	0.00	0.00	0.00
TOTAL			0.00	0.00	6,000.00

**** UNALLOCATED FUNDS MAY NOT BE ENCUMBERED OR SPENT. A BUDGET REVISION IS REQUIRED.**
A narrative explanation is required for ALL budget revisions.

APPROVAL _____

NAME & TITLE: _____

SIGNATURE _____

DATE _____

TELEPHONE NUMBER _____

Narrative Description of Program Budget

(A narrative justification must accompany EACH request for a budget revision)

Grant Recipient: Curyung Tribal Council

Grant Number: _____

Grant Title: Curyung Tribal Council Arctic Tern **Revision Number:** _____

Chart of Accounts Number	Account Title	Budget Amount	Narrative Description
<i>Required</i>		TOTAL	Please include a COMPLETE description of each line item. Budget revisions must include a justification for each change including the impact on the program originally approved.
310	CERTIFICATED SALARIES	-	
320	NON-CERTIFICATED SALARIES		
360	EMPLOYEE BENEFITS		
390	TRANSPORTATION COSTS		
410	PROFESSIONAL & TECHNICAL		
420	STAFF TRAVEL	500.00	Chaperone Travel
425	STUDENT TRAVEL	5,500.00	Student delgate travel to AFN EY Conference in Anchorage, AK. Includes: airfare, ground transportation, lodging and per diem.
430	UTILITY SERVICES		
440	OTHER PURCHASED SERVICES		
450	SUPPLIES/MATERIALS/MEDIA		
490	OTHER EXPENSES (Dues & Fees)		
480	TUITION & STIPENDS		
510	Equipment		
540	Other Capital Outlay Expenses		

Copy and attach additional pages as needed.

Mayor
Alice Ruby

Manager
Tod Larson



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

Bristol Bay Economic Development Corporation
Arctic Tern Program
Attn: Massa Pat
P.O. Box 1464
Dillingham, AK 99576

September 7, 2018

Dear Ms. Pat,

The City of Dillingham supports the Arctic Tern application of The Curyung Tribal Council to provide grant funding to resident young people to attend The Alaska Federation of Natives Convention.

The Alaska Federation of Natives Convention is a crucial event in Alaska and provides a rich leadership and cultural experience for our youth. Continuing to teach our youth about native history and culture is so important to their growth into Alaska's next generation of leadership. The convention is a pinnacle annual event in the State of Alaska and with the continued reduction of funding, it becomes more difficult to send people. The Arctic Tern grant is an extremely important resource that will assist in this endeavor.

We encourage you to consider The Curyung Tribal Council's request for Arctic Tern funds. We believe fully in their application and support it without reservation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tod Larson".

Tod Larson
City Manager

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-31

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING RESOLUTION NO. 2019-1 FROM THE ALASKA ASSOCIATION OF HARBORMASTERS AND PORT ADMINISTRATORS IN SUPPORT OF FULL FUNDING (\$12,145,312) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2019 STATE CAPITAL BUDGET

WHEREAS, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

WHEREAS, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

WHEREAS, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

WHEREAS, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

WHEREAS, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

WHEREAS, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

WHEREAS, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

WHEREAS, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

WHEREAS, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

WHEREAS, the municipalities of the City of Cordova, City and Borough of Sitka, City and Borough of Ketchikan, City of Homer, City of Edna Bay, City of Kake, City and Borough of Juneau, and the Municipality of Anchorage have offered to contribute \$12,145,312 in local match funding for FY 2021 towards seven harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

WHEREAS, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

WHEREAS, during the last ten years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

WHEREAS, during the last ten years the backlog of projects necessary to repair and replace these former State owned harbors has increased to over \$100,000,000.

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council urges full funding in the amount of \$12,145,312 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY2021 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

PASSED and ADOPTED by the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

Alaska Association of Harbormasters and Port Administrators



RESOLUTION NO. 2019-1

A RESOLUTION OF THE ALASKA ASSOCIATION OF HARBORMASTERS AND PORT ADMINISTRATORS IN SUPPORT OF FULL FUNDING (\$12,145,312) FOR THE STATE OF ALASKA MUNICIPAL HARBOR FACILITY GRANT PROGRAM IN THE FY 2021 STATE CAPITAL BUDGET.

Whereas, the Alaska Association of Harbormasters and Port Administrators recognizes the majority of the public boat harbors in Alaska where constructed by the State during the 1960s and 1970s; and

Whereas, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

Whereas, these harbor facilities are ports of refuge and areas for protection for ocean-going vessels and fishermen throughout the State of Alaska, especially in coastal Alaskan communities; and

Whereas, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

Whereas, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

Whereas, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

Whereas, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program, AS 29.60.800; and

Whereas, the Alaska Association of Harbormasters and Port Administrators, is pleased with the Department of Transportation and Public Facilities administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

Whereas, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

Whereas, the municipalities of the City of Cordova, City and Borough of Sitka, City and Borough of Ketchikan, City of Homer, City of Edna Bay, City of Kake, City and Borough of Juneau, and the Municipality of Anchorage have offered to contribute \$12,145,312 in local match funding for FY2021 towards seven harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

Whereas, completion of these harbor facility projects is all dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

Whereas, during the last ten years the Municipal Harbor Facility Grant Program has only been fully funded twice; and

Whereas, during the last ten years the backlog of projects necessary to repair and replace these former State-owned harbors has increased to over \$100,000,000.

Now therefore be it resolved that the Membership of the Alaska Association of Harbormasters and Port Administrators urges full funding in the amount of \$12,145,312 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2021 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

Passed and approved by a duly constituted quorum of the Alaska Association of Harbormasters and Port Administrators on this 3rd day of October, 2019.

Carl Uchytel, President

ATTEST:

Rachel Lord, Executive Secretary

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-34

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL SUPPORTING THE 2020 CENSUS COMPLETE COUNT AND ESTABLISHING A COMPLETE COUNT COMMITTEE

WHEREAS, the United States Census Bureau is required by the United States Constitution to conduct a count of the population every ten years; and

WHEREAS, the census provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, census data is necessary for an accurate and fair redistricting of state legislative seats; and

WHEREAS, federal and state funding is allocated to communities based on population, and decisions on matters of national and local importance are based on census data, including healthcare, community developments, housing, education, transportation, social services, employment, and other programs; and

WHEREAS, the Dillingham City Council is committed to a full and accurate Census count and recognizes that special emphasis on enumerating members of population groups traditionally undercounted is important to improving the results of data collections; and

WHEREAS, the information collected by the census is confidential and protected by law; and

WHEREAS, providing trusted advocates who can initiate positive conversations about the 2020 Census will increase local understanding regarding the importance of participation in the census count.

NOW, THEREFORE, BE IT RESOLVED the Dillingham City Council is committed to partnering with the United States Census Bureau and establishes and authorizes the Mayor to appoint residents to a 2020 Census Complete Count Committee which will:

1. Bring together a cross section of community organizations and citizens whose focus is 2020 Census awareness.
2. Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to our community.
3. Encourage all Dillingham residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
4. Strive to achieve a complete and accurate count of all persons within the Dillingham City boundary.

PASSED and ADOPTED by the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

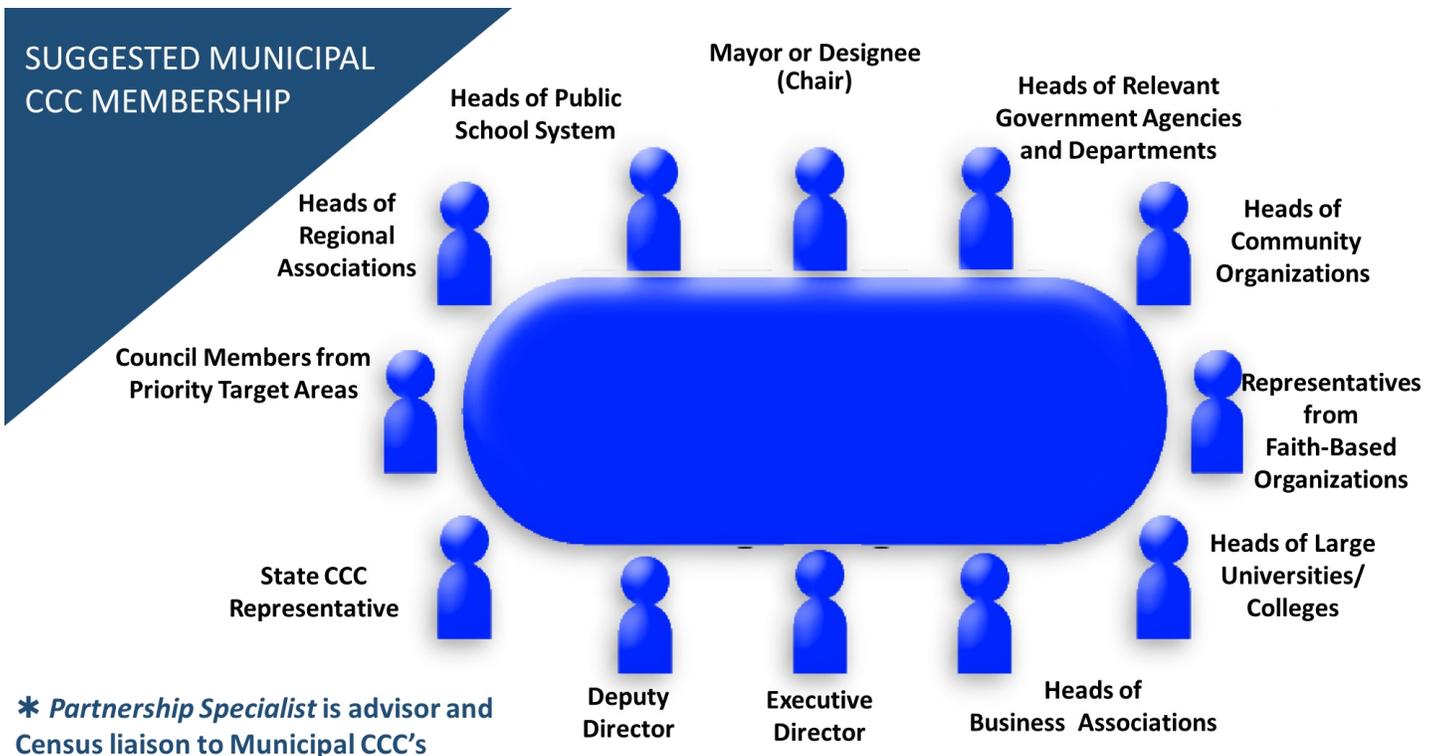
Lori Goodell, City Clerk

MUNICIPAL COMPLETE COUNT COMMITTEE

A **Municipal Complete Count Committee** is a mutually beneficial partnership – at the highest level—within each city. The mayor often appoints members of the Complete Count Committee (CCC). Committees consist of influential community leaders who are charged with developing a census awareness campaign that:

- ◆ Communicates the importance of the census through local messaging.
- ◆ Raises awareness of the census throughout the city.
- ◆ Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner.
- ◆ Increases the city’s self-response rate.

The size of the Complete Count Committee is determined by each city. In addition, mayors and city councils may allocate funding to support the activities of the CCC. Cities view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade.



MUNICIPAL COMPLETE COUNT COMMITTEE



EDUCATION PHASE January 2018—September 2019

The education phase is often referred to as the “Raising Census Awareness” phase. The message to each community member is that the census is a civic activity that affects people of all ages, races, cultures, and ethnicities. This is the period to strongly emphasize the many uses of census data and highlight specific local examples of how census data benefits a community.

PROMOTION PHASE April 2019—January 2020

The promotion phase of the 2020 Census officially starts on April 1, 2019, a year out from Census Day. This phase overlaps with the education phase. The theme of this phase is “The 2020 Census is Coming.” During this period, CCCs implement activities through their government, faith- and community-based organization, business, media, and recruitment partners. An effective strategy guarantees that community residents will encounter census messages during times of work, play, leisure, school, and worship.

MOTIVATION/ ACTION PHASE February 2020—June 2020

The motivation/action phase starts in February 2020, intensifies in March 2020, and reaches its peak on Census Day—April 1st, 2020. The theme of this phase is “Be Counted for Your Community” and the focus is to motivate each household to take ownership of the census and make a conscious decision to participate. The non-response follow-up operation will be the focus toward the end of this phase, and the message to the community will change, encouraging households to “Cooperate with Census Takers”.

CCC SUBCOMMITTEE TYPES

BUSINESS	<ul style="list-style-type: none"> Involving a community's business sector creates a unifying element that touches every household within the community. 	EX-OFFENDER	<ul style="list-style-type: none"> The ex-offender population is sizeable and is often disenfranchised from the community and hard to track. 	LIBRARY	<ul style="list-style-type: none"> Urban Libraries Council says libraries are the “most trusted government entity”, poised to be pivotal for civic engagement.
COMMUNICATIONS, MEDIA AND TECHNOLOGY	<ul style="list-style-type: none"> Assists community organizations in utilizing census toolkit materials and enables them to innovate. 	FAITH-BASED	<ul style="list-style-type: none"> Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members. 	RECRUITING	<ul style="list-style-type: none"> Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.
COMMUNITY ORGANIZATIONS	<ul style="list-style-type: none"> Community organizations provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds. 	GOVERNMENT	<ul style="list-style-type: none"> Leveraging the ability of local government to provide knowledge of the population, organizations, and institutions is essential to an accurate count. 	SENIOR CITIZEN	<ul style="list-style-type: none"> Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.
DATA AND MAPS	<ul style="list-style-type: none"> Understanding where hard-to-survey areas exist is important to direct subcommittee activities toward the correct populations and geographic areas. 	GROUP QUARTERS	<ul style="list-style-type: none"> Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count. 	SPECIAL HOUSING	<ul style="list-style-type: none"> The rental population will exceed a third of the entire U.S. population by 2020. No matter the housing type, access is vital for an accurate count.
EDUCATION (PRESCHOOL - GRADE 12)	<ul style="list-style-type: none"> Reaches U.S. households through schools and helps create a generation of future self-responders. 	HOMELESS	<ul style="list-style-type: none"> In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans. 	VETERANS	<ul style="list-style-type: none"> Over 22 million veterans living in the United States present a sizeable population distributed throughout the 50 states. Former military personnel can provide leadership and excellent recruiting assistance.
EDUCATION (POST SECONDARY)	<ul style="list-style-type: none"> Works with university housing to obtain administrative records for group quarters; educates off-campus students to participate accurately. 	IMMIGRANT	<ul style="list-style-type: none"> One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English. 	PHILANTHROPIC	



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001



CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-36

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE BANK SIGNATURE CARD FOR WELLS FARGO CHECKING ACCOUNT DUE TO A CHANGE IN COUNCIL MEMBERS

WHEREAS, Bill Rodawalt was elected to the City Council at a Regular City Election held October 1, 2019; and

WHEREAS, the signature cards for the City’s checking accounts at Wells Fargo Bank will need to reflect the change in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to sign checks on behalf of the City of Dillingham on the funds that are now and shall be deposited in Wells Fargo Bank.

Tod Larson	City Manager
Alice Ruby	Mayor
Chris Napoli	Council Member
Bill Rodawalt	Council Member
Aksel Buholm	Council Member
Neil C. Armstrong	Council Member
Andy Anderson	Council Member
Gregory Marxmiller	Council Member

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

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CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-37

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AMENDING THE INVESTMENT ACCOUNT SIGNATURE AUTHORITY FORMS FOR CITY INVESTMENT ACCOUNTS DUE TO A CHANGE IN COUNCIL MEMBERS

WHEREAS, Bill Rodawalt was elected to the City Council at a Regular City Election held October 1, 2019, and

WHEREAS, the signature authority forms for the City’s investment accounts at Wells Fargo Investment Services, Piper Jaffray, Alaska Municipal League Investment Pool, and Time Value Investments will need to be reflect the changes in personnel;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that the following persons are authorized to give instructions on behalf of the City of Dillingham on the funds that are now and shall be deposited in the above mentioned investment institutions..

Tod Larson	City Manager
Alice Ruby	Mayor
Chris Napoli	Council Member
Bill Rodawalt	Council Member
Aksel Buholm	Council Member
Neil C. Armstrong	Council Member
Andy Anderson	Council Member
Gregory Marxmiller	Council Member
Anita Fuller	Finance Director

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

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CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2019-38

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL WAIVING THE PURCHASE REQUIREMENTS AND ENTER INTO AN AGREEMENT WITH ALASKA COMMUNICATIONS TO UPGRADE THE IT SYSTEM

WHEREAS, the existing City computer Operating System (Windows 7) is outdated and will no longer be supported by the manufacturer after January 2020; and

WHEREAS, the City's computers and servers have reached the end of their life; and

WHEREAS, the City has contracted with Alaska Communications for professional services on a continuing basis for several years for IT support; and

WHEREAS, it has been determined that the public interest would be best served to update the IT infrastructure, and efficient operations and, to maintain proper security ; and

WHEREAS, Alaska Communications knows the City's equipment needs and has the specialized knowledge and judgement to purchase and install a new IT system; and

WHEREAS, Procurement policy exemptions are specified in Dillingham Municipal Code (DMC) 4.30.130 Exemptions A. 6. To professional services retained on a continuing as opposed to a project basis, i.e., accounting, appraisal, legal and civil engineering services; and B. 4. The services are of a professional nature requiring specialized knowledge and judgment;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council waives the purchasing restrictions as stated above;

BE IT FURTHER RESOLVED that the Dillingham City Council authorizes the City Manager to execute a contract with Alaska Communications for \$91,078 for installation of a new IT system;

PASSED and ADOPTED by the Dillingham City Council on November 7, 2019.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Lori Goodell, City Clerk

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Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: November 2, 2019
To: Mayor and City Council
From: Tod Larson
Subject: Informational Technology (IT) Course of Action Recommendation

Brief Background.

The IT resources within the City of Dillingham have reached the end of their useful life. In an attempt to 'flatten out' substantial costs associated with replacement of the entire city's computer hardware infrastructure at the same time, the City Council enacted a five-year rotating replacement strategy during the FY19 budgeting process. Year one (FY19) of the replacement plan was effective by making a few minor adjustments. Year two (FY20) was budgeted for when we learned that the Windows 7 operating system would reach its 'end of support'.

In the summer of 2019, Alaska Communications contacted the city and advised that we had a significant issue looming with our operating system in each of our computers and servers. Currently the city is fielded with Windows 7 and this system will reach the end of support on January 14, 2020. "When Windows 7 reaches end of support on January 14, 2020, your computer will still function but Microsoft will no longer provide the following:"

- Technical support for any issues.
- Software updates.
- Security updates or fixes.

"While you could continue to use your PC running Windows 7, without continued software and security updates, it will be at greater risk for viruses and malware. Going forward, the best way for you to stay secure is on Windows 10. And the best way to experience Windows 10 is on a new PC. While it is possible to install Windows 10 on your older device, it is not recommended." (Microsoft Windows, 2019)

With this information and the recommendation from Microsoft, we requested a quote from Alaska Communications to determine the cost of: installing Windows 10 on all systems, replacing all remaining legacy laptops and docking stations, all legacy desktops, the City Hall server, the Public Safety server, two new uninterruptible power supply devices, and travel and labor to complete the installation. The quote amount is \$91,078.05. This quote lists all the component areas, so if the City Council decides to pursue something less than full replacement, we have those numbers in this quote. We currently have \$25,000 in the FY20 budget allotted towards hardware purchases.

Below are two Courses of Action (COAs) to address this issue. My critical assumption with both COAs is that we will upgrade to Windows10 on all systems regardless.

COA #1 – Complete replacement of all components.

- Pros.
 - The entire city IT system will be upgraded and current.
 - There are efficiencies to gain in having the technicians out here to upgrade the entire system.
 - One-time travel cost instead of multiples over the next five years.
 - A complete replacement will ensure that the system is operational and functional as a system instead of by replacing a few components at a time.
 - Monetary costs will be less over the next five years vs doing something annually.
- Cons.
 - Puts the City back to the mass replacement plan we were attempting to avoid.
 - Defeats our plan to spread IT costs over a five-year period.
 - The disruption will be greater than with a five-year plan (most computers replaced in a concentrated time).
- Cost.
 - The cost of this COA is \$91,078.
 - We currently have \$25,000 budgeted for hardware this FY.
 - The balance is \$66,078.
- Risk.
 - Low operational risk since all work will all be accomplished in a concentrated window.
 - Fiscal risk associated with funding an additional \$66,078 of unbudgeted funding.

COA #2 – Limited replacement of critical components. Statement of Work would include: upgrade all machines with Windows10, replace the City Hall server, replace the Public Safety server, replace the 20% of systems in year two in accordance with our current plan.

- Pros.
 - Does a better job of flattening out costs over the remaining four years of our current IT replacement strategy.
 - Less disruption to current operations.
 - Still protects the City from the main threat (End of support for Windows7).
- Cons.
 - Still leaves legacy machines in the City IT structure.
 - Windows10 on our older systems will be slow and less efficient to operate.
- Cost.
 - Estimate spending \$25,000 less than COA #1 in hardware costs.
 - Estimate spending \$15,000 less in travel than with COA #1.
 - Total estimate of COA #2 is \$51,078.
- Risk.
 - Increased risk of catastrophic computer failure due to the age of the remaining computers and subsequent higher costs associated with emergency replacement of a system.

Recommendation. My recommendation for the City Council to consider is to execute COA #1. Even though I pushed hard for a five-year replacement plan to help the city achieve a more sustainable IT replacement plan, the situation has changed considering the Windows7 retirement issue. The City will save money in the long run by not having someone come out for installation each year. The major disadvantage is that COA #1 puts the City back to where our IT assets will face the end of their useful life at the same time again. My belief is that considering the current facts, the advantages outweigh the disadvantages and complete replacement is my recommended solution.

Contact. Questions or concerns should be directed to Tod Larson, (907) 842-5148, manager@dillinghamak.us .

Sincerely,



Tod Larson
City Manager

Encl
Alaska Communications Quote

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Contract Type

- New Amendment / Order to Contract ID # Renewal, Effective Date Type Here
 Co-terminus with Existing Agreement, Date Type Here

Business/ Customer Information

Business Name: City of Dillingham
 Billing Address Line 1: PO Box 889
 Billing Address Line 2: _____
 City/State/Zip: Dillingham, AK, 99576
 Order Contact: Cynthia Rogers
 Contact Email: planner@dillinghamak.us

Account Number: TBD
 Service Street Address*: 141 Main Street
 Service Address – Line 2: Suite 889
 Service City/State/Zip*: Dillingham, AK, 99576
 Contact Phone Number: 907-842-3785
 *If different from Billing Address: _____

Scope of Services

Inside wiring: Yes

Products and Services	Service Descriptions Attachments	Exhibits
Professional Services		Exhibit 1: SOW Exhibit 2: Service Pricing [or pricing is per notes, below]

Cost are incremental to any existing services:

Term No Term Monthly Recurring Charges: \$0 Initial Non-Recurring Charges: \$91,078.05

Letter of Authorization (For Local and Long Distance Carrier Changes)

I desire to change the Services marked below to Alaska Communications for the numbers listed on the Service Order. I authorize orders to be placed for me on my behalf by Alaska Communications.

Local Telephone Service In-State Long Distance Out-of-State Long Distance

I agree that Alaska Communications may provide Customer Proprietary Network Information detail to me at my request, without prior password authentication, based on the methods specified in the Privacy section of the ACSA.

Yes! I would like to receive information on Alaska Communications’ products, promotions, and services.

Yes! I would like to receive information from Alaska Communications’ contractual affiliates on products, promotions, and services.

I acknowledge that I have read and understand the ACSA and all applicable exhibits and attachments, including the pricing applicable to all Services I have chosen.

I am authorized to sign this ACSA and agree to be bound by it. I UNDERSTAND AND AGREE THAT EARLY TERMINATION MAY RESULT IN EARLY TERMINATION CHARGES.

I AGREE TO THE ALASKA COMMUNICATIONS TERMS AND CONDITIONS AT ALASKACOMMUNICATIONS.COM/BUSINESSTERMSANDCONDITIONS AS THEY MAY BE AMENDED.

Service Details

Windows Server 2008 And Windows 7 EOL Replacements

Attachments

Exhibit 1 & 2 - Quote 26173 V1

CHANGES TO TERMS CONDITIONS, SERVICES DESCRIPTIONS, EXHIBITS, AND THIS FORM GO HERE AND REQUIRE LEGAL DEPARTMENT APPROVAL. INITIALS OF LEGAL TEAM REP (REQUIRED IF TEXT IS ENTERED BELOW) _____ Date _____

Customer

Alaska Communications

Signature: _____

Signature: _____

Name: _____

Name: _____

Business Name: **City of Dillingham**

Business Name: **Alaska Communications**

Date: _____

Date: _____

We have prepared a quote for you

CoD - Dillingham - Windows Server 2008 and Windows 7 EOL Replacements

Quote # 026173 Version 1



alaska
COMMUNICATIONS®

Prepared for:

City of Dillingham

Cynthia Rogers
planner@dillinghamak.us

Prepared by:

Alaska Communications Services, Inc.

Christian Enslin
Christian.Enslin@acsalaska.com

 Statement of WorkServer Replacements:

Recommendation:

The City of Dillingham City Hall currently has 2x physical servers running Windows Server 2008 that require replacement or upgrade prior to the operating system reaching end of life on January 14th 2020. From a hardware perspective, both of the servers running Windows Server 2008 have reached end of life and are no longer in a supportable state.

- CHFINANCE - Windows Server 2008 R2 Standard - HP Service Tag: 2M2116058M
- COD-RDS1 - Windows Server 2008 R2 Standard - Dell Service Tag: 9TJYDZ1

The City of Dillingham Public Safety office (PD) currently has 1x physical servers running Windows Server 2012 that requires replacement as the hardware has reached end of life is no longer in a supportable state. Additionally, the Virtual Machine which hosts the Sleuth application is running Windows Server 2008 and requires replacement or upgrade prior to the operating system reaching end of life on January 14th 2020.

- CODPD-VS1 - Windows Server 2012 R2 Standard - Dell Service Tag: B8RZL02

Project Scope High level Overview:

Public Safety Office:

- The Hyper V host CODPD-VS1 will be replaced by a new host, CODPD-HOST01.
- There are currently two Virtual Machines on this server. One will be migrated as is, the other hosts the Sleuth application on a 2008 server. This will be migrated to a new VM with a current operating system.

City Hall:

- The Hyper V host COD-VH1 will be replaced by a larger server named COD-HOST01. All existing servers located at City Hall will be consolidated to the new host server.
- The four Virtual Machines on the current host are all running Server 2012 and can be migrated to the new host as is.
- The physical servers CHFINANCE and COD-RDS1 will be migrated to new VMs on the new host, with a current operating system.
- Two 700 watt UPS Battery Backup units with network management capability will also be installed to replace the expired devices at City Hall.

Phase I: Build Baseline Servers

- Upon receiving the new hardware, the Hyper V hosts will be built and configured for their roles.
- The three replacement Virtual Machines will also be built and configured at this time.
- Configure networking and remote management
- Package hardware and ship to Dillingham for deployment

Shipping:

City of Dillingham

141 Main Street, Suite 889

Dillingham, AK 99576

(907)842-5211

Phase II: On Site Setup

- The new host servers and UPS units will be installed in the respective racks and connected to the networks.
- Install and configure static IP on UPS Network Management Card
- The new host servers will be joined to the domains.
- Virtual Machine migrations will take place after work hours: Existing physical servers and Virtual Machines will be shut down and exported to the new hosts.
- After the migration process has completed, the new Virtual Machines will be brought online and accessibility will be verified.

Phase III: Data Migration

- Key applications Accufund, Laserfiche, and Sleuth will be migrated to new server Virtual Machines.
- Engage vendors and facilitate temporary access as needed for application data migration.
- Verify completion of data migration and disable vendor access

Phase IV: Final Cleanup

- Update client workstations to connect to new server
- Confirm server stability and functionality with the client
- Add new servers to the clients backup selection list

- Discuss preferred disposal options with the client

Windows 7 End user Device Replacements: (PC's and Laptops)

Recommendation:

The Windows 7 operating system will reach end of life on January 14, 2020. Microsoft will no longer provide security patches or updates of any kind for the Windows 7 operating system beyond the scheduled end of life (EOL) date. Maintaining equipment that is running the Windows 7 operating system within the city's environment beyond the EOL schedule, presents significant risk as they would potentially be open to cyberattack, unauthorized external access, exploitation and data theft.

Due to the age and supportability state of the impacted equipment, Alaska Communications recommends removing all remaining Windows 7 devices from the city's environment through replacement with new hardware, running the Windows 10 Professional operating system.

The initial configuration of the new equipment would take place at our Anchorage office, prior to shipping the equipment to Dillingham for final deployment. A technician would travel to Dillingham to assist the impacted users with transitioning to the new equipment. We estimate that the final deployment will require 4 full days on site. If additional time is needed to complete the project, actual labor and travel expenses will be billed at the conclusion of the project.

34 total devices will be included in this project and are broken down below:

Included devices: (Device Name - Service Tag)

The following 5 laptops will be replaced with new Dell Latitude 3500 Laptops:

- CODLAPTOP10 - DQDJGS1
- COD-LT-01 - 3VJGX1
- COD-LT-02 - CT2HVZ1
- OWLLAPTOP1 - 34K96R1
- OWLLAPTOP2 - 45K96R1

The following 29 desktops will be replaced with new Dell Optiplex 3060 PC's:

- CODWS005 - GR2TDZ1
- CODWS006 - GPLSDZ1
- CODWS007 - 38G2FZ1
- CODWS008 - GR2VDZ1
- CODWS010 - 3862FZ1

- CODWS014 - 37V2FZ1
- PORT01 - H2M1KQ1
- CODWS012 - GPPSDZ1
- CODWS028 - GP6SDZ1
- CODWS029 - 81R48M2
- CODWS030 - 81BRJ02
- LIBRARYCHECKOUT - BRJT712
- OWLDESKTOP1 - JS6TWR1
- OWLDESKTOP2 - JS6VWR1
- PATRON3 - 9TDJM22
- PATRON4 - 9TDHM22
- PATRON5 - 9TFHM22
- PATRON6 - 9TFGM22
- AK-12 - 5GFZZL2
- CODWS011 - 38T3FZ1
- CODWS015 - 38P2FZ1
- CODWS016 - 3982FZ1
- CODWS017 - 3BG2FZ1
- CODWS018 - GP2TDZ1
- CODWS019 - 39X2FZ1
- CODWS025 - GPFTDZ1
- DDPS-CORR2 - CQRHBZ1
- DDPS-DISPATCH - 1QCCZ1
- COD-LASERFICHE - 7000TK1

Purchase 29x Dell OptiPlex Desktop PC's, 5x Dell Latitude Laptops with docking stations and applicable display adapters.

Replacement Desktop Setup Tasks to be completed by Alaska Communications:

Pre-deployment tasks:

- Confirm with client that appropriate accessories are being ordered such as wireless keyboard/mouse, HDMI cables, video cable adapters etc.
- Confirm with client as to the type and number of monitors that will be used in order confirm supportability of request and appropriate adapter cables are ordered.
- Confirm with client requirement for any specific hardware specifications.
- Confirm with client requirement for any specific software applications and if proper licensing is readily available.

Remote Deployment tasks to be completed for each device:

- Unpack and inspect hardware. Verify hardware is in working order such as fans, power supplies etc.

- Verify the clients required operating system is installed.
- Configure desktop with the latest updates, security patches, and service packs.
- Removal of OEM installed unproductive applications (Bloatware).
- Secure list of applications that are currently installed on the existing device.
- Set up a local user account and local administrator account.
- Configure the host name and domain setup.
- Apply label with computer name in a visible spot for customer reference.
- Install the following applications as part of the standard image: Microsoft Office applications, installation media, and adobe reader. (Include any software needed per clients standard build)
- LogMeIn (remote access software) and antivirus installed.
- Re-run Windows Updates to verify no new patches required since pre-deployment update.
- Apply and activate identified software applications.
- Test and Verify that equipment has been configured correctly.
- Prepare hardware for shipping

Shipping:

City of Dillingham
141 Main Street, Suite 889
Dillingham, AK 99576
(907)842-5211

Onsite Deployment tasks to be completed for each device:

- Communicate with user to determine preferred arrangement of computer, monitor(s), and any peripherals, confirm with user that they will be present during the deployment for testing.
- Backup User Profile, store on an accessible server drive or external media.
- Verify with user all data stored locally outside of profile is backed up on an accessible server drive or external media.
- Set up monitors, keyboard and mouse to desktop.
- Join replacement desktop to Domain.
- Restore User Profile.
- Restore any other data backed up previously.
- Confirm printer(s) are setup and tested.
- Check favorites are restored.
- Check the email auto-fill function is working.
- Verify Email Signature is restored.
- Old PST file is linked to Outlook account.
- Install any customer required business applications, update as needed.
- Verify Mapped Drives are listed and accessible.
- Verify Peripheral equipment is working correctly.
- Verify access to Internet.
- Have user login in with employee credentials.

- Verify with user that desktop is function properly for their use.
- Complete cable management, remove packaging material and leave the work area in a clean and orderly fashion.

Hardware

Description			Price	Qty	Ext. Price
Dell Server - PowerEdge R440 Custom Configuration (City Hall)			\$9,808.50	1	\$9,808.50
Motherboard	PowerEdge R540/R440 MLK Motherboard	G301W2G			
Processor	Intel Xeon Gold 5215 2.5G, 10C/20T, 10.4GT/s, 13.75M Cache, Turbo, HT (85W) DDR4-2666	G13DBW5			
Memory Capacity	(4) 16GB RDIMM, 2666MT/s, Dual Rank	5098888			
RAID/Internal Storage Controllers	PERC H730P Low Profile Adapter RAID Controller, 2Gb NV Cache	5103106			
Hard Drives	(8) 960GB SSD SAS Read Intensive 12Gbps 512 2.5in Hot-plug AG Drive, 1 DWPD, 1752 TBW	GD4L6BE			
Operating System	No Operating System	NOOS			
Group Manager	iDRAC Group Manager, Disabled	5100926			
Additional Network Cards	On-Board Broadcom 5720 Dual Port 1Gb LOM	OBNIC			
Additional Network Cards	Broadcom 5720 Dual Port 1 GbE Network LOM Mezz Card	5105987			
Internal Optical Drive	No Internal Optical Drive	NOODD			

Hardware

Description			Price	Qty	Ext. Price
	for 10 HD Chassis				
Power Supply	Dual, Hot Plug, Redundant Power Supply (1+1), 550W	5104483			
BIOS and Advanced System Configuration Settings	Performance BIOS Setting	HPBIOS			
Advanced System Configurations	UEFI BIOS Boot Mode with GPT Partition	UEFIB			
Dell Services: Hardware Support	Next Business Day 36 Months, 36 Month(s)	G5ZBAK0			
Dell Server - PowerEdge R340 Custom Configuration (Public Safety)			\$6,231.49	1	\$6,231.49
PowerEdge R340	PowerEdge R340 Server	G0J1TUI			
Motherboard	PowerEdge R340 Motherboard, V2	GIKPS2E			
Processor	Intel® Xeon® E-2136 3.3GHz, 12M cache, 6C/12T, turbo (80W)	GKA3E69			
Memory DIMM Type and Speed	2666MT/s UDIMMs	G538WOB			
Memory Configuration Type	Performance Optimized	GH9QB EI			
Memory Capacity	(2) 16GB 2666MT/s DDR4 ECC UDIMM	GYWO126			
RAID Configuration	C1, No RAID for HDDs/SSDs (Mixed Drive	G8510ID			

Hardware

Description			Price	Qty	Ext. Price
	Types Allowed)				
RAID/Internal Storage Controllers	PERC H730P RAID Controller, 2Gb NV Cache, Adapter	GHFM5EN			
Hard Drives	(6) 600GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive	5102974			
Operating System	No Operating System	GF8GD3Y			
Embedded Systems Management	iDRAC9,Enterprise	G7P15BR			
Group Manager	iDRAC Group Manager, Disabled	GTVA94K			
Password	iDRAC,Factory Generated Password	G2T768J			
PCIe Riser	PCIe Riser without Fan with up to 1 FH/HL, x8 PCIe + 1 LP, x4 PCIe Gen3 Slots	GVY53UO			
Additional Network Cards	On-Board Broadcom 5720 Dual Port 1Gb LOM	GZ7VTNS			
Additional Network Cards	Broadcom 5719 Quad Port 1GbE BASE-T Adapter, PCIe Full Height	GY5BHD0			
Internal Optical Drive	No Internal Optical Drive	GCLDN2S			
Power Supply	Dual, Hot Plug, Redundant Power Supply (1+1), 550W	GT605ZL			
Power Cords	(2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power	GPHWFU8			

Hardware

Description			Price	Qty	Ext. Price
	Cord, North America				
BIOS and Advanced System Configuration Settings	Performance BIOS Setting	GJO594B			
Advanced System Configurations	UEFI BIOS Boot Mode with GPT Partition	GSFTG4Y			
Rack Rails	ReadyRails™ Sliding Rails Without Cable Management Arm	G16VKYE			
Dell Services: Hardware Support	Basic Next Business Day 36 Months, 36 Month(s)	GBOTH2I			

Hardware

Description	Price	Qty	Ext. Price												
APC Smart-UPS X 750VA Rack/Tower LCD UPS Battery Backup (SMX750) UPS - Rack Mountable AC 120V Input Connectors - 1 x power NEMA 5-15 Input Voltage Range (Adjustable) - AC 75 - 154 V Output Voltage - AC 120 V ± 5% - 50/60 Hz Power Capacity - 600 Watt / 750 VA Surge Energy Rating - 645 Joules Interfaces - 1 x management (RS-232) - RJ-45, 1 x management (USB) - 4 pin USB Type B, 1 x EPO (emergency power off) Equipment Protection Value - \$150000 US Dollars Additional Features - Audible alarm, emergency power off, LCD display, Automatic Voltage Regulation (AVR), overcurrent protection Service & Support - Limited warranty - 3 years - batteries - 2 years	\$547.16	2	\$1,094.32												
Dell Latitude 3500 Laptop - i5/8GB RAM/256GB SSD/Win 10 Pro/5 Yr Warranty	\$1,186.54	5	\$5,932.70												
<table border="1"> <tr> <td>Base</td> <td>Dell Latitude 3500</td> <td>GVK4B5S</td> </tr> <tr> <td>Processor</td> <td>8th Generation Intel® Core™ i5-8265U Processor (4 Core, 6MB Cache, 1.6GHz, 15W)</td> <td>G4BSYHW</td> </tr> <tr> <td>Operating System</td> <td>Windows 10 Pro 64bit English, French, Spanish</td> <td>GF48XA1</td> </tr> <tr> <td>Graphics</td> <td>Intel® UHD 620 Graphics for Intel 8th Gen Core i5-8265U</td> <td>GPNMW2K</td> </tr> </table>	Base	Dell Latitude 3500	GVK4B5S	Processor	8th Generation Intel® Core™ i5-8265U Processor (4 Core, 6MB Cache, 1.6GHz, 15W)	G4BSYHW	Operating System	Windows 10 Pro 64bit English, French, Spanish	GF48XA1	Graphics	Intel® UHD 620 Graphics for Intel 8th Gen Core i5-8265U	GPNMW2K			
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