



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson

Tuesday, October 11, 2016

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[16-184](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)

[Public Works Update.pdf](#)

V. CEREMONIAL MATTERS

[16-175](#) 1) Service Award - Tamie Parker Song 2) Sitka High School Symphonic Band

Attachments: [Ceremonial.pdf](#)

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

VII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

VIII. REPORTS**a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other****IX. CONSENT AGENDA**

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [16-174](#) Approve the minutes of the September 19 and 27 Assembly meetings
Attachments: [Consent and Minutes.pdf](#)
- B** [RES 16-19](#) Authorizing the application for a grant to the Land and Water Conservation Fund for Crescent Harbor Playground Renovation
Attachments: [Res 2016-19.pdf](#)
- C** [RES 16-20](#) Supporting the Sitka Trail Works, Inc. grant application to the State of Alaska Recreational Trails Program for Phase II storm damage repairs to the Mosquito Cove Trail
Attachments: [Res 2016-20.pdf](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- D** [16-176](#) Appoint Aubrey Vaughan to three year terms on the Police and Fire Commission and Local Emergency Planning Committee
Attachments: [Vaughan applications.pdf](#)

XI. UNFINISHED BUSINESS:

- E** [ORD 16-37A](#) Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - first reading as previously amended)
Attachments: [Motion Ord 2016-37A.pdf](#)
[Ord 2016-37A.pdf](#)
- F** [ORD 16-33](#) Adjusting the FY17 Budget
Attachments: [Ord 2016-33.pdf](#)

- G** [ORD 16-38](#) Amending Sitka General Code Chapter 15.01 "Electric Utility Policies", at Section 15.01.020 "Electrical Rates", by increasing electrical rates, adding provisions to interruptible rates, and removing Section 15.01.015 "Construction Guidelines", Section 15.01.085 "Carrier Current" and Section 15.01.090 "Rebate Program for Electric Heat Pump Heating Systems"
Attachments: [Ord 2016-38.pdf](#)
[FY17 Rates.pdf](#)
[Finance Department Customer Service Procedures 9-9-2016..pdf](#)
[Electrical Dept Construction Guidelines..pdf](#)
- H** [ORD 16-39](#) Amending Sitka General Code Title 4 "Revenue and Finance" by adding a new Chapter 4.25 "Student Activities Dedicated Travel Fund"
Attachments: [Ord 2016-39.pdf](#)
- I** [ORD 16-40](#) Authorizing assignment of sublease of space by Ostrov Enterprises dba North Star Rent A Car to Alaska Rent A Car, Inc dba Avis Rent A Car at the Sitka Rocky Gutierrez Airport Terminal Building
Attachments: [Ord 2016-40.pdf](#)
- J** [16-177](#) Approve the Municipal Clerk's Certification of Election
Attachments: [Motion Certification of Election.pdf](#)
[2016 Certificate of Election.pdf](#)
- K** [16-178](#) Recognize outgoing Assembly members - followed by a short recess
Attachments: [Outgoing Assembly Members.pdf](#)
- XII. NEW BUSINESS:**
- L** [16-179](#) Swearing in of the newly elected officials
Attachments: [Oath of Office.pdf](#)
- M** [16-181](#) Discussion/Direction on filling vacant Assembly seat and potential appointment
Attachments: [Vacant Seat.pdf](#)
- N** [16-182](#) Discussion/Direction of possible revenue sources for the electric fund subsidy
Attachments: [revenue sources electric fund.pdf](#)
- O** [16-183](#) Discussion/Direction of the FY18 budget process
Attachments: [FY18 budget process.pdf](#)

P [16-180](#) Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons

Attachments: [Assignments and Liaisons.pdf](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

*Sara Peterson, CMC
Municipal Clerk
Publish: October 7*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-184 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 10/7/2016 **In control:** City and Borough Assembly
On agenda: 10/11/2016 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars.pdf](#)
[Public Works Update.pdf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, October 11	Regular Meeting <i>at Harrigan Centennial Hall</i>	6:00 PM
Tuesday, October 25	Regular Meeting <i>at Harrigan Centennial Hall</i>	6:00 PM
Tuesday, November 1	New Assembly Member Orientation <i>3rd Floor Conference Room of City Hall</i>	8:30 – 4:00



Municipal Election Reminders

Friday, October 7 Advanced/Absentee/Questioned Ballot Counting

Expiring Terms:

Assembly
Mayor Mim McConnell
Ben Miyasato
Aaron Swanson

School Board
Jennifer McNichol

Assembly Calendar

[2015](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2017](#)

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Sep	26	27	28	29	30	1 Oct
Potzuski	Potzuski McConnell	Potzuski McConnell 5:00pm Worksession: Electric Rates 6:00pm Regular Assembly Mtg	Potzuski McConnell	Potzuski McConnell	Potzuski McConnell	Potzuski
2	3	4	5	6	7	8
Potzuski	Potzuski	Potzuski MUNICIPAL ELECTION 7:00pm Planning	Potzuski 7:00pm Library Board	Potzuski Hunter 1:30pm - 3:30pm SEDA Board Meeting	Hunter	
9	10	11	12	13	14	15
		6:00pm Regular Assembly Mtg	12:00pm Health Needs & Human Services Commission 6:00pm Port & Harbors 6:00pm Historic Preservation	12:00pm LEPC 12:00pm Parks & Rec		
16	17	18	19	20	21	22
		ALASKA DAY	6:00pm Police and Fire Commission 7:00pm Planning			
23	24	25	26	27	28	29
		12:00pm Tree/Landscape 6:00pm Regular Assembly Mtg		6:00pm Hospital Board Meeting		
30	31	1 Nov	2	3	4	5
		7:00pm Planning	7:00pm Library Board	1:30pm - 3:30pm SEDA Board Meeting		

Assembly Calendar

2015 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2017

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 <u>Oct</u>	31	1 Nov	2	3	4	5
		8:30am - 4:00pm New Assembly Member Orientation - City Hall Conference Room 7:00pm Planning	7:00pm Library Board	1:30pm - 3:30pm SEDA Board Meeting		
6	7	8	9	10	11	12
		GENERAL ELECTION 6:00pm <u>Regular Assembly Mtg</u>	12:00pm Health Needs & Human Services Commission 6:00pm Port & Harbors 6:00pm Historic Preservation	12:00pm LEPC 12:00pm <u>Parks & Rec</u>	VETERANS DAY	
13	14	15	16	17	18	19
		12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>				
20	21	22	23	24	25	26
	6:00pm <u>Special Meeting: SCH/SEARHC Collaboration Report</u>	6:00pm <u>Regular Assembly Mtg</u>	Hunter 6:00pm Police and Fire Commission - Fire Hall	Hunter 6:00pm Hospital Board Meeting THANKSGIVING	Hunter	Hunter
27	28	29	30	1 Dec	2	3
Hunter	Hunter			1:30pm - 3:30pm SEDA Board Meeting		

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED SEPTEMBER 2016

Landslide Disaster Repair

Milestones This Period

- Updated budget request to State: Total budget = \$1.6 million.
- Completion of final paperwork and closeout of Category F- Water, Wastewater and Electric repairs for South Kramer.
- Opened bids September 22, 2016 for Blue Lake Road, Green Lake Road and Water Treatment Plant Access Road Disaster Repair project.
- Issued Intent to Award to CBC Construction for the Blue Lake Road, Green Lake Road and Water Treatment Plant Access Road Disaster Repair project.
- Submitted a time extension request for Category A – Debris Removal to the Division of Homeland Security Management & Emergency Management.

Future Milestones

- Award a Contract and Notice to Proceed for the Blue Lake Road, Green Lake Road and Water Treatment Plant Access Road Disaster Repair project.
- Submit quarterly reports and request for reimbursement for quarter ending September 30, 2016.

Background

On August 18, 2015 a strong storm system brought heavy rains and winds to Sitka. This event caused multiple landslides on Baranof Island damaging City infrastructure. The City declared a local disaster emergency and requested State assistance. On August 27, 2015 Governor Bill Walker declared the event a disaster and authorized up to \$1,000,000 of expenditures funded from the Disaster Relief Fund (DRF) in the form of a grant from the Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management (DHS&EM). A request has been made to increase to \$1.6 million.

DHS&EM divides disaster related work into the following categories:

- Category A – Debris Removal
- Category B - Emergency Protective Measures
- Category C – Roads and Bridges
- Category D - Water Control Facilities (not included in our disaster)
- Category E – Buildings and Equipment
- Category F – Utilities (Water, Wastewater & Electric)
- Category G – Parks, Recreational Areas and Other Facilities

The City had damages relating to six out of the seven categories listed above. Nine project worksheets were created itemizing out the damaged areas and repairs to bring the infrastructure back to pre-disaster condition. The City estimates the repairs to be \$1.6 million and was granted authorization to spend \$1,500,000 by the assembly.

Harrigan Centennial Hall (HCH) Renewal:

Milestones This Period

- HCH Renewal Project is Substantially Complete as of September 6, 2016, which is nearly four months earlier than required by the contract.
- Installation and programming of the AV Equipment Package is approximately 90% complete.

- Soft opening of the facility. The official ribbon cutting Grand Opening is scheduled for October 11, 2016 at 5 p.m.

Future Milestones

- Complete project closeout and punch list items for Physical Completion by November 4, 2016.
- Order the rest of the Furniture, Fixtures, and Equipment Package in early October 2016.

Background

The current funding includes four State grants totaling \$11,500,000; a \$1,991,271 FY'10 Legislative Grant designated for a lightering facility visitor's center (previously planned for under the O'Connell Bridge), \$1,180,000 FY'11 CPET Head Tax grant, \$1,400,000 Marine Passenger Funds, \$232,620 heat pump grant, and \$66,000 from the Sitka Historical Society for a total project budget/funds of \$16.4 million.

Airport Terminal Upgrades:

Milestones This Period

- The project Kick-Off Meeting with the Consultants, Stakeholder, and TSA occurred September 7, 2016.

Future Milestones

- Design improvements to the TSA luggage screening area (with TSA grant) and the airport baggage bay where bags are loaded into the carts for delivery to the airplane. Baggage bay design costs as well as required 5 percent match on TSA improvements will be paid with collected Passenger Facility Charges (PFCs).
- Preliminary Schedule: 30% design due November 30 2016, 100% design and bid ready docs 5/30/2017, bidding June-July 2017. Apply for TSA construction and design CA funding (distributed mid-October 2017). Construction sometime during the period between Jan. 15, 2018 and April 1, 2018.
- TSA intends to fund construction of eligible improvements.

Background

The Assembly-approved Airport Terminal Master Plan called for corrections to three critical deficiencies, including (1) working conditions in the baggage make-up area and (2) working conditions in the TSA baggage screening area. CBS addressed the third deficiency – the lack of hold-area rest rooms –in 2010.

Funding; \$158,569.25 grant from Transportation Security Administration (TSA) to design improvements in the TSA luggage screening area with the remaining design costs paid by funds previously collected through Passenger Facility Charges (PFC).

Baranof Warm Springs Dock Replacement:

Milestones This Period

- The Contractor mobilized to the site on September 15 and construction is underway.

Future Milestones

- Project completion October 2016.
- ADOT&PF transfer of ownership and operations/maintenance responsibility to CBS upon project completion.

Background

The City and Borough of Sitka (CBS) received a \$1,900,000 FY2013 Alaska Legislature Grant to reconstruct the Baranof Warm Springs Dock. The funding was provided with the understanding that CBS would assume ownership and maintenance responsibilities for the

dock once it is reconstructed. The Assembly approved the Administrator to execute a Memorandum of Agreement with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for completion of the Baranof Warm Springs Dock Reconstruction and Ownership Transfer. ADOT&PF will be reimbursed the cost of designing and constructing the improvements from the FY13 Legislative Grant. The State awarded a contract to Turnagain Marine (TM) in the amount of \$1,457,285 for the Basic Bid and Alternate A which will result in a 200-foot long float. TM has contracted with Bellingham Marine Industries to fabricate the floats and Mantle Industries to design and fabricate the gangway.

Sitka Transient Float Replacement:

Milestones This Period

- One pile does not meet project design load requirements due to inability of Contractor to complete the work in accordance with with contract requirements. Contractor has provided an engineered-solution to remedy the non-conforming pile. Contractor mobilized to Sitka to complete the work in late September.

Future Milestones

- Load test to confirm adequacy of fix to non-conforming pile planned for October 4, 2016.

Background

CBS received a FY15 State of Alaska Municipal Harbor Facility Matching Grant, for the Sitka Transient Float Replacement Project, which will cover 50% of eligible construction costs not to exceed 2,700,000 in match funding. CBS has allocated a total of \$3,450,000 from the Harbor Enterprise Fund, ~\$198,000 from unspent ANB Harbor bond proceeds, and \$500,000 from the CBS Electric Fund for the project for a total budget of \$6,848,000. CBS awarded a contract to Northern Construction Service (NCS) in the amount of \$4,986,329 for the Base Bid and all additive alternates.

Seaplane Base:

Milestones This Period

- Float/pile repair completed and facility open to public.

Future Milestones

- Siting Study Update completion October 2016.

Background

In August 2002, the Sitka Seaplane Base Master Plan was completed to include a Condition & Needs Assessment and Master Plan Alternatives Report. The plan considered 12 alternative sites for a new seaplane base and found the north end of Japonksi Island, between the Coast Guard Base and the cove behind the SEARHC buildings on Seward Avenue was the best alternative. In February 2009, the Assembly unanimously approved Resolution 2009-35 "Supporting the development of the Sitka Seaplane Base." This approved staff applying for and executing a Federal Aviation Administration (FAA) Airport Improvement Program grant for up to \$500,000 to develop the siting plan, issues resolution, design, environmental, and permitting phases of the project. Utilizing proceeds from that grant, in June 2012, an updated Sitka Seaplane Base Siting Analysis was completed which considered a new site and redevelopment of the existing site in addition to the previously recommended Japonski site. The Japonski site was again selected as the preferred site. The findings of this study were presented to the Port and Harbors Commission on April 11, 2012 where they unanimously approved further study of the Japonski Island site. Due to a decline in the number of based aircraft, FAA requires an update to the Siting Study prior to application for any potential future grant funds for this project.

Gary Paxton Industrial Park Dock:

Milestones this Period

- Best and Final Offer Proposals received on September 29, 2016.

Future Milestones

- GPIIP Board Executive Session planned for October 17 to finalize Best Value determination.
- Contract award October/November 2016.

Background

The project is funded by a designated Legislative Grant, administered by the State of Alaska, Dept. of Commerce, Community & Economic Development, and Division of Community & Regional Affairs. The total amount of the grant is \$7.5 million. The project is administered by Public Works and the GPIIP Director, Garry White. The firm of Moffatt & Nichol (M&N) was previously awarded a contract to provide the design for the GPIIP Dock when it was envisioned as a fixed pier or bulkhead structure. M&N may assist CBS as technical reviewer during D/B proposal evaluation and construction.

Jeff Davis Street Reconstruction Project:

Milestones This Period

- Construction contractor Coastal Excavation installed the new 16" HDPE water main from Sawmill Creek Road to John Brady. They pressure tested and disinfected the lines, and are installing water service connections to the adjacent homes.
- Chatham Electric installed conduit from the pole at the corner of Jeff Davis and Etolin across to the east side of Jeff Davis to provide underground power and communications service to three homes.

Future Milestones

- Scheduled for October: Coastal will grade the road from Sawmill Creek Road to John Brady, install remaining storm water infrastructure, install curb, gutter and sidewalk and pave this section north of John Brady. They will also replace a 220-foot section of sewer main as a construction change order.
- Substantial completion was initially scheduled for September 30. However, due to the unanticipated replacement of the sewer main, the project will be broken into two phases: north of John Brady and south of John Brady. The portion north of John Brady will be completed in October; the section south of John Brady will be completed in Spring 2017 after a winter construction shutdown.

Background

The project includes replacement of approximately ~50-year old undersized water main with new, large diameter pipe within Jeff Davis Street and replacing the existing storm drainage infrastructure, pavement, curb, gutter and sidewalks. The project will also improve the sewer service to four homes on Jeff Davis Street currently served by a collection main crossing private property. Funding for the project is provided by the following sources; \$644,000 FY2015 ADEC Grant, \$812,000 FY2014 ADEC Water Loan, \$225,000 from 2016 General Fund and \$110,000 from 2017 General Fund.

Landfill and Crescent Lift Station Replacement:

Milestones This Period

- Received and reviewed 90 percent drawings for the Landfill Lift Station. Provided review comments to the designer.

Future Milestones

- CBS to procure pumps and electric control huts for Landfill Lift Station. These are long-lead items. Procuring materials prior to contract award has been approved by funding agency and will shorten the project duration and save contractor markup on materials.
- Landfill design to be complete in October 2016. Construction complete by mid-April 2017.
- Crescent design to be complete by mid-February 2017. Construction complete by mid-July 2017

Background

The project includes replacement of the Landfill Lift Station and force main pipe at the end of Tilson Street and the Crescent Lift Station adjacent to the Sitka Sound Science Center. The pumps and components of both lift stations are inefficient, obsolete and, in the case of the Landfill Lift Station, corroded due to the landfill leachate it is pumping to the wastewater treatment plant. There have also been four force main break within the past 2 years. Funding for the project is provided by the following sources: Two separate ADEC loans (the Lake, Monastery, Channel and Landfill lift station loan; and a separate Crescent lift station loan) and the wastewater fund.

Eagle Way and Old Harbor Mountain Road Utility and Road Upgrades:

Milestones This Period

- Bid Opening August 2, 2016
- Notice to Proceed issued to Coastal Excavation.

Future Milestones

- Construction is anticipated late 2016/early 2017 with completion required by June 30, 2017.

Background

The project will include a minimum of 24-foot-wide paved road, storm drainage, water main and services, and possible pedestrian amenities within Eagle Way. The project will also include a minimum of 24-foot wide paved road and storm drain improvements within Old Harbor Mountain Road. Funding for the project consists of a \$1,500,000 2013 Commerce Community and Economic Development Grant.

Nelson Logging Road Upgrades:

Milestones This Period

- Cultural investigation complete pending State Historic Preservation Office review and approval.
- Wetlands field investigation complete.

Future Milestones.

- Advanced design (65%) anticipated October 2016.
- Cultural Investigation Report October 2016
- Wetlands Report October 2016
- Final Design (100%) anticipated October/November 2016.
- Construction is anticipated in spring/summer 2017 depending on project permitting timelines/requirements.

Background

The project includes replacing both inadequate bridges and upgrading Nelson Logging Road as funding allows. The scope may also include road realignment(s) and widening to accommodate two-way traffic. Funding for the project is provided by \$2,343,000 2013 Commerce Community and Economic Development Grant.

Sitka 2016-17 Paving Project:

Milestones This Period

- Preliminary pavement, ADA, storm and geotechnical assessments and project survey complete.

Future Milestones

- Begin preliminary design October 2016
- Advertisement for bids early 2017.
- Construction is anticipated in spring/summer 2017.

Background

The project includes new pavement and ADA required improvements with curb and gutter, storm drain improvements and sidewalk as applicable. Funding for the project is provided by the following sources:

\$ 500,000	CBS Capital Improvement Lincoln Street – Jeff Davis to SNHP FY16
\$1,130,000	CBS Capital Improvement Katlian Avenue FY16
\$ 310,000	CBS Capital Improvement Gavin Street – Brady to Cascade FY15 & FY16
\$ 385,000	CBS Capital Improvement Brady Street Pavement & Sewer FY17
\$ 405,000	CBS Capital Improvement Kashevaroff Street Pavement, Water & Sewer FY17
\$ 50,000	CBS Capital Improvement Sitka Hospital Emergency Entrance FY17
\$ 30,000	CBS Capital Improvement Lincoln Street, Water & Sewer FY17
<u>\$ 50,000</u>	CBS Capital Improvement Katlian Street, Water & Sewer FY17
\$ 2,860,000	Total Project Funding

Water

- Water operators responded to three water leak calls all of which were on the customer side.
- Water and Wastewater locates were performed for the boring contractor on Katlian in preparation for next year's paving project.
- Water operators continue to assist the contractors on the Jeff Davis utility project. During these projects the operators ensure the contractors are installing the pipes and services according to our standard specifications. They provide guidance on both city and state regulations and help ensure we get a reliable product.
- The manufacturer of the ultraviolet disinfection (UV) equipment at the new UV facility is in Sitka to troubleshoot and diagnose issues we are having with the ultraviolet transmittance analyzers.

Wastewater

- Wastewater staff were called in to camera the sewer line on Jeff Davis to help determine the severity of the "belly" in the pipe.

- A number of wastewater locates were performed around town.
- The Blatchley wet well was cleaned out with the Camel and power disconnected for the season.
- A new wastewater influent sampler was fabricated.
- Crews repaired malfunctioning emergency lights in the wastewater plant.
- Crews are cleaning, removing rust, and painting the pipes inside of the wastewater plant.
- Methane testing was performed around the closed Kimsham landfill (ballfields).
- The storm drains on Katlian were inspected with the camera in preparation for next year's paving project.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-175 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: 1) Service Award - Tamie Parker Song 2) Sitka High School Symphonic Band
Sponsors:
Indexes:
Code sections:
Attachments: [Ceremonial.pdf](#)

Date	Ver.	Action By	Action	Result
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Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Tamie Parker Song

*this expression of grateful acknowledgment for your 3.5 years of
valued service rendered in the public interest while serving on the
Planning Commission. Thank you!*

Signed and sealed this 11th day of October, 2016

Mim McConnell

Mayor, Mim McConnell

Sara Peterson

ATTEST: Municipal Clerk, Sara Peterson



Congratulations

is hereby presented to

Sarah Martinson

for the acceptance to perform at the Biennial National Association for Music Education Conference as part of an honored ensemble representing the Sitka High School Symphonic Band. Best of luck on your upcoming performance!

Signed and sealed this 11th day of October, 2016



Mim McConnell, Mayor

ATTEST:



Sara Peterson, CMC
Municipal Clerk





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-174 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Approve the minutes of the September 19 and 27 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEMS A, B & C**

I wish to remove Item(s) _____

**REMINDER – Read aloud a portion of each item being
voted on that is included in the consent vote.**

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the
September 19 and 27 Assembly meetings.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski

Municipal Administrator: Mark Gorman
Municipal Attorney: Brian Hanson

Monday, September 19, 2016

6:00 PM

Assembly Chambers

Meeting to be held at Harrigan Centennial Hall 330 Harbor Drive

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 16-166 Award FY17 General Fund Non-Profit Grants

A motion was made by Hunter:

To award the following FY17 General Fund Non-Profit Grants in the category of Human Services:

Brave Heart Volunteers \$11,113

Sitka Counseling and Prevention Services \$4,692

Southeast Alaska Independent Living \$8,835

Youth Advocates of Sitka \$1,074

To award the following FY17 General Fund Non-Profit Grants in the category of Cultural & Educational Services:

Alaska Arts Southeast (Sitka Fine Arts Camp) \$4,929

The Island Institute \$3,643

To award the following FY17 General Fund Non-Profit Grants in the category of Community Development:

Greater Sitka Arts Council \$3,286

Sitka Trail Works \$7,429

The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 1 - Potrzuski

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

A motion was made by Swanson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:08pm.

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

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*Municipal Administrator: Mark Gorman
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Municipal Clerk: Sara Peterson*

Tuesday, September 27, 2016

6:00 PM

Assembly Chambers

WORKSESSION 5:00 PM

16-168 Worksession: Electric Department 10 Year Capital Plan and Overview of Ordinance 2016-38: Amending Sitka General Code Chapter 15.01 "Electric Utility Policies", at Section 15.01.020 "Electrical Rates", by increasing electrical rates, adding provisions to interruptible rates, and removing Section 15.01.015 "Construction Guidelines", Section 15.01.085 "Carrier Current" and Section 15.01.090 "Rebate Program for Electric Heat Pump Heating Systems" (*no action will be taken during the worksession*)

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

IV. CORRESPONDENCE/AGENDA CHANGES

No changes.

16-173 Reminders, Calendars and General Correspondence

V. CEREMONIAL MATTERS

None.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

Mike Baines, Sitka Tribe of Alaska Council Chair, provided an update: Tlingit signage at Harrigan Centennial Hall, candidate forums for Municipal Election, Tribal Council election November 8.

Hospital Board Update - Rob Allen, CEO of Sitka Community Hospital (SCH), reported the SCH Board and SCH staff had been updated on the SCH/SEARHC collaboration project. Allen announced a presentation for the Assembly would be given during the first few weeks of November. In addition, Allen reported the revenue/cash levels were higher than a year ago and presented a check to Deputy Mayor Matthew Hunter for \$463,323.65 for partial payment of the Hospital's line of credit from the City.

Robb Farmer provided an overview of events at Sitka Public Library.

VII. PERSONS TO BE HEARD

None.

VIII. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Administrator - Gorman provided an update on Harrigan Centennial Hall and announced the grand opening was scheduled for October 11. He announced the Jeff Davis Street repairs had been delayed, shared an update on his attendance at Southeast Conference, and extended thanks to those who participated in the search for missing person Michael Hansen.

Attorney - Hanson said he had received a warm welcome from staff and looked forward to his employment at the City.

Liaison Representatives - Eisenbeisz reported on the Sitka Community Hospital Board, Hunter on the Port and Harbors Commission, and Miyasato on the Parks and Recreation Committee.

Clerk - Peterson told of the polling locations for the Municipal Election on October 4.

Other - Guevin thanked community members who had helped with the Tlingit language signage project at Harrigan Centennial Hall.

IX. CONSENT AGENDA

A motion was made by Swanson that the Consent Agenda consisting of items A & B be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

A 16-171 Approve the minutes of the September 13, 2016 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B RES 16-18 Supporting the application for a technical assistance workshop, free of charge, from Smart Growth America

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C 16-172 Appoint: 1) Richard Parmelee to an unexpired term on the Planning Commission, 2) Woody Widmark to a three-year term on the Parks and Recreation Committee, 3) Lance Ewers to a term on the Local Emergency Planning Committee and 4) Craig Warren to a term on the Local Emergency Planning Committee

A motion was made by Miyasato that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

XI. UNFINISHED BUSINESS:

D ORD 16-32 Amending Sitka General Code Chapter 4.05 "Marine Passenger Fee Fund"

A motion was made by Swanson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

E ORD 16-34 Authorizing the transfer of the City and Borough of Sitka's "Boomer property", composed of 48 acres located within the West Chichagof-Yakobi Wilderness Area (Wilderness Area), and also known as "US Mineral Survey 1453 & 1587", to the US Forest Service for incorporation into the Wilderness Area

A motion was made by Miyasato that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

F ORD 16-35 Authorizing the extension of the lease of the land at 323 Seward Street to November 1, 2046 to White Elephant Shop, Inc.

A motion was made by Swanson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

G ORD 16-36

Authorizing the lease of 7109 square feet of ATS 15 tidelands adjacent 1 Lincoln Street to Petro Marine Services

Kevin Knox, Chair of the Port and Harbors Commission relayed this item had gone before the Commission for review and stated the Commission was comfortable with the proposal.

A motion was made by Miyasato that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

XII. NEW BUSINESS:

H 16-169

Approve Amendment No. 5 to the lease between the City and Borough of Sitka and Sitka Animal Hospital

Administrator Gorman explained the lease rate was fair given the service Dr. Hunt provides to the community. Eisenbeisz wished to see "reception services" defined.

A motion was made by Swanson that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 4 - Hunter, Swanson, Miyasato, and Guevin

No: 1 - Eisenbeisz

Absent: 2 - McConnell, and Potrzuski

I ORD 16-40

Authorizing assignment of sublease of space by Ostrov Enterprises dba North Star Rent A Car to Alaska Rent A Car, Inc dba Avis Rent A Car at the Sitka Rocky Gutierrez Airport Terminal Building

A motion was made by Miyasato that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

J ORD 16-39

Amending Sitka General Code Title 4 "Revenue and Finance" by adding a new Chapter 4.25 "Student Activities Dedicated Travel Fund"

Eisenbeisz estimated approximately \$8-10,000 per year would be received in license fees. This amount would significantly help students with travel. Guevin agreed and supported putting the money into positive activities for youth.

A motion was made by Swanson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

- K **ORD 16-38** Amending Sitka General Code Chapter 15.01 "Electric Utility Policies", at Section 15.01.020 "Electrical Rates", by increasing electrical rates, adding provisions to interruptible rates, and removing Section 15.01.015 "Construction Guidelines", Section 15.01.085 "Carrier Current" and Section 15.01.090 "Rebate Program for Electric Heat Pump Heating Systems"

Deputy Mayor Hunter noted there had been a worksession on this topic preceeding the regular meeting. Guevin shared \$1.9 million had been infused into the rate stablization fund in an effort to keep electric rates down. He noted an additional \$1.5 million would be needed to stabilize rates. Guevin spoke in support of a 5% increase and to look for ways to increase consumption. Eisenbeisz also spoke to the severity of the situation and noted a substantial rate increase may be in the future in order to meet bond covenants. Gorman stated scenarios for covering the budget shortfall would be on the October 11th Assembly agenda for discussion. Guevin and Hunter reminded that while City government had shrunk there was also a dramatic decline in funding from the State.

Bryan Bertacchi, Utility Director, explained there was a benefit of discounted interruptible rates to those commercial companies making significant capital investments to convert from fuel oil to electric. These conversions would lead to increased revenues for the City.

A motion was made by Miyasato that this Item be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

- L **ORD 16-33** Adjusting the FY17 Budget

A motion was made by Miyasato that this Item be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

- M **16-170** Transfer \$440,862 from the FY16 General Fund balance to the Public Infrastructure Sinking Fund and place \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance for unbudgeted landslide legal, geotechnical and other related expenses

Guevin noted he had not made the first motion included in the packet (to approve the

administrator's recommendation to transfer \$440,862 to the Public Infrastructure Sinking Fund). Guevin felt that because of the need to subsidize the electric rates it may be best to keep the \$440,862 in the General Fund.

Gorman stated two lawsuits had been filed against the City related to the August 2015 landslides. He noted staff would like to move ahead with a geotechnical study for the Gavin Subdivision area. Gorman estimated these costs would be around \$70,000 plus additional costs, approximately \$100,000, for continued legal support from Attorney David Bruce.

The Assembly asked the Administrator to keep the Assembly informed of geotechnical and legal costs.

Gorman reminded that if the Assembly did not take action on the \$440,862 administrator's recommendation it would automatically go into the Public Infrastructure Sinking Fund after 60 days. It was noted this should come back to the Assembly for further discussion.

A motion was made by Guevin to restrict \$250,000 of the General Fund unreserved, undesignated fund balance to a committed fund balance, available only for appropriation for the purposes of providing payment for landslide legal and geotechnical services and other related costs. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

A motion was made by Eisenbeisz to AMEND the amount to \$350,000. The motion FAILED by the following vote.

Yes: 3 - Swanson, Miyasato, and Eisenbeisz

No: 2 - Hunter, and Guevin

Absent: 2 - McConnell, and Potrzuski

N ORD 16-37A Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - first reading as previously amended)

A motion was made by Miyasato that this Ordinance be APPROVED on FIRST READING AS AMENDEND. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

As a result of discussion/action on item M, a motion was made to amend this Ordinance.

A motion was made by Swanson to AMEND this Ordinance by removing the appropriation of \$440,862 to be transferred to the Public Infrastructure Sinking Fund. The motion PASSED by the following vote.

Yes: 5 - Hunter, Swanson, Miyasato, Eisenbeisz, and Guevin

Absent: 2 - McConnell, and Potrzuski

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:40pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 16-19 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 10/4/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Authorizing the application for a grant to the Land and Water Conservation Fund for Crescent Harbor Playground Renovation

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2016-19.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the consent agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve Resolution 2016-19 on first and final reading.

Sponsor: Administration

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2016-19

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA
AUTHORIZING THE APPLICATION FOR A GRANT TO THE LAND AND
WATER CONSERVATION FUND FOR CRESCENT HARBOR PLAYGROUND
RENOVATION**

WHEREAS, the Land and Water Conservation Fund, administered by Alaska Department of Natural Resources, was created to assist local governments by financing up to 50% of the cost (\$25,000 - \$125,000) for the development of outdoor recreation facilities; and

WHEREAS, the guiding document for LWCF projects, the Statewide Comprehensive Outdoor Recreation Plan, lists upgrade of existing high-demand recreational facilities, in particular playgrounds, as the highest priority; and

WHEREAS, the City and Borough of Sitka Assembly approved “Comprehensive Plan” and “Sitka Sustainable Outdoor Recreation Plan” goals support projects that provide healthy activities that benefit citizens of all ages; and

WHEREAS, the Crescent Harbor Playground renovation was a goal of the Sitka Health Summit in 2011 and in 2015; and

WHEREAS, the City and Borough of Sitka Assembly listed the project as a State Legislative priority for three years; and

WHEREAS, the City and Borough of Sitka Parks Division and Sitka Parks and Recreation Committee have listed the upgrade of playgrounds as a deferred maintenance priority since 2007; and

WHEREAS, all children need access to safe playgrounds regardless of their abilities and currently Sitka is lacking a playground that is classified as fully ADA accessible and inclusive to children of all abilities; and

WHEREAS, the Crescent Harbor Playground renovation project when completed will stimulate active and imaginative play, attract more youth to participate in healthy activity; and

WHEREAS, the new playground will be built from sustainable and safe materials that will require minimal maintenance in the years to come; and

WHEREAS, Crescent Harbor Playground renovation project is a collaborative, partnership project between the City Parks Division, the citizen Community Playground group, Rotary and

48
49
50 Southeast Alaska Independent Living, organizations which recognize the importance of
51 playground that engages Sitka's 1669 children under 13 years old in active and imaginative play;
52 and

53
54 **WHEREAS**, the City and Borough of Sitka in partnership with the Playground Steering
55 Committee will commit to a 50:50 match to grant funds with in-kind labor, in-kind services and
56 donations to complete the Crescent Playground renovation.

57
58 **NOW, THEREFORE, BE IT RESOLVED** that the Municipal Administrator of the City and
59 Borough of Sitka, Alaska is hereby authorized to negotiate, execute and administer any and all
60 documents and contracts required for the application and acceptance of a Land and Water
61 Conservation Fund grant to the City and Borough of Sitka and to manage those funds on behalf
62 of the entity.

63
64 **PASSED, APPROVED, AND ADOPTED** by the City and Borough of Sitka Assembly on the
65 11th day of October, 2016.

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68 Mim McConnell, Mayor

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70 ATTEST:
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72 Sara Peterson, CMC
73 Sara Peterson, CMC
74 Municipal Clerk

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Background:

- Crescent Harbor Park and Playground were created with a Land and Water Conservation Grant in 1972
- CBS Deferred Maintenance Priority since 2007
 - Last upgrade in 2000, scheduled replacement 2007
- First Tier Goal 2011 Sustainable Outdoor Recreation Plan
- Playground deferred maintenance projects are the top funding priority Statewide Outdoor Recreation Plan, the guiding document for the LWCF program
- Sitka Parks and Recreation Committee Goal since 2008
- Goal Sitka Health Summit 2011 and 2015; third place goal in 2014
- Assembly Legislative Priority for three years
- Community led effort revived in 2014
- Volunteer Steering Committee formed in June 2014
- Site Analysis with SPRC and CBS Division of Parks and Recreation
- Steering Committee activities June 2014 through August 2016
 - Neighbors of Crescent playground contacted with no opposition
 - Signatures and letters of support gathered; Facebook page created
 - Potential project partners contacted; Rotary, SAIL, Community Hospital Foundation, SSSC, US Coast Guard
 - 2 Public Meetings held with unanimous support for Crescent site
 - Approval from Planning Commission, Historical Commission and Parks and Recreation Committee for Crescent
 - Assembly support for the use of one tennis court to expand playground to allow for required ADA accessibility and spacing.
 - Project was awarded \$2,000 by the Health Summit, \$10,000 by MAPP, the South East Regional Health Consortium (SEARHC) and \$20,000 by the Crossett Fund for the playground design and construction documents.
 - Southeast Alaska Independent Living offers to be the non-profit umbrella for the playground renovation.
 - Anderson Land Planning hired by RFP process to complete a kid-led design process and develop construction documents in coordination with CBS.
 - In July 2016 the design concept and preliminary construction estimate were completed and currently the fund raising for the project has begun.

- At their 6/9/16 meeting, the Sitka Parks and Recreation Committee members passed a motion unanimously supporting the City's LWCF grant application.

Analysis: The National Park Service's Land and Water Conservation Fund (LWCF) is one of the last, primary sources of funding for developed recreation projects. Moller Park, Turnaround Skate Park, Kimsham Recreation Complex and Crescent Harbor Park were developed with the use of LWCF funds. Solicitation of projects is no longer done annually and grant funds are limited. The upgrade and replacement of Crescent Playground (an existing LWCF site) is a LWCF-identified high-priority project. When ranked using the program's evaluation criteria, the Crescent Playground has a nearly perfect score.

Southeast Alaska Independent Living (SAIL) is the nonprofit umbrella for the project. Most all of the grants and fundraising is being administered through SAIL. But this grant needs to be administered through the City since only the municipality can apply for the LWCF funds.

Fiscal Note:

The LWCF 50:50 match may come from cash, materials, volunteer hours or in-kind materials that the Playground Committee raises or coordinates. Hours spent by playground committee volunteers count toward match at a rate of almost \$24.00/hr. Contractor volunteer time is at a higher rate. There won't be any trouble raising in-kind match. Contractors have already offered to volunteer to complete site-prep, concrete and asphalt work.

The consultant, Anderson Land Planning, developed a cost estimate to renovate Crescent Playground. The project will be a combination of volunteer contractor built; city labor and equipment; non-cash donations; cash donations by local businesses/organizations and individuals for playground structures and volunteer in-kind labor.

The LWCF grant will help staff and volunteers to leverage additional funds locally and with foundations like Rasmuson and Crossett. This was the process that was used to fund and build the Turnaround Skate Park.

Phase	Cost Estimate	Funding Source	Cash: Grants/ Donations	In-Kind: Labor, Non-cash Donations	Total
<i>Design</i>	\$32,000 <i>secured</i>	<i>Crossett Fund, Health Summit, MAPP grants</i>	\$32,000 <i>85% complete</i>		\$32,000
<i>Construction – Site Prep</i>	\$135,000	<i>Local Business-individual in-kind donors; CBS P&R staff</i>		\$135,000 <i>in-kind</i>	\$135,000
<i>Safety Surfacing</i>	\$143,000	<i>LWCF Grant; CBS funding</i>	\$103,000; \$40,000		\$143,000
<i>Construction – Equipment + Contracted Labor + In-kind</i>	\$382,000	<i>Foundation Grants; Local Businesses-Organizations grants; Individual donors;</i>	\$307,000 \$75,000 <i>local fund raising</i>		\$382,000
<i>Play Structure Shipping</i>	\$48,000	<i>Grant (LWCF + other); Donated Shipping</i>	\$22,000 (\$5,000 LWCF, other \$17,000)	\$26,000	48,000
Totals:	\$708,000		\$547,000	\$161,000	\$708,000



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 16-20 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 10/4/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Supporting the Sitka Trail Works, Inc. grant application to the State of Alaska Recreational Trails Program for Phase II storm damage repairs to the Mosquito Cove Trail

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2016-20.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the consent agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve Resolution 2016-20 on first and final reading.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2016-20

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA SUPPORTING THE SITKA TRAIL WORKS, INC. GRANT APPLICATION TO THE STATE OF ALASKA RECREATIONAL TRAILS PROGRAM FOR PHASE II STORM DAMAGE REPAIRS TO THE MOSQUITO COVE TRAIL

WHEREAS, The Mosquito Cove Trail is of high priority to the community of Sitka for reasons of recreation, physical fitness and economic diversification in activities for visitors; and

WHEREAS, this project was developed according to the 2003 Sitka Trail Plan to which the City and Borough of Sitka and US Forest Service and Sitka Trail Works are plan partners; and

WHEREAS, Alaska State Parks relinquished management of the Old Sitka State Historic Park trails as of July 1, 2015 and has no trail maintenance planned; and

WHEREAS, multiple storm events in 2015 caused damage and erosion of the trail beyond the scope of the annual trail maintenance; and

WHEREAS, the USDA Forest Service Sitka Ranger District partnered with Sitka Trail Works and completed Phase I repairs in August 2016, additional funding is needed to complete the remaining repair work; and

WHEREAS, the USDA Forest Service Sitka Ranger District is developing a plan with Sitka Trail Works to complete final trail repairs to make a more sustainable trail into the future; and

WHEREAS, these repairs will restore the trail to safe condition for public use; and

WHEREAS, the project match requirement will be met by Sitka Trail Works and the US Forest Service.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska, by this resolution, affirms and supports the grant application from Sitka Trail Works to the State of Alaska Recreational Trails Program for \$50,000 maximum in grant funding for Phase II repairs to the Mosquito Cove Trail.

PASSED, APPROVED, AND ADOPTED by the assembly of the City and Borough of Sitka, Alaska on this 11th day of October 2016.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-176 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 10/4/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Appoint Aubrey Vaughan to three year terms on the Police and Fire Commission and Local Emergency Planning Committee

Sponsors:

Indexes:

Code sections:

Attachments: [Vaughan applications.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Aubrey Vaughan to three year terms on the Police and Fire Commission and the Local Emergency Planning Committee.



Application for Appointment to Boards, Committees, and Commissions City and Borough of Sitka

Board/Commission/Committee: Police & Fire Comm.
 Name: Aubrey Vaughan Daytime Phone: 907-623-0403
 Address: 315 Seward St. Evening Phone: same
 Email Address: ellenvaughan68@gmail.com Fax Number: 361-774-1234
 Length of Residence in Sitka: 6 months Registered to vote in Sitka? Yes No
 Employer: retired

Organizations you belong to or participate in:
see attached

Explain your main reason for applying:

My wife and I have always been involved in our community. Giving back to our neighbors is a source of satisfaction, pride and fulfills an obligation we all have to make our surroundings better. I have specific areas of expertise that may be useful.

What background, experience or credentials will you bring to the board, commission, or committee membership?

see attached

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: October 4, 2016 Signature: A. Vaughan

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Aubrey Vaughan

315 Seward St. Sitka, Alaska 99835 361-774-1234 ellenvaughan68@gmail.com

Work Background

- Island County Commissioner District #3 Island County, WA. (pop 80,000)
- L-3 Aerospace Supervisor-CCAD & DOD -US ARMY MISSILE Command
Security Clearance issued by Army Missile Command
- Sheehan-Rogers Law Firm- Engineering Advisor, Mediator & Resolution Service

Oil & Gas Consultant

- President & CEO - CDF Fluids and Engineering
- NL Baroid/Halliburton Petroleum Service- Drilling Fluid Engineer, Staff Engineer, Engineering Manager-Work/Completion South Texas Manager-" Sea Wolf"
- Travis County Texas County District Attorney's Office
- Texas Comptroller of Public Accounts-Enforcement, Internal Security, Liaison Texas Attorney's General Special Crimes
- Texas Nueces County Sheriff's Department- Patrol, CID, Drug Enforcement Unit, Organized Crime Task Force
- Texas Nueces County Parks- Park Ranger

Most Recent Offices, Boards, Commissions and volunteer organizations

- **Co-chair Island County WA. Law and Justice Council**
- **Island County Transit Hearing and Finance Committee Board Member**
- **Camano Island EMS Levy Committee**
- **Island Board of Health -**
- **Regional Transit Authority Board Member**
- **V.P. Camano Island County Sheriff's Foundation**
- **Island County Sheriff's Citizen Patrol**
- **Camano Island Preparedness Committee Board Member**
- **Member Marysville Rifle & Gun Club- NRA RSO (range supervisory officer)**
- **Volunteer of the year award presented by Admiral Peterson - Commander NAS Corpus Christit, TX**

Aubrey Vaughan

Production Supervisor (CCAD)

Safety Consultant

Industrial Accident Investigator

SUMMARY OF QUALIFICATIONS

Production Supervisor of Work in Process Containment Area (WIPCA) contractor logistics at the Corpus Christi Army Depot (CCAD). Supervise over 200 contract employees working in WIPCA, Directorate of Components Production, Directorate of Power Train Production, Directorate of Manufacturing Production and Directorate of Production Management. Subordinates provide services to CCAD in multiple occupations including: Stock Clerks, Mechanics, Trades Helpers, General Clerks and Timekeepers. Previous experience includes over 20 years of Industrial Safety Consulting and Accident Investigation and Reconstruction. Consulting expertise includes: chemical plants, manufacturing operations, maritime and general logistics, oil and gas exploration, and expert knowledge of Texas Workers Compensation Laws and CFR 1910.

WORK EXPERIENCE

Production Supervisor (CCAD)
L-3 Vertex Aerospace
Corpus Christi, TX

May 2009 - 2012

Production Supervisor, Safety Coordinator and Manager on Duty for all 2nd shift operations. Provide CCAD with single point accountability for all 2nd shift operations. Manage over 200 employees engaged in multiple occupations including: Stock Clerks, Mechanics, Trades Helpers, General Clerks and Timekeepers. Organizational structure of 2nd shift provides the opportunity to gain perspective of CCAD operations as a whole. Supervise employees in multiple production Directorates including the mission critical WIPCA area. WIPCA is the centerpiece of the CCAD logistics system that provides materials and parts to CCAD aircraft mechanics and DLA (Defense Logistics Agency) with refurbished parts in support of the War Fighter. WIPCA processes over 2,500 parts and stores another 1,500 each day. WIPCA is almost exclusively staffed by GSA contractors under my supervision.

Independent Consultant
Corpus Christi, TX

1986 – May 2009

- Safety Consultant – Made recommendations to senior managers and developed safety plans for unique operating environments with ultra hazardous substances such as H₂S gas and rapid oxidant explosives for corporate clients: Exxon, NLBaroid, Haliburton, shell, Conoco, Getty, Mobil

- Responsible for all reports involving personal injuries on OSHA form 300 and Employee Notice of Injury Forms (E-1) to the Texas Workers Compensation Commission
- Proficient in conducting onsite safety/operating/compliance training of personnel in: heavy warehousing activities involving rolling stock, trucking, forklifts, palletized cargo, industrial plant safety; all aspects of overhead/telescoping crane safety, ultra-high pressure hydraulic equipment, jacks, stands and scaffolding; the proper use and disposal of hazardous materials, MSDA
- Certified Operators Representative by the University of Southwest Louisiana and the U.S.G.S for: OSHA Safety Supervisor, outer-continental self standard T-1, sub-sea stack, unlimited depth
- Industrial Accident Investigator – Responsible for the collection of all forensic data including: onsite inspection, witness interview, evidentiary photography, etc... Analyze safety procedures, manuals, protocols or violations thereof which may have caused or contributed to an incident resulting in injury, property damage, environmental contamination, or equipment failure.

President & CEO
Cadillac Mud Inc.
Corpus Christi, TX

1983-1986

- Company startup – employed 15 engineers producing industrial drilling fluids (a.k.a. drilling mud)
- Responsible for all executive functions relating to managing and operating a full service mud company
- First independent mud company to provide mud and engineering service to major oil companies in South Texas

Mud Engineer- Manager of Staff Engineer
N L Baroid
Corpus Christi, TX

1978-1986

- Mud Engineer
- Safety Coordinator
- Worked mainly on deep hot tests on land, bays, offshore
- Assisted Exxon in developing and testing inhibitive mud systems for troublesome shales
- Staff Engineer – worked closely with Baroid customers, assisting them in planning deep, hot tests
- Wrote mud programs
- Assisted sales team in technical presentations
- Promoted to manager completion/work over fluids
- Worked with Sea Wolf in developing storage facility 19.2ppg zinc bromide (EPA Compliance) for Shell
- Planned and supervised the building of 600bbl completion fluids plant in Port O'Connor, TX

Criminal Investigator / Peace Officer
Nueces County Sheriff's Office & Texas Attorney General Special Crimes Division

1970-1978

- General duties relating to law enforcement
- CID detective
- Identification Division

- Undercover work in drug enforcement
- Extensive involvement in Task Force operations involving local, state and federal law enforcement agencies

U.S. Air Force

1969-1971

Lackland AFB

- Criminal investigation division Lackland AFB
- Honorable Discharge

EDUCATION, SCHOOLS, CERTIFICATIONS

- Associates – Del Mar College – Corpus Christi TX – A.A. Science
- Associates – Del Mar College – Corpus Christi TX – A.A. Criminal Justice
- Associates – University of Southern LA. – La Fayette – Applied Petroleum Technology
- Texas A&I University – Kingsville TX – Engineering Studies – 40 hours completed
- Certified Operators Representative by the University of Southwestern Louisiana & the U.S.G.S. for OSHA Safety Supervisor, outer-continental self standard T-1, sub-sea stack, unlimited depth
- H2S Certified – N.L. Baroid
- H2S Certified – Onsite Safety Supervisor – OHSA
- Radioactive equipment handling
- Professional photographer and member of the evidentiary photographers association
- N.L. Baroid Much School
- Applied Drilling Technology – N.L. Baroid
- Advanced Drilling Technology – N.L. Baroid
- Well Control - N.L. Baroid
- Well Planning- N.L. Baroid
- Work Over and Completions Fluids - N.L. Baroid
- Profit Centers Management - N.L. Baroid
- Maintained clear driving record



POLICE AND FIRE COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
LOYD PLATSON 805 Charles Street	747-3636 ext 226 623-7560 lplatson@scpsak.org	9/22/15	9/22/18	CHAIR
JAMES MELLEMA 2304 A Halibut Point Rd.	752-0412 nitejazz@mac.com	1/12/16	1/12/19	VICE CHAIR
GWEN LAZZARINI 503 Baranof Street	747-7884 foggylady@ak.net	9/23/14	9/23/17	
DALE WILLIAMS PO Box 2885	738-2827 daleswilliams@hotmail.com	4/12/16	9/8/18	<i>Baughers term</i>
Sheldon Schmitt Police Chief	747-3349 sheldons@sitkapd.com			Staff Liaison
Dave Miller Fire Chief	747-1861 dave.miller@cityofsitka.org			Staff Liaison
Aaron Swanson 1410 C Sawmill Crk Rd	747-5499 h 623-7869 c assemblyswanson@cityofsitka.org			Assembly Liaison
Serena Wild Police Dept. Staff	747-3349 serenaw@sitkapd.com			Secretary

Established by Ordinance 83-579
 Meet fourth Wednesday of each month at 6 p.m. – Fire Hall
 5 members from public 3-year terms

OATH OF OFFICE REQUIRED

Revised: August 1, 2016

State of Alaska
LOCAL EMERGENCY PLANNING COMMITTEE
INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Aubrey Vaughan

Mailing address: 315 Seward St

Residence address: _____

Day phone: 907-623-0403 Home Phone (optional): same 361-774-1234

Where employed: retired Job title: _____

LEPC category/seat that applicant seeks: 4

Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env't/Hospital, and Transportation Personnel, 3) Media/Broadcast, 4) Community Groups, 5) Owners/Operators of Facilities, 6) Members of the Public, 7) LEPC Information Coordinator/SERC liaison

New applicant Renewal _____ Regular member _____ Alternate member _____

Qualifications for this category: _____

See attached

Organizations in which applicant participates (that are pertinent to the application): _____

See attached

(Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.)

I hereby certify that the above information is correct and that I have not misrepresented myself.

Aubrey Vaughan
Signature

Oct. 4 2016
Date

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:

Melissa Henshaw, Deputy Clerk 100
Lincoln Street
Fax: 907-747-7403
Email: melissa.henshaw@cityofsitka.org

Aubrey Vaughan

315 Seward St. Sitka, Alaska 99835 361-774-1234 ellenvaughan68@gmail.com

Work Background

- Island County Commissioner District #3 Island County, WA. (pop 80,000)
- L-3 Aerospace Supervisor-CCAD & DOD -US ARMY MISSILE Command
Security Clearance issued by Army Missile Command
- Sheehan-Rogers Law Firm- Engineering Advisor, Mediator & Resolution Service

Oil & Gas Consultant

- President & CEO - CDF Fluids and Engineering
- NL Baroid/Halliburton Petroleum Service- Drilling Fluid Engineer, Staff Engineer, Engineering Manager-Work/Completion South Texas Manager-" Sea Wolf"
- Travis County Texas County District Attorney's Office
- Texas Comptroller of Public Accounts-Enforcement, Internal Security, Liaison Texas Attorney's General Special Crimes
- Texas Nueces County Sheriff's Department- Patrol, CID, Drug Enforcement Unit, Organized Crime Task Force
- Texas Nueces County Parks- Park Ranger

Most Recent Offices, Boards, Commissions and volunteer organizations

- **Co-chair Island County WA. Law and Justice Council**
- **Island County Transit Hearing and Finance Committee Board Member**
- **Camano Island EMS Levy Committee**
- **Island Board of Health -**
- **Regional Transit Authority Board Member**
- **V.P. Camano Island County Sheriff's Foundation**
- **Island County Sheriff's Citizen Patrol**
- **Camano Island Preparedness Committee Board Member**
- **Member Marysville Rifle & Gun Club- NRA RSO (range supervisory officer)**
- **Volunteer of the year award presented by Admiral Peterson - Commander NAS Corpus Christit, TX**

Aubrey Vaughan

Production Supervisor (CCAD)

Safety Consultant

Industrial Accident Investigator

SUMMARY OF QUALIFICATIONS

Production Supervisor of Work in Process Containment Area (WIPCA) contractor logistics at the Corpus Christi Army Depot (CCAD). Supervise over 200 contract employees working in WIPCA, Directorate of Components Production, Directorate of Power Train Production, Directorate of Manufacturing Production and Directorate of Production Management. Subordinates provide services to CCAD in multiple occupations including: Stock Clerks, Mechanics, Trades Helpers, General Clerks and Timekeepers. Previous experience includes over 20 years of Industrial Safety Consulting and Accident Investigation and Reconstruction. Consulting expertise includes: chemical plants, manufacturing operations, maritime and general logistics, oil and gas exploration, and expert knowledge of Texas Workers Compensation Laws and CFR 1910.

WORK EXPERIENCE

Production Supervisor (CCAD)

May 2009 -2012

L-3 Vertex Aerospace

Corpus Christi, TX

Production Supervisor, Safety Coordinator and Manager on Duty for all 2nd shift operations. Provide CCAD with single point accountability for all 2nd shift operations. Manage over 200 employees engaged in multiple occupations including: Stock Clerks, Mechanics, Trades Helpers, General Clerks and Timekeepers. Organizational structure of 2nd shift provides the opportunity to gain perspective of CCAD operations as a whole. Supervise employees in multiple production Directorates including the mission critical WIPCA area. WIPCA is the centerpiece of the CCAD logistics system that provides materials and parts to CCAD aircraft mechanics and DLA (Defense Logistics Agency) with refurbished parts in support of the War Fighter. WIPCA processes over 2,500 parts and stores another 1,500 each day. WIPCA is almost exclusively staffed by GSA contractors under my supervision.

Independent Consultant

1986 – May 2009

Corpus Christi, TX

- Safety Consultant – Made recommendations to senior managers and developed safety plans for unique operating environments with ultra hazardous substances such as H₂S gas and rapid oxidant explosives for corporate clients: Exxon, NLBaroid, Haliburton, shell, Conoco, Getty, Mobil

- Responsible for all reports involving personal injuries on OSHA form 300 and Employee Notice of Injury Forms (E-1) to the Texas Workers Compensation Commission
- Proficient in conducting onsite safety/operating/compliance training of personnel in: heavy warehousing activities involving rolling stock, trucking, forklifts, palletized cargo, industrial plant safety; all aspects of overhead/telescoping crane safety, ultra-high pressure hydraulic equipment, jacks, stands and scaffolding; the proper use and disposal of hazardous materials, MSDA
- Certified Operators Representative by the University of Southwest Louisiana and the U.S.G.S for: OSHA Safety Supervisor, outer-continental self standard T-1, sub-sea stack, unlimited depth
- Industrial Accident Investigator – Responsible for the collection of all forensic data including: onsite inspection, witness interview, evidentiary photography, etc... Analyze safety procedures, manuals, protocols or violations thereof which may have caused or contributed to an incident resulting in injury, property damage, environmental contamination, or equipment failure.

President & CEO

1983-1986

Cadillac Mud Inc.

Corpus Christi, TX

- Company startup – employed 15 engineers producing industrial drilling fluids (a.k.a. drilling mud)
- Responsible for all executive functions relating to managing and operating a full service mud company
- First independent mud company to provide mud and engineering service to major oil companies in South Texas

Mud Engineer- Manager of Staff Engineer

1978-1986

N L Baroid

Corpus Christi, TX

- Mud Engineer
- Safety Coordinator
- Worked mainly on deep hot tests on land, bays, offshore
- Assisted Exxon in developing and testing inhibitive mud systems for troublesome shales
- Staff Engineer – worked closely with Baroid customers, assisting them in planning deep, hot tests
- Wrote mud programs
- Assisted sales team in technical presentations
- Promoted to manager completion/work over fluids
- Worked with Sea Wolf in developing storage facility 19.2ppg zinc bromide (EPA Compliance) for Shell
- Planned and supervised the building of 600bbl completion fluids plant in Port O'Connor, TX

Criminal Investigator / Peace Officer

1970-1978

Nueces County Sheriff's Office & Texas Attorney General Special Crimes Division

- General duties relating to law enforcement
- CID detective
- Identification Division

- Undercover work in drug enforcement
- Extensive involvement in Task Force operations involving local, state and federal law enforcement agencies

U.S. Air Force

1969-1971

Lackland AFB

- Criminal investigation division Lackland AFB
- Honorable Discharge

EDUCATION, SCHOOLS, CERTIFICATIONS

- Associates – Del Mar College – Corpus Christi TX – A.A. Science
- Associates – Del Mar College – Corpus Christi TX – A.A. Criminal Justice
- Associates – University of Southern LA. – La Fayette – Applied Petroleum Technology
- Texas A&I University – Kingsville TX – Engineering Studies – 40 hours completed
- Certified Operators Representative by the University of Southwestern Louisiana & the U.S.G.S. for OSHA Safety Supervisor, outer-continental self standard T-1, sub-sea stack, unlimited depth
- H2S Certified – N.L. Baroid
- H2S Certified – Onsite Safety Supervisor – OHSA
- Radioactive equipment handling
- Professional photographer and member of the evidentiary photographers association
- N.L. Baroid Much School
- Applied Drilling Technology – N.L. Baroid
- Advanced Drilling Technology – N.L. Baroid
- Well Control - N.L. Baroid
- Well Planning- N.L. Baroid
- Work Over and Completions Fluids - N.L. Baroid
- Profit Centers Management - N.L. Baroid
- Maintained clear driving record



LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
DAVE MILLER, CHAIR	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
KEN FATE 115 Somer Dr.	747-5877 w 747-7410 h	ken@kcaw.org	2/13/07 2/9/10 2/12/13 2/23/16	2/13/10 2/9/13 2/12/16 2/23/19	3
DONNA CALLISTINI 106 Naomi Kanosh Lane	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10 11/12/13	10/26/13 11/12/16	3
ANNABEL LUND PO Box 1616	623-0996 h	alund1123@yahoo.com	4/13/10 4/23/13 4/12/16	4/13/13 4/23/16 4/12/19	4
CAROL BERGE 315 Wachussetts Street	747-3636 w 738-3433	clundy@scpsak.org	8/14/12 8/11/15	8/14/15 8/11/18	4
TRISH WHITE 117 Granite Creek Road	747-8006X202 w; 747-5976 h	trish@whitesalaska.com	3/10/09 3/13/12 3/24/15	3/10/12 3/15/15 3/24/18	5
CHARLES HOWLETT 209 Moller Ave.	747-0303 w 738-4440 c	bmet@sitkahospital.org	3/9/10 6/11/13 6/28/16	3/9/13 6/11/16 6/28/19	5
MARY ANN HALL 2037 Halibut Point Road	747-7265	ob1jry@gmail.com	8/23/11 8/12/14	8/23/14 8/12/17	6
SCOTT WAGNER 304 Nicole Dr.	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13	11/12/16	5
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kghammons@gmail.com	7/28/15	7/28/18	3
JEFF ANKERFELT	747-3245	jeffa@sitkapd.com	Permanent	Acting Police Chief*	2
LANCE EWERS	747-3245	lance@sitkapd.com	Permanent	Law Enforcement*	2
CRAIG WARREN	747-3233	craig.warren@cityofsitka.org	Permanent	LEPC Coordinator*	7
Mim McConnell	747-2860 h 738-2888 c	assemblymcconnell@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		Secretary	

*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission.

Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441; Further amended by Resolution 99-727

Meeting: Second Thursday, noon – Fire Hall

Categories as follows: 1) Elected local officials 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel
3) Media/ Broadcast 4) Community Groups 5) Owners/Operators of Facilities 6) Members of the Public 7) LEPC Information Coordinator/ SERC liaison

Quorum Requirement: At least one member from four different categories must be present.

Revised: September 29, 2016



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-37A Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/21/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Adjusting the FY17 Budget (Public Infrastructure Sinking Fund - first reading as previously amended)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2016-37A.pdf](#)
[Ord 2016-37A.pdf](#)

Date	Ver.	Action By	Action	Result
9/27/2016	1	City and Borough Assembly		
9/27/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-37A on first reading as previously amended.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-37A

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 BUDGET (PUBLIC INFRASTRUCTURE SINKING FUND)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY17 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
General Fund - Appropriate \$150,000 for outside legal representation and \$100,000 to contracted/purchased services for geotechnical engineering services and costs specifically related to landslide response and related potential landslide risk identification and mitigation. The total amount appropriated of \$250,000 is to come from the committed General Fund balance set aside for these purposes.

EXPLANATION

Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 25th Day of October, 2016.

ATTEST:

Matthew Hunter, Mayor

Sara Peterson, CMC
Municipal Clerk

1st reading 9/27/16
1st reading as amended 10/11/16
2nd reading 10/25/16



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-33 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 9/6/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Adjusting the FY17 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2016-33.pdf](#)

Date	Ver.	Action By	Action	Result
9/27/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-33 on second and final reading.

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CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-33

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY17 BUDGET**

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY17 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY17 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2016 and ending June 30, 2017 is hereby adjusted as follows:

<u>FISCAL YEAR 2017 EXPENDITURE BUDGETS</u>
In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2016 and ending June 30, 2017 is hereby adjusted as follows for the purchase orders open as of June 30, 2016.
General Fund – Amount of \$219,205.38; Electric Fund - \$129,805.47; Water Fund - \$865.70; Wastewater Treatment Fund - \$19,210.09; Solid Waste Fund - \$1,503; Harbor Fund - \$42,204.92; Gary Paxton Industrial Complex Fund - \$40,106.59; MIS Fund - \$84,647.56; Central Garage Fund - \$75,394.00; and Building Maintenance Fund - \$34,811.36.
Finance – Operations: The Finance Director has requested to re-appropriate funds in the amount of \$30,000 from personnel to contracted/ purchased services. This is due to the services performed from an outside accounting firm due to the Deputy Finance Director position vacancy.

ENTERPRISE AND INTERNAL SERVICE FUNDS
Electric Department – Capital Projects: The Electric Utility Director has requested to re-appropriate the following projects and amounts: Jarvis Street Diesel Capacity Increase #90646 in the amount of \$244,393; SMC Road Upgrades Express Feeder #90512 for \$9,574; Marine Street Substation Voltage Regulator #90627 for \$9,150; HPR-Kramer Cascade Creek Line Riser #90645 for \$21,985; Transmission & 1220 Upgrade #90648 for \$4,519; Jarvis St. Control Building Roof Replacement #90765 for \$12,223; Microwave or Fiber Optic #90611 for \$37,618; Duel Fuel Interruptible Power #90791 for \$78,979; Jarvis Warehouse Paving #90719 for \$30,899 to the following existing and new requested projects: Feeder Improvements #80003 for \$195,838; SCADA System Enhancements #90410 for \$65,702; Capital for Fuel Conversions (Interruptible) for \$100,000; Asset Management for \$12,800; and Harbor Meters for \$75,000.
Electric Department – Personnel: At the August 9, 2016 meeting, the Assembly approved the 2016-2019 International Brotherhood of Electrical Workers (IBEW), Local 1547 Collective Bargaining Agreement. An amount of \$79,106 in wages and benefits will be increased in the Electric Department’s personnel account.

30 **EXPLANATION**

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32 **Necessary revisions in the FY 2017 budget were identified. These changes involve the increase of**
33 **expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short**
34 **explanation of each budget revision is included.**

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36 **5. EFFECTIVE DATE. This ordinance shall become effective on the day after the date of its**
37 **passage.**

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39 **PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka,**
40 **Alaska this 11th Day of October, 2016.**

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44 **ATTEST:**

Mim McConnell, Mayor

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49 _____
50 **Sara Peterson, CMC**
Municipal Clerk



September 1, 2016

To: Mark Gorman, Municipal Administrator
Via: Jay Sweeney, Chief Finance & Administrative Officer
From: Bryan Bertacchi, Electric Utility Director

Subject: Electric Department - 10 Year Capital Plan and Associated Funds Transfer

Executive Summary:

The Electric Department respectfully requests Assembly approval of a revised and consolidated ten year capital plan. This ten year plan includes expending a total of \$22M in capital over the ten year period while maintaining an emergency reserve of \$2.5M and a liquidity reserve of \$1.0M. These reserve requirements are based on industry best practice as recommended by the CBS Chief Finance and Administrative Officer. The currently available Electric Department total working capital of \$15,881,204 will be increased by a \$1.5M/year due to the bond covenants. This request includes a revision to all Electric Department existing capital projects (“re-appropriation”) as well as newly identified projects to provide a complete consolidation. This recommendation comes after an eight month long process within the Electric Department which included detailed reviews coupled with 3rd party engineering studies. These projects are lengthy and interrelated, thus approval of the complete revision is requested.

Background:

The electrical infrastructure of the Electric Department required a thorough review to ensure that efficient and reliable operation will be sustained at the lowest reasonable cost. After review, it was identified that the available working capital was not sufficient to support the total number of capital projects identified. However, after an intensive and long process, staff is able to recommend a series of projects which can be completed within the existing capital constraints and that have the highest probability of ensuring reliability at low cost to our citizens and customers.

Highlights:

1. N-1 Project (\$3.9M): This term is used in our industry to describe redundancy and emergency backup. As we have often described, 80% of our citizens and customers are served from the Marine Street Substation. A back-up for this substation is imperative and necessary as the existing equipment is now over 35 years old. A new substation north of town would be ideal (Kramer Ave area) however the cost was identified as being too high (>\$13M of the available capital would be consumed). Alternatively, we are proposing to install a 2nd bay at the existing Marine Street Substation at a cost of approximately \$3.9M. This second bay would still utilize a portion of the older equipment, but the overall cost is substantially lower. This modification would also increase the amount of power that can be delivered from the Jarvis Substation to Marine Street customers in the

event of an emergency. While not ideal, this provides the greatest increase in emergency backup at the lowest cost.

2. Green Lake Power Plant Overhaul (\$4.8M): The Green Lake Power Plant is a very valuable asset for the community and has not been overhauled since the early 1990's. A major pre-inspection is scheduled for 2018 which will help to further define and identify the costs of a major overhaul. Similar plants have had overhauls in the cost range of \$8M when a full rewind of the generators was required. We are currently recommending a reserve of 4.8M for this item. Numerous small inspections during the last twelve months have clearly demonstrated specific needs to return this overhaul to the list of required capital items.
3. Jarvis Fuel System Repairs/Storage (\$1.5M) & Thimbleberry Bypass (\$3.8M): These two items are directly related. In August 2015 the fuel release demonstrated a need for extensive repairs and redesign to the Jarvis Street fuel storage system. Presently, the system was designed for over seven days of fuel storage. This period was defined by the time needed to repair the worst case scenario on the electrical transmission line...the Thimbleberry portion of the transmission line. The existing Thimbleberry portion of our 69kv backbone transmission line is installed in difficult and dangerous terrain and is subject to outages from fallen trees and extensive degradation of transmission poles. Presently, a repair during winter months has demonstrated to be dangerous and time-consuming (on the order of seven days), thus setting the amount of fuel storage required. This plan, proposes to permit and install a bypass to the existing transmission line from the Whale park area to the Blue Lake Switchyard. This line would be planned on the inside of the roadway to minimize the impacts to the viewshed. This line will reduce the cost of annual diesel fuel burned, reduce the redesign costs of the Jarvis fuel system (\$2M saved), likely eliminate the need to replace the very old diesel generation units at the Jarvis facility (\$10M saved) , and eliminate the costly and dangerous maintenance required on the existing transmission line.
4. Feeder Improvements (\$1.6M): A host of miscellaneous feeder improvements are planned and required. Extensive aging and environment requires sufficient engineering, planning, inventory and lead time.
5. Blue Lake 3rd Turbine (\$2.48M): A significant host of items are needed to close out this project and are required for compliance with the FERC permit including but not limited to: the dam overlook project, the campground, safety ladders on the dam, rock removal, etc.
6. SCADA System (\$230,000): A significant amount of work has already been performed to remove the Electric Department control system from the interface with commercial carriers thus making the system significantly more secure. Additionally, the Green Lake power house and many of the system field breakers have only very limited control capability making outages more frequent and longer with extensive personnel overtime. These changes will improve safety and reliability and will bring old systems up to date significantly extending the life of the equipment (which lowers overall costs).
7. Capital for Fuel Conversions (\$1.2M): With the assistance of Siemens Engineering, a number of facilities have been identified for conversion to dual fuel (Electric Interruptible boilers). These projects have a three year return on the invested capital and will subsequently improve revenue for the department and reduce the need for rate increases to all citizens.
8. Harbor Meters (\$75,000): The revised electric rates will include an increase to the monthly rate for harbor meters which was reviewed and supported by the Harbor

Commission. This increase will generate annual revenue of approximately \$75,000 per year to support the needed replacement of failed harbor meters (currently approximately 75 meters out of service). These capital funds will be used to “kick start” this program to allow replacement of first 30 meters. Additional funding will be requested as the revenue is generated.

9. Jarvis Electric Storage and Shop Building (previously \$1.2M being reduced to \$85,000): Assembly members previously expressed concern at the older approved capital project (over \$1.2M) to add a new warehouse to the Jarvis Street Complex. The approval of this project was suspended by the Electric Department last year and has been revised to adding a number of new replacement cargo containers and an office trailer adjacent to the existing switchgear room.
10. Other Items on the list – Include existing approved capital projects which are being updated to reflect the balance needed for completion. Some additional new items are included for Safety, automatic start of back-up generators at Blue Lake/Green Lake, and a replacement roof for Green Lake.

Recommendation:

Approve the Electric Department 10 year Capital Plan.

ELECTRIC DEPARTMENT 10 YEAR CAPITAL PLAN

B. Bertacchi - 8/25/2016

Rev 2

	Required	Desired Status	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	TOTAL	
63010	Green Lake FERC Compliance: Inspect and Upgrades	141,291	OPEN	105,000	36,291							141,291	
90562	Green Lake Power Plant Improvements	334,697	OPEN	50,000	50,000	50,000	50,000	50,000	34,697			334,697	
90594	Blue Lake Third Turbine and Dam Upgrade	2,477,001	OPEN	500,000	560,000	340,000	760,000	250,000	67,001			2,477,001	
90610	Blue Lake FERC License Mitigation	423,734	OPEN	220,000	93,790	109,944						423,734	
90614	Takatz Lake Hydroelectric (open pending Grant Aug FY17)	(0)	OPEN									0	
90646	Jarvis Street Diesel Capacity Increase	(21,361)	CLOSE	(21,361)								(21,361)	
90717	Jarvis Street Improvements	27,781	OPEN	27,781								27,781	
90794	Jarvis Bulk Tank Improvements	0	OPEN									0	
90804	Blue Lake Powerhouse Conversion	150,000	OPEN								150,000	150,000	
- New -	Blue Lake Howell Bungler Valve	0	NEW									0	
- New -	Green Lake Power Plant 35yr Overhaul	4,900,000	NEW		0	4,900,000	0	0				4,900,000	
- New -	Green Lake Power Plant pre overhaul inspection	380,000	NEW		380,000							380,000	
- New -	Jarvis Fuel System Repairs and Storage Tanks	1,500,000	NEW		200,000	700,000	500,000	100,000				1,500,000	
- New -	Blue Lake Auto start Back-up Diesel	70,000	NEW		70,000							70,000	
- New -	Green Lake Auto start Back-up Diesel	20,000	NEW			20,000						20,000	
- New -	Green Lake Re-roof	225,000	NEW					225,000				225,000	
80003	Feeder Improvements	1,600,000	OPEN	200,000	200,000	200,000	200,000	200,000	200,000	100,000	100,000	1,600,000	
90261	Island Improvements	225,000	OPEN	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000	
90512	SMC Road Upgrades Express Feeder	0	CLOSE									0	
90627	Marine Street Substation Voltage Regulator	0	CLOSE									0	
90645	HPR - Kramer - Cascade Creek Line Riser	0	CLOSE									0	
90648	Transmission & 1220 Upgrade	0	CLOSE									0	
90672	Medevejje Hatchery Transformer Replacement	45,000	OPEN	45,000								45,000	
90718	Manne Street Substation Replacements	160,000	OPEN	20,000	20,000	20,000	20,000	20,000	20,000	10,000	10,000	160,000	
90765	Jarvis St. Control Building Roof Replacement	0	CLOSE									0	
- New -	Marine St N-1 Design to New HPR North Sub	3,900,000	NEW	1,400,000	1,500,000	0						2,900,000	
- New -	69 kV Thimbleberry Trans Line Bypass	3,800,000	NEW		20,000	20,000	60,000	300,000	1,000,000	1,400,000	1,000,000	3,800,000	
80040	Automated Meter Reading	32,085	OPEN	32,085								32,085	
90410	SCADA System Enhancements	230,000	OPEN	110,000	120,000							230,000	
90611	Microwave or Fiber Optic	0	CLOSE									0	
90628	Demand Side Load Management- (close 6/30/15)	14,437	OPEN	14,437								14,437	
90777	Meter Replacement Upgrading Meters	95,000	OPEN	45,000	50,000							95,000	
90791	Dual Fuel Interruptible Power	0	CLOSE									0	
90719	Jarvis Warehouse Paving	0	CLOSE									0	
90776	Jarvis Electric Storage & Shop Building	85,000	OPEN	85,000								85,000	
- New -*	Capital for Fuel Conversions (Interruptibles)	1,200,000	NEW	600,000	600,000							1,200,000	
- New -*	Asset Management	12,800	NEW	12,800								12,800	
- New -*	Safety - Arc Flash, Training, Equipment and implementation support	50,000	NEW	20,000	10,000	10,000	10,000					50,000	
- New -*	Harbor Meters	75,000	NEW	75,000								75,000	
	TOTAL	22,152,464		3,565,742	3,865,081	6,444,944	1,645,000	945,000	1,587,001	1,679,697	1,135,000	285,000	21,152,464

Existing Total Working Capital as of 8/2016	15,881,204											
Working Capital Growth per year	1,500,000			1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	
Liquidity to Maintain	(1,000,000)											
Emergency Reserve to Maintain	(2,500,000)											
Calculated Avail Cap per year	12,381,204			8,815,462	6,450,381	1,505,437	1,360,437	1,915,437	1,828,437	1,648,740	2,013,740	3,228,740

ELECTRIC DEPARTMENT 10 YEAR CAPITAL PLAN

B. Bertacchi - 8/25/2016

Rev 2

		Required	Desired Status	FY17	Current Balance	Funding needed for FY2017	Closed Projects Re-appropriate Funds	Reappropriate	Balance
63010	Green Lake FERC Compliance: Inspect and Upgrades	141,291	OPEN	105,000	\$ 137,993.58				
90562	Green Lake Power Plant Improvements	334,697	OPEN	50,000	\$ 197,319.89				
90594	Blue Lake Third Turbine and Dam Upgrade	2,477,001	OPEN	500,000	\$ 5,531,526.28			\$ 971,213.76	\$ 4,060,312.52
90610	Blue Lake FERC License Mitigation	423,734	OPEN	220,000	\$ 423,733.62				
90614	Takatz Lake Hydroelectric (open pending Grant Aug FY17)	(0)	OPEN		\$ 488,555.66				
90646	Jarvis Street Diesel Capacity Increase	(21,361)	CLOSE	(21,361)	\$ 244,393.41		\$ 244,393.41		
90717	Jarvis Street Improvements	27,781	OPEN	27,781	\$ 27,780.97				
90794	Jarvis Bulk Tank Improvements	0	OPEN		\$ 381.05				
90804	Blue Lake Powerhouse Conversion	150,000	OPEN		\$ 150,000.00				
- New -	Blue Lake Howell Bunger Valve	0	NEW						
- New -	Green Lake Power Plant 35yr Overhaul	4,900,000	NEW						
- New -	Green Lake Power Plant pre overhaul inspection	380,000	NEW						
- New -	Jarvis Fuel System Repairs and Storage Tanks	1,500,000	NEW						
- New -	Blue Lake Auto start Back-up Diesel	70,000	NEW						
- New -	Green Lake Auto start Back-up Diesel	20,000	NEW						
- New -	Green Lake Re-roof	225,000	NEW						
80003	Feeder Improvements	1,600,000	OPEN	200,000	\$ 118,328.00	\$ 81,672.00			
90251	Island Improvements	225,000	OPEN	25,000	\$ 65,087.91				
90512	SMC Road Upgrades Express Feeder	0	CLOSE		\$ 9,574.57		\$ 9,574.57		
90627	Marine Street Substation Voltage Regulator	0	CLOSE		\$ 9,150.00		\$ 9,150.00		
90645	HPR - Kramer - Cascade Creek Line Riser	0	CLOSE		\$ 21,985.05		\$ 21,985.05		
90648	Transmission & 1220 Upgrade	0	CLOSE		\$ 4,519.98		\$ 4,519.98		
90672	Medevejje Hatchery Transformer Replacement	45,000	OPEN	45,000	\$ 153,954.20				
90718	Marine Street Substation Replacements	160,000	OPEN	20,000	\$ 89,521.54				
90765	Jarvis St. Control Building Roof Replacement	0	CLOSE		\$ 12,223.05		\$ 12,223.05		
- New -	Marine St N-1 Design to New HPR North Sub	3,900,000	NEW	1,400,000		\$ 1,400,000.00			
- New -	69 kV Thimbleberry Trans Line Bypass	3,800,000	NEW						
80040	Automated Meter Reading	32,085	OPEN	32,085	\$ 55,215.94				
90410	SCADA System Enhancements	230,000	OPEN	110,000	\$ 44,298.77	\$ 65,701.23			
90611	Microwave or Fiber Optic	0	CLOSE		\$ 37,618.48		\$ 37,618.48		
90628	Demand Side Load Management- (close 6/30/15)	14,437	OPEN	14,437	\$ 24,437.93				
90777	Meter Replacement Upgrading Meters	95,000	OPEN	45,000	\$ 181,514.75				
90791	Dual Fuel Interruptible Power	0	CLOSE		\$ 78,979.09		\$ 78,979.09		
90719	Jarvis Warehouse Paving	0	CLOSE		\$ 30,899.79		\$ 30,899.79		
90776	Jarvis Electric Storage & Shop Building	85,000	OPEN	85,000	\$ 919,616.05			\$ 834,616.05	\$ -
- New -	Capital for Fuel Conversions (Interruptibles)	1,200,000	NEW	600,000		\$ 600,000.00			
- New -	Asset Management	12,800	NEW	12,800		\$ 12,800.00			
- New -	Safety - Arc Flash, Training, Equipment and implementation support	50,000	NEW	20,000		\$ 20,000.00			
- New -	Harbor Meters	75,000	NEW	75,000		\$ 75,000.00			
TOTAL		22,152,464		3,565,742	\$ 1,372,580.80	\$ 2,255,173.23	\$ 449,343.42		
					Closed Accts	\$ 449,343.42			
						\$ 1,805,829.81			
						\$ 834,616.05	Jarvis Electric Storage & Shop Building #90776		
						\$ 971,213.76	Blue Lake Third Turbine and Dam Upgrade #90594		
					Balance	\$ -			



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-38 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/21/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Amending Sitka General Code Chapter 15.01 "Electric Utility Policies", at Section 15.01.020 "Electrical Rates", by increasing electrical rates, adding provisions to interruptible rates, and removing Section 15.01.015 "Construction Guidelines", Section 15.01.085 "Carrier Current" and Section 15.01.090 "Rebate Program for Electric Heat Pump Heating Systems"

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2016-38.pdf](#)
[FY17 Rates.pdf](#)
[Finance Department Customer Service Procedures 9-9-2016..pdf](#)
[Electrical Dept Construction Guidelines..pdf](#)

Date	Ver.	Action By	Action	Result
9/27/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-38 on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-38

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE CHAPTER 15.01 "ELECTRIC UTILITY POLICIES", AT SECTION 15.01.020 "ELECTRICAL RATES", BY INCREASING ELECTRICAL RATES, ADDING PROVISIONS TO INTERRUPTIBLE RATES, AND REMOVING SECTION 15.01.015 "CONSTRUCTION GUIDELINES", SECTION 15.01.085 "CARRIER CURRENT" AND SECTION 15.01.090 "REBATE PROGRAM FOR ELECTRIC HEAT PUMP HEATING SYSTEMS"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code ("SGC").

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. PURPOSE. This ordinance will increase the electrical rates for certain consumer classes at SGC 15.01.020, provide revenues necessary toward meeting revenue bond covenants and build working capital for future electrical infrastructure repair and replacement. It also removes sections 15.01.015, 15.01.085 and 15.01.090 so they can be addressed by City policy. Further it eliminates the need to hang door hangers prior to disconnecting service.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Chapter 15.01 "Electric Utility Polices", is amended as follows (new language underlined; deleted language stricken):

Chapter 15.01
ELECTRIC UTILITY POLICIES

Sections:

- 15.01.005 Definitions.
15.01.010 Statement of purpose.
15.01.012 Level of authority and responsibilities.
15.01.015 Construction guidelines.
15.01.020 Electrical rates.
15.01.025 Customer and city rights and responsibilities.
15.01.030 Billing Credit Deposits Fees.

- 47 15.01.035 General requirements.
- 48 15.01.040 Service connections.
- 49 15.01.045 Line extension.
- 50 15.01.050 Subdivisions.
- 51 15.01.055 Mobile home parks, RV parks, private marinas and boat docks.
- 52 15.01.060 Rental structures.
- 53 15.01.065 Motors and controllers.
- 54 15.01.070 Undesirable characteristics.
- 55 15.01.075 Special equipment.
- 56 15.01.080 Customer generation.
- 57 ~~15.01.085 Carrier current.~~
- 58 ~~15.01.090 Rebate program for electric heat pump heating systems.~~
- 59
- 60 **15.01.005 Definitions.**
- 61 “ANSI” means the American National Standards Institute.
- 62 “City” means the city and borough of Sitka.
- 63 “Employees” means the employees of the city and borough of Sitka charged with the
- 64 responsibility of delivering services to the citizens and customers while ensuring good business
- 65 practices, and considering the needs and wants of customers.
- 66 “IEEE” means the Institute of Electrical and Electronics Engineers.
- 67 “NEC” means the National Electrical Code.
- 68 “NESC” means the National Electrical Safety Code.
- 69 “OSHA” means the Occupational Safety and Health Act.
- 70 “Overhead point of delivery” means customers’ service entrance conductors at the weather
- 71 head.
- 72 “RUS” means the United States Department of Agriculture’s Rural Utilities Service.
- 73 “SDCG” means the Sitka design and construction guidelines.
- 74 “Underground point of delivery” means the supply terminals in a customer’s meter base,
- 75 current transformer enclosure or supply (line) side of a customer-owned disconnect(s) in a
- 76 privately owned system.
- 77 “Utility” means the city and borough of Sitka electric department. (Ord. 05-15 § 4(A) (part),
- 78 2005.)

79 **15.01.010 Statement of purpose.**

80 The city wants to treat its citizens in a fair and consistent manner, while recognizing the distinct
81 needs and requirements of each customer. To promote uniformity of service, the city has
82 adopted this customer service policy. This customer service policy provides guidelines for
83 electric service while meeting the requirements of good business practices.

84 The mission of the utility is to provide its customers with adequate and reliable electric utility
85 service at the lowest cost, consistent with industry standards and sound business principles. It
86 is the customer's responsibility to install their service conductors and equipment in accordance
87 with the customer service policy and the utility's Sitka design and construction guidelines
88 (SDCG). It is the customer's further responsibility to comply with all financial obligations set
89 forth in the customer service policy and related payment plans in order to ensure uninterrupted
90 access to electrical power. The long-term inability to pay electrical charges shall not be the
91 basis for supplying electricity without charge, or for reduced charges, to customers without
92 explicit action of the Assembly. ~~In addition, all subdivisions four lots or greater and line~~
93 ~~extensions greater than two thousand six hundred forty feet are required to be designed by an~~
94 ~~electrical engineer licensed in Alaska. Utility staff may be available to design or construct a~~
95 ~~customer's line extension or subdivision at actual costs; however, the customer may be~~
96 ~~required or prefer to seek an electrical engineer licensed in Alaska to design the facilities or a~~
97 ~~licensed electrical contractor to construct the facilities needed to serve them. All designs,~~
98 ~~equipment, materials and a detailed scope of work must be approved by the utility before~~
99 ~~construction commences and is subject to inspection by the utility during construction. All~~
100 ~~equipment and materials such as transformers, hardware, street lights, poles, cables and~~
101 ~~components, etc., must be new and in undamaged condition. The utility reserves the right to~~
102 ~~issue "cease and desist" orders for nonconformance of design, workmanship and materials~~
103 ~~involved with electrical system construction projects. Once the construction is accepted by the~~
104 ~~utility, the utility will own and be responsible for maintenance of the facilities to the point of~~
105 ~~delivery of power, unless otherwise stated in this customer service policy or by mutual~~
106 ~~agreement. "Point of delivery" will be defined as follows:~~

107 ~~"Overhead point of delivery" means customers' service entrance conductors at the weather~~
108 ~~head.~~

109 ~~"Underground point of delivery" means the supply terminals in a customer's meter base,~~
110 ~~current transformer enclosure or supply (line) side of a customer-owned disconnect(s) in a~~
111 ~~privately owned system.~~

112 **15.01.012 Level of Authority and Responsibilities.**

113 The utility director is responsible for the planning, design, construction, operation and
114 maintenance of the electric utility system. In addition, the utility director is designated as the
115 grievance officer for customers. The utility director is authorized to hear concerns and
116 complaints, and settle disagreements. Only the utility director shall have the authority to direct
117 reconnections of electric service, which has been disconnected for non-payment or failure to
118 meet agreed-upon terms of customer repayment plans, after normal working hours.

119 The finance director is responsible for the billing and collection of all fees and charges for
120 electric service. The finance director shall have the responsibility to consider all complaints and
121 concerns regarding electrical billings and disconnections for failure to meet financial payment
122 obligations. The finance director shall have the authority and responsibility to direct the
123 disconnection of electrical service for customers for non-payment or failure to meet agreed-
124 upon terms of customer repayment plans. Other than stipulated by other sections of this
125 chapter, the finance director shall not have any specific responsibility to notify customers of
126 impending disconnection in advance; furthermore, a customer's failure to honor specific
127 commitments, either temporally or financially, shall result in immediate disconnection of
128 electrical service without advance notice. The finance director, at his or her discretion, may,
129 but is not required to, authorize the reconnection of any customer's electric service if the
130 finance director deems it to be in the best interest of the utility and the Municipality to do
131 so. The finance director also has the discretion to, but is not required to, waive fees associated
132 with a reconnection.

133
134 The discretionary authority of the finance director shall be limited in certain aspects, as
135 follows:

- 136 a. The finance director may extend the due date for any payment up to 14 days upon
137 completion of a signed agreement with a customer firmly committing to such a date;
138 b. The finance director may manage disconnections in such a way as to avoid otherwise
139 disconnections for unmet customer financial obligations of \$50 or less;
140 c. The finance director may, but shall not be required, to direct that electric service be
141 continued for customers with a serious medical condition for which electrically
142 operated medical machinery is required to operate on a 24-hour basis in order to
143 sustain the life of the customer.

144
145 The administrator will create, maintain and update a customer service procedure manual and
146 the Sitka design and construction guidelines (SDCG) procedures manual, both of which will be in
147 compliance with the Sitka General Code. These manuals may be updated by approval of the
148 administrator with assembly notification. These manuals and codes may be more restrictive
149 than the Sitka General Code where the municipal administrator deems necessary.

150
151 **15.01.015 Construction guidelines.**

152 ~~A.— Codes. All electric utility system installations must comply with the National Electrical Code~~
153 ~~(NEC) and the National Electrical Safety Code (NESC) where applicable. As a supplement to~~
154 ~~these codes, the Sitka design and construction guidelines (SDCG) and the design standards of~~
155 ~~the USDA Rural Utilities Service (RUS) are employed by the utility. Services and/or service~~
156 ~~entrances may be denied if these codes and specifications are not met.~~

157 ~~B.— Electrical Inspections. To protect the customer's interest as well as the utility's, the utility~~
158 ~~requires an inspection certificate (green tag) by the city's building inspector before energizing~~
159 ~~new facilities.~~

160 —~~Inspections shall confirm compliance with the latest state adopted version of the NEC and~~
 161 ~~NESC, the latest version of the SDCG, any municipal codes, and any utility specifications that~~
 162 ~~may exceed portions of the aforementioned codes. The utility reserves the right to challenge~~
 163 ~~the construction when utility personnel observe deficiencies in the installation at any time.~~

164 ~~C. Utility Tools and Equipment. All utility materials, tools and equipment are available for~~
 165 ~~utility projects only. Tools and equipment are not available for rent or loan at any time.~~

166 ~~D. Material Sales/Loans. No materials shall be sold, traded or loaned except for electrical~~
 167 ~~emergencies such as power outages. The utility may agree to sell equipment for a specific utility~~
 168 ~~construction project, at rates established by the utility.~~

169 **Section**
 170 **15.01.020 Electrical rates.**

171
 172 A. All billings are subject to sales tax if applicable.

173
 174 B. Residential Services.

175 1. Applicable to all residential customers for all uses in the home or residence, subject
 176 to the rules and regulations and customer services policies of the city and utility.

177
 178 2. Energy Charges.

First 200 kWh's	\$0.0858
Next 800 First 1000 kWh's	\$0.1145 <u>\$0.1203</u> per kWh
Over 1,000 kWh's	\$0.1305 <u>\$0.1370</u> per kWh
Customer charge is \$19.50 \$20.48 per month	

180
 181
 182 C. General Service – Small

183
 184 1. Applicable to all nonresidential customers for all uses, including lighting, heating
 185 and power, when the electricity consumed in the preceding twelve months is less than
 186 one hundred thousand kWh and has a measured demand of less than fifty kW, subject
 187 to the rules, regulations and customer service policies of the utility and the city. Typical
 188 customers in this class could include: restaurants, retail vendors, churches, fueling
 189 stations, and service industries.

190
 191 2. Energy Charges.

First 500 kWh	\$0.1771 <u>\$0.1860</u> per kWh
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192

501 kWh to 10,000 kWh	\$0.1246 <u>\$0.1308</u> per kWh
10,001 kWh to 100,000 kWh	\$0.1218 <u>\$0.1279</u> per kWh
Over 100,001 kWh	\$0.1190 <u>\$0.1250</u> per kWh
Customer charge is \$39.00 \$40.95 per month	

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3. Demand Charges.

First 25 kW	No Charge
Over 25 kW	\$5.60 <u>\$5.88</u> per kW

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D. General Service – Large

1. Applicable to all nonresidential customers for all uses, including lighting, heating and power, when the electricity consumed in the preceding twelve months is equal to or greater than one hundred thousand kWh or has a measured demand equal to or greater than fifty kW, subject to the rules, regulations and customer service policies of the utility and the city. Typical customers in this class could include: grocery stores, industrial users, and seafood processing facilities.

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2. Energy Charges.

First 500 kWh	\$0.1771 <u>\$0.1860</u> per kWh
501 kWh to 10,000 kWh	\$0.1241 <u>\$0.1303</u> per kWh
10,001 kWh to 100,000 kWh	\$0.1213 <u>\$0.1274</u> per kWh
Over 100,001 kWh	\$0.1184 <u>\$0.1244</u> per kWh
Customer charge is \$60.00 \$63.00 per month	

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211

3. Demand Charges.

First 25 kW	No Charge
Over 25 kW	\$5.60 <u>\$5.88</u> per kW

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E. General Service – Public Authority

1. Applicable to all noncommercial and nonresidential customers for all uses, including lighting, heating and power, subject to the rules, regulations and customer service policies of the utility and the city. Typical customers in this class could include: schools, tribal governments, and other public government buildings.

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2. Energy Charges.

First 500 kWh	\$0.1771 <u>\$0.1860</u> per kWh
501 kWh to 10,000 kWh	\$0.1246 <u>\$0.1309</u> per kWh
10,001 kWh to 100,000 kWh	\$0.1218 <u>\$0.1279</u> per kWh
Over 100,001 kWh	\$0.1190 <u>\$0.1250</u> per kWh
Customer charge is \$45.00 <u>\$47.25</u> per month	

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224
225

3. Demand Charges.

First 25 kW	No Charge
Over 25 kW	\$5.60 <u>\$5.88</u> per kW

226

F. Boat Service.

- 227 1. Applicable to separately metered boats, lights, heaters, pumps or other uses.
- 228
- 229 2. Energy Charges.

First 150 kWh	\$0.1353 <u>\$0.1420</u> per kWh
All additional kWh	\$0.1353 <u>\$0.1420</u> per kWh
Customer charge is \$8.75 <u>\$20.48</u> per month	

230

G. Street and Security Light Service.

- 232 1. The utility will only install, at the expense of the customer, yard or security lights
233 which can be attached to existing poles which are the property of the utility.
- 234 2. Rate per Month. This fee is in addition to the actual installation charges required for
235 installing the desired fixture.

236 Monthly unmetered street or security light energy rate is calculated as follows:

(0.482 kWh per lamp watt) times (the wattage of the lamp) = kWh per month.
Example: 0.482 kWh x 100 Watt lamp = 48 kWh per month.
Monthly energy rate is: kWh per month times \$0.1964 per kWh.

48 kWh per month x \$0.1964/kWh = \$9.43 per month energy rate.	
Typical lamp energy rates:	
70 Watt	\$6.62 per month
100 Watt	\$9.42 per month
150 Watt	\$14.12 per month
175 Watt	\$16.50 per month
250 Watt	\$23.56 per month
400 Watt	\$37.88 per month
1,000 Watt	\$94.63 per month

237 The above costs include the cost of maintenance of the unmetered street and security
238 lights.

239 3. Previously Installed Security Lights. Customers found to be benefitting from a
240 previously installed security light shall have the option of removal of the light at no
241 charge.

242 4. A street light may be installed and maintained by the city provided it is for the
243 purpose of public safety. If a light is requested by a customer, it is the responsibility of
244 the customer to show that concurrence is reached by all affected neighbors.

245 H. Controlled Service Interruptible Load Service—Large Consumer.

246 1. Applicable to interruptible loads greater than one hundred kilowatts. The customer
247 must have written approval from the City and Borough Electric Department for an
248 alternative system. Loads must be new, not conversions of existing loads. Associated
249 equipment this is also utilized by the alternative firm portion of the load, such as electric
250 fans and pumps used in the distribution of heat, shall be wired separately from the
251 controlled service so as not to be interrupted.

252 2. Character of Service. Interruptible without notice, and available only when there is a
253 surplus of hydroelectric energy—alternating current sixty cycles, single-phase or three-
254 phase. Characteristics depend upon available circuits.

255 3. Rate per Month. Basic customer charge for each month or portion of a month: two
256 hundred dollars.

257 Energy Charge. Conceptually, the energy charge for all kilowatt-hours shall be adjusted
258 monthly so as to be no more than 90% of the equivalent average price paid by the State
259 of Alaska or the City and Borough of Sitka, whichever is lower, for No. 2 Fuel Oil
260 delivered in Sitka 0.0317 times the city and borough's price per gallon for number 2
261 heating oil, assuming an overall oil heating system efficiency of seventy percent and the
262 use of the price paid by the city and borough of Sitka for number 2 heating oil for all of
263 the city and borough owned buildings. The rate will vary monthly with the price paid by
264 the city and borough of Sitka for number 2 heating oil for all city owned buildings. The
265 maximum energy charge for all kilowatt hours under this rate shall be eleven cents per
266 kilowatt hour.

267 The energy charge calculation will be performed by multiplying 0.0317 times the
268 average price paid two calendar months prior by the State of Alaska or the City and
269 Borough of Sitka, whichever is lower, for No. 2 Fuel Oil delivered in Sitka. This factor
270 assumes an overall oil heating system efficiency of seventy percent and a heat
271 equivalent of fuel oil of 138,599 BTU per gallon. The maximum energy charge for all
272 kilowatt hours under this rate shall be eleven and fifty five one hundredths cents
273 (\$0.1155) per kilowatt hour.

274 Example 1: If the city and borough's price for No. 2 Fuel Oil number 2 heating oil is one
275 dollar and twenty cents per gallon, the rate would be 0.0317 times one dollar and
276 twenty cents equals \$0.0380 per kilowatt hour.

277 Example 2: If the city and borough's price for No. 2 Fuel Oil is four dollars and twenty
278 cents per gallon, the rate would be 0.0317 times four dollars and twenty cents equals
279 \$0.1331 per kilowatt hour. However, due to the maximum energy charge, the energy
280 charge in this case would be \$0.1155.

281 In the event that the customer must utilize interruptible energy when it is considered
282 not available, energy will be provided at a penalty rate.

283 4. Penalty Rate. The penalty rate will be equal to 1.5 times the firm rate. Penalty rates
284 will be in effect when the city and borough has acted to interrupt the customers
285 controlled service load but the customer chooses not to be interrupted. If the customer
286 chooses to not be interrupted, they will forfeit the ability to continue to participate in
287 the program, unless the City Administrator determines that a true emergency had
288 occurred.

289 5. Temporary Incentive Rate. When it is in the best interest of the city and borough of
290 Sitka, the City Administrator may negotiate a temporary incentive rate with individual
291 customers to encourage new capital investment which increases or adds new

292 interruptible customers. In no case will the temporary rate be applied to a customer for
293 more than ten years.

294 6. Control Criteria. Electrical loads are subject to interruption as deemed necessary by
295 the city and borough. Typical conditions could include peak loading, hydroelectric
296 generation shortages, maintenance or other emergencies. The city and borough will
297 provide customers with five days' notice for planned interruptions. For unplanned
298 interruptions, the city and borough will provide as much notice as practicable.

299 7. 4- Service Connection. Consumer is to install metering equipment separate from the
300 normal continuous service connection, which meter may be a submeter of the firm
301 service meter, and install an electrically operated switch or circuit breaker that can only
302 be operated by the utility. The specific metering and circuit switching equipment design
303 for interruptible service is subject to review and approval by the utility.

304 8. Special Provisions.

305 a. The City and borough of Sitka shall not be liable for loss or damage caused by
306 interruption of service. The city and borough of Sitka will not be responsible for start-up
307 or operations of the customer's alternative system.

308 I. Fuel Surcharge. A fuel surcharge shall be implemented to recover the utility's costs of
309 supplemental diesel generation in excess of budgeted funds for projected diesel operations.
310 The costs of supplemental diesel generation to be recovered include fuel oil, lubricating oil,
311 filters, labor, and other ancillary costs in excess of budgeted funds. The fuel surcharge will be
312 levied as a per kilowatt hour (kWh) rate and will be calculated as follows: the quarterly
313 projected cost of supplemental diesel operations which exceeds budgeted diesel operations
314 divided by quarterly projected kWh sales. kWh sales projections will be kWh sales for the same
315 period from the previous fiscal year times a load growth factor. The fuel surcharge will be
316 recovered over a twelve-month period. The utility will maintain a balancing account to match
317 revenues from the fuel surcharge with actual supplemental generation expenses, and will
318 adjust this account on a quarterly basis. Any surplus in the balancing account at the end of a
319 recovery period will be retained by the utility and will be utilized exclusively to reduce future
320 fuel surcharges. Any deficit in the balancing account at the end of a recovery period will be
321 added to the estimated costs to be recovered in the next recovery period. Fuel surcharges may
322 be recalculated and changed during any quarter upon approval of the municipal administrator
323 due to emergencies or other unforeseen circumstances.

324 Kilowatt hours sold on an interruptible service basis or for street lights are not subject to a fuel
325 surcharge.

326 J. Determination of Demand. The billing demand shall be the maximum average kilowatt load
327 used by the customer for any period of fifteen consecutive minutes during the billing period as
328 indicated by a demand meter.

329 K. Tax Provision. Any taxes levied are in addition to the electric rates and fees charged.

330 L. Resale of Energy. The utility will not allow the resale of energy or another person and/or
331 organization to connect to or share the customer's electric service.

332 Landlords may allow common tenants of the same physical structure to share electrical service
333 under one landlord account.

334 M. Power Factor. The customer agrees to maintain unity power factor as nearly as possible.
335 Unless specifically agreed to in writing, the utility shall not be obligated to deliver power to the
336 customer at any time at a monthly average power factor below ninety five hundredths (0.95)
337 ~~nine-tenths~~ lagging. The customer will be given ample time to bring the power factor into
338 compliance which shall not exceed six months from the time of official notification by the utility
339 or make other arrangements with the utility. The utility may bill for all kVarh in excess of ninety
340 five hundredths (0.95) ~~nine-tenths~~ average power factor for the billing period at the rate of
341 nine point four five (\$0.0945) ~~nine~~ cents per kVarh.

342 N. Energy Assistance Fund. An energy assistance fund is hereby established to provide an
343 opportunity for city and borough of Sitka electric customers to make a voluntary monthly
344 contribution to a fund that will provide limited financial assistance to customers. The intent of
345 the program is to help provide emergency financial assistance to customers to pay electric
346 utility bills. The program will be administered by the Salvation Army.

347 O. Plug-in Electric Vehicle (PEV) Incentive Credit. A one-hundred-twenty-dollar annual PEV
348 energy credit will be applied to all eligible residential class customers that register and operate
349 a plug-in electric vehicle within the CBS up to a maximum of two PEVs per household. A two-
350 hundred-dollar annual PEV energy credit will be applied to all eligible general service customers
351 that register and operate a plug-in electric vehicle within the CBS up to a maximum of five PEVs.

352 **15.01.025 Customer and city rights and responsibilities.**

353 A. Customer Responsibilities.

354 1. New customers establish credit in one of these ways:

355 a. Provide proof of twelve months of good payment history with another utility.

356 b. Provide acceptable surety bond or letter of credit (commercial account only).

357 c. Provide a cash deposit.

358 d. Be an existing city customer with a good payment history.

359 2. Allow utility personnel access to property to set up and maintain service.

360 3. ~~Pay bills by the due date shown~~ Customers must pay their bill by the due date
361 shown on each monthly bill or a finance charge will be applied. Payments received on
362 the due date must be made in person at the City customer service desk or by direct
363 phone contact with the City customer service representative. If a customer has agreed
364 to make an extra payment towards past due balances in conjunction with a payment
365 plan, such payments must also be made by the due date on each monthly bill.
366

367 It is the customer's responsibility to ensure that customer service personnel are notified
368 in advance of a customer's inability to fully pay all charges and fees by the date on
369 which they are due, as indicated on the utility bill. Utility customer service personnel
370 shall have no obligation to proactively inform customers of consequences of failure to
371 fully pay charges when due, or, of impending disconnections of electrical service unless
372 otherwise specifically stated elsewhere in this chapter.
373

374 It is the customer's responsibility to ensure that all individuals who have need to inquire
375 about, or manage the details of, a customer's account are added to that
376 account. Customer service personnel may not release account information to
377 individuals who are not authorized to obtain such information.

378 4. Notify customer service of another person or customer who should receive any
379 notice of service interruption for nonpayment of bills.

380 5. Notify customer service if there is someone in the household who is seriously ill,
381 handicapped or on a life support system.

382 6. Notify customer service of questions or complaints about service.

383 7. The Customer must be aware of city-owned property at the customer's home or
384 business and take all reasonable and proper precautions to prevent damage to it. In the
385 event that the city-owned property is damaged because of the customer's negligence,
386 the utility will charge the customer the actual costs of replacement or repair.

387 8. Install, maintain and repair wiring inside the customer's premises.

388 9. The customer must notify the city when electric use changes may make him/her
389 eligible for a rate change.

390 10. The customer must ensure that no damage occurs with the initiation, termination
391 or change of utility service requested past the point of city connection.

392 11. The customer will not permit any person, except as authorized by the utility, to
393 make any connections, repairs or changes to service drops, vaults, splice boxes,
394 equipment or any unmetered portion of the service serving the property which is owned
395 by the utility.

396 12. When a change of occupancy (tenant or owner) takes place on any premises being
397 serviced by the utility, notice of such change shall be given within ten days prior to such
398 change. The outgoing customer will be held responsible for any and all charges for
399 electrical services supplied, to include charges for disconnection and reconnection for
400 nonpayment until such notice has been received by the finance utility.

401 B. Customer Rights.

402 1. A customer has a right to request his/her deposit be refunded if he/she establishes
403 credit by other means, maintains an excellent credit rating for one year or discontinues
404 service from the city.

405 2. If the customer is notified of an impending disconnection for nonpayment, he/she
406 has a right to request installment payments designed to pay the account in full
407 according to an agreement at the discretion of the city's finance director.

408 3. The customer has a right to request a review by the city's finance director of any
409 complaint.

410 C. City Responsibility.

411 1. Refund the customer's deposit if conditions are met.

412 2. Give written notice fifteen working days before service is interrupted for failure to
413 pay (the customer's bill contains the fifteen-day notice). The notice will respect a
414 customer's right to privacy regarding publication of debt.

415 3. Avoid disconnection for nonpayment after four-thirty p.m. on a Friday, on a
416 weekend or on a holiday.

417 4. Avoid disconnection for nonpayment during freezing weather conditions (below
418 thirty-two degrees Fahrenheit).

419 5. Provide and explain rate schedules, how meters are read and other additional
420 reasonable information.

421 6. Respond to questions or complaints from customers. The city may not agree with
422 the complaint but pledges prompt, courteous and honest answers within one day of the
423 complaint.

424 7. Provide available historic billing and usage information for a customer's account
425 when requested by the customer.

426 D. City Rights.

- 427 1. To access the city's utility facilities on customer's premises.
- 428 2. To receive notice of changes in address, status of utility service or problems with
429 utility service.
- 430 3. To receive timely payment for services delivered to a home or business.
- 431 4. To take legal action regarding equipment tampering or financial delinquencies by
432 the customer.

433 **15.01.030 Billing—Credit—Deposits—Fees.**

434 A. Deposits are required as follows:

- 435 1. ~~Two~~One hundred fifty ~~(~~\$250~~)~~ dollars for residential.
- 436 2. ~~Three~~Two hundred ~~fifty~~ (\$350) dollars for commercial.
- 437 3. ~~Seventy five~~Fifty ~~(~~\$75~~)~~ dollars for harbor.

438 ~~Account deposits commensurate with an anticipated six week utility billing may be required.~~
439 ~~Deposits will be refunded after one year's satisfactory payment history or termination of~~
440 ~~service. Refund will be made by credit to customer's billing account. Interest shall accrue at an~~
441 ~~interest rate equivalent to the average rate of interest on one year treasury bills for the last day~~
442 ~~of the fiscal year and previous fiscal year. Interest will be determined at the end of the fiscal~~
443 ~~year and will be credited to the customer's utility billing as soon as possible thereafter. Driver's~~
444 ~~license or Social Security number will be requested for notation and for identification purposes.~~

445 ~~B.— Meter Reading. Meters shall be read monthly as nearly as possible on the same cycle date.~~
446 ~~Because of holidays, Saturdays, Sundays and the difference in the length of months, a three to~~
447 ~~five day variation may occur. If for any reason a reading cannot be obtained for any particular~~
448 ~~period, the billing may be based on an estimated energy use and demand.~~

449 ~~C.— Billing. Bills will be rendered monthly and are due and payable thirty days after date of~~
450 ~~billing. Failure to receive a bill will not release the customer from obligation of payment. The~~
451 ~~utility reserves the right to disconnect the meter for the final bill within a twenty four hour~~
452 ~~period from the time requested by the customer.~~

453 ~~D.— Credit Policy.~~

454 ~~1.— Any electrical charges become delinquent if not paid within thirty days of the billing~~
455 ~~date. If a customer's account becomes delinquent, the customer will be notified by mail~~
456 ~~no less than forty five days after the billing date of the delinquency and of the~~
457 ~~requirement to contact the credit manager to arrange for an approved payment plan. If~~
458 ~~a customer has not contacted the credit manager after being notified by mail of having a~~
459 ~~delinquent account, a notice will be physically posted at the customer's physical location~~

460 ~~notifying the customer that electrical power will be disconnected the next day without~~
461 ~~further notice unless an approved payment plan is accepted by the credit manager.~~

462 ~~2.—The city finance director has the authority to establish a payment plan for~~
463 ~~customers with delinquent accounts. If a payment plan is established for a customer~~
464 ~~with a delinquent account, the customer will be required, without exception, to pay all~~
465 ~~current charges and to make additional regularly scheduled payments toward the~~
466 ~~delinquent balance as part of the plan. The amount and timing of additional regularly~~
467 ~~scheduled payments will be jointly determined by the credit manager and the customer;~~
468 ~~however, as a minimum, such payments must exceed monthly finance charges by at~~
469 ~~least ten dollars per month. All delinquent balances will be subject to a yearly finance~~
470 ~~charge of twelve percent.~~

471 ~~3.—If a customer fails to make the specified additional regularly scheduled payments,~~
472 ~~or pay current charges, as required in the payment plan, that customer's account will be~~
473 ~~scheduled for disconnection. A notice will be physically posted at the customer~~
474 ~~account's physical location notifying the customer that electrical power will be~~
475 ~~disconnected the next day without further notice unless the credit manager is~~
476 ~~contacted. No additional notice will be sent by mail. The credit manager has the~~
477 ~~authority to amend a payment plan. If a payment plan has been amended and the~~
478 ~~customer again fails to make specific additional regularly scheduled payments, or pay~~
479 ~~current charges, as required by the payment plan, that customer's account will be~~
480 ~~scheduled for immediate disconnection. If a customer's account is disconnected for~~
481 ~~failure to make specified additional regularly scheduled payments, or pay current~~
482 ~~charges as required by the payment plan, all delinquent charges plus accrued interest~~
483 ~~must be paid in full before electrical service will be reconnected.~~

484 ~~4.—Tampering with meters or diversion of electricity is not allowed. If a meter is~~
485 ~~tampered with or electricity has been diverted, the utility shall charge the account~~
486 ~~holder for the cost of repairs plus all known or estimated electricity consumed. Charges~~
487 ~~will be made retroactively without limitation for all known or estimated electricity~~
488 ~~consumed back to the date of the tampering or diversion.~~

489 ~~5.—If a customer is found to have consumed electricity and the utility has not charged~~
490 ~~the customer for the electricity, and the reason for the supply of electricity without~~
491 ~~charge is found to be the fault of the utility and not the customer, the utility shall charge~~
492 ~~the customer for known or estimated electricity for a period not to exceed three years.~~
493 ~~Conversely, if a customer has been overcharged, the customer will be refunded the~~
494 ~~known or estimated overpayment for a period not to exceed three years.~~

495 EB. Service Charges.

496 1. There will be a separate ten-dollar service charge for each of the following types of
497 electrical services:

- 498 a. Establishing a new customer service account.
- 499 b. Transferring an existing customer service account to a new location. (Example:
500 Boat Slips, Residential, Commercial)

501 2. There shall be a separate fifty dollar charge for each of the following types of
502 electrical services:

- 503 ea. Connecting or disconnecting existing electrical service due to a customer
504 request during the hours of eight a.m. and four p.m., Monday through Friday.
- 505 eb. Disconnecting or reconnecting electrical service disconnected due to
506 nonpayment during the hours of eight a.m. and four p.m., Monday through Friday.
- 507 ~~e. Posting a final disconnect notice due to nonpayment on the consumer's physical~~
508 ~~location if a final disconnect notice has been posted at that consumer's location~~
509 ~~within the preceding twelve months.~~

510 23. There will be a separate ~~two~~~~one~~-hundred-dollar service charge for the following
511 type of electrical service:

- 512 a. An electrical service trouble call during the hours of eight a.m. and four
513 p.m., Monday through Friday, if determined to be the responsibility or fault of the
514 customer.

515 34. There will be a separate five ~~two~~ hundred ~~ten~~ dollar service charge for the
516 following types of emergency electrical services:

- 517 a. Reconnecting Emergency reconnection of electrical service disconnected due to
518 nonpayment outside the hours of eight a.m. to four p.m., Monday through Friday
519 including holidays. Any emergency reconnection of electrical service due to
520 nonpayment shall be authorized in advance by the utility director and shall be
521 contingent upon the availability of service personnel to perform the reconnection
522 and finance personnel to receive and process the service charge.
- 523 b. An electrical service trouble call outside the hours of eight a.m. to four p.m.,
524 Monday through Friday, if determined to be the fault or the responsibility of the
525 customer. Payment must be received in advance before electrical service is
526 reconnected after normal working hours due to disconnection for non-payment or
527 problems which are the fault of the customer. Decisions to reconnect electrical
528 service before receiving payment shall be at the discretion of the utility director. The
529 utility director shall be under no obligation to direct the reconnection of electrical
530 service if finance personnel are unavailable to receive and process service charges.

531 45. Work Orders. Customer services are provided and tracked through a work order
532 number assigned to each job. Customers requesting services that require billing shall
533 obtain and sign a work order at the utility customer service desk. The work order
534 authorizes and initiates the project. Tracking of material, labor and equipment and
535 billing is done with the work order.

536 All service charges are subject to sales tax if applicable. All charges will be billed to the
537 customer, except for reconnection due to nonpayment. Service charges for
538 reconnection due to nonpayment must be paid in cash or other legal tender at the city
539 utility customer service desk, 100 Lincoln Street, before service will be reestablished.

540 FC. Fees. New services on existing distribution lines: before the utility will install a new service
541 on existing distribution lines, the customer shall pay all appropriate fees and sales tax. The
542 customer shall contact the electrical department for an estimate of the work. The electrical
543 department shall provide the customer a non-binding estimate of the work. The customer shall
544 then pay a deposit to the city and borough of Sitka for an amount equal to the estimate prior to
545 the work being performed. Subsequent to the work being completed the city and borough shall
546 invoice the customer for any additional charges not in the estimate or credit will be applied to
547 the customer account.

548 1. Clarification. For purposes of these policies, a residential structure is defined as “any
549 structure designed for human habitation in which at least fifty percent of the square
550 footage is normally used for human habitation.”

551 2. New Single Residential Service Fee.

552 a. Overhead Service. The customer shall be responsible for the actual cost of
553 installing the service.

554 b. Underground Service. The customer shall be responsible for the actual cost of
555 installing the service.

556 c. Installation Fees. The fees shall be charged at a rate equivalent to the actual
557 costs including material, labor, design and engineering, equipment, and overhead. A
558 written estimate detailing the estimated cost will be provided upon request.
559 Estimates made by the utility are not binding.

560 3. Remodeling Existing Residential Structure Fee. No fee will be charged, provided an
561 upgrade of the service entrance is not required.

562 4. Fees for Additions to Existing Residential Structures. The actual cost shall be charged
563 if the construction results in the relocation or replacement of the existing service
564 entrance.

565 5. Fees for Replacing Existing Residential Structures. Fees for replacing existing
566 residential structures due to fire, flood or other disaster which destroys the structure
567 shall be charged as follows: the actual cost shall be charged if the construction results in
568 the location or replacement of the existing service entrance.

569 6. Fee for Properties Being Served by an Electrical LID. Fees for properties being served
570 by an electrical LID shall be charged as provided for in Title 17 of the Municipal Code.

571 7. Residential Service Disconnect/Reconnect Fees for Electrical Service Repair. There
572 shall be a total two-hundred-dollar service fee charged for a customer-requested
573 disconnect and reconnect of any electrical service at the point of delivery for the
574 purpose of repairing or upgrading the existing service. This fee shall be collected at the
575 time of application for the disconnect.

576 If the service configuration is substantially modified, the customer shall be charged
577 actual cost in lieu of the two-hundred-dollar fee. Actual cost is to include all labor,
578 materials, equipment and overhead.

579 8. All Other Electrical Services. The fees for all other electrical services, including three-
580 phase transformers, submarine cable and services (islands), industrial, commercial, etc.,
581 shall be charged at a rate equivalent to the actual cost including material, labor, design
582 and engineering, equipment, and overhead. A written estimate detailing the estimated
583 cost will be provided upon request. Estimates made by the utility are not binding.

584 ~~G~~D. Meter Tests. Tests at the request of the customer will be made, and if the meter is found
585 to register within over two percent of the correct value, the customer shall pay a test fee of
586 thirty dollars. If the meter is found to exceed the two percent limit plus or minus, the bill for the
587 preceding twelve months may be adjusted accordingly, and no charge will be made for the
588 testing.

589 ~~H~~E. Credit Applications. Credit applications will be available and must be filled out before a
590 customer has electrical services rendered in their name. If it is found that the customer has
591 misinformed or misled the city with false information, the account can be closed without
592 notification until all matters are clarified and adhered to according to the policies of the city. All
593 information furnished on said credit application will be confidential and used only by the city or
594 its assigns.

595 ~~I~~F. Vacation Rates. None.

596 ~~J~~G. Fees and Charges. All fees, charges, "actual costs" and/or service charges are based on the
597 average labor, benefits and any administrative or other costs incurred by the city. These rates
598 are subject to annual review.

599 ~~K~~H. Actual Costs. Actual costs for vehicles and materials are billing rates plus shipping and
600 overhead per the following. The actual cost for labor is double the employee's wage per hour,

601 to account for the wages, benefits, employer taxes, and overhead. Subcontractor costs may
 602 also be charged if a subcontractor is required. The minimum time charged for vehicle costs and
 603 labor is one hour. A written estimate of actual costs is available upon request, in accordance
 604 with subsection (F)(8) of this section.

605

Vehicle Costs	Billing Rate per Hour
Pickup/SUV/Van < 1 ton	\$13.20 <u>28.00</u>
Truck, flatbed, 1 ton	\$16.50 <u>34.00</u>
Chipper	\$3 <u>60.00</u>
Crane truck, 5 ton	\$39.60 <u>80.00</u>
Tractor with backhoe	\$45 <u>90.00</u>
Service truck, 1-1/2 ton w/bucket	\$72.75 <u>146.00</u>
Bucket truck, 65 ft+ reach	\$89.10 <u>180.00</u>
Crane truck, 10 ton	\$89.10 <u>180.00</u>
Materials	
Cost plus 50% for shipping and warehousing	
Labor	
Double the employee's wage per hour	
Subcontractor	
Costs charged by subcontractor plus overhead	

606

607 **15.01.035 General requirements.**

608 A. Right of Access. The utility, through its authorized employees or agents, shall have access
 609 to its meters and equipment at all reasonable times for the purpose of reading meters and
 610 testing, examining, repairing, or replacing any equipment which is the property of the utility. If
 611 such equipment is so located that locks must be operated to reach it, the utility shall be
 612 supplied with keys to such locks. In cases where locking devices have been installed on
 613 customers' disconnect devices, it is required that emergency municipal personnel, i.e., fire and
 614 police, also be supplied keys to such locks.

615 B. Application for New Service. Each customer requesting service shall supply the utility with
 616 the necessary information to provide the service. This information shall be supplied on an
 617 application for service form, available at the utility or customer service desk located at 100

618 Lincoln Street, Sitka, Alaska. A work order will be opened to provide the service. Large industrial
619 or commercial services and service contracts shall contain such provisions and stipulations as
620 may be necessary or desirable to protect the interests of both the utility and the customer, as
621 determined by the utility director. In the absence of a signed agreement or application for
622 service form, the delivery of service by the utility and its acceptance by the customer shall be
623 deemed to constitute an agreement and acceptance of the policies.

624 C. Easements and Rights-of-Way. Where it is required to place equipment, vaults, splice
625 boxes, structures, or other materials owned by the utility associated with providing services,
626 the owner(s) involved with the project shall be required to grant an easement to the city and
627 borough of Sitka electric department. This easement shall include all areas as prescribed by the
628 utility. Utility personnel will forward a copy of the recorded easement to the owner(s). In cases
629 involving islands, tidelands, wetlands, etc., all Corps of Engineers permits and Department of
630 Natural Resources costs will be paid for by the customer. Rights-of-way are also required to be
631 conveyed to the city and borough of Sitka. The grant of utility easement must be complete,
632 signed by the property owner, copied to the city, and recorded by the State Recorder's Office.
633 The city will pay the recording fees.

634 D. Temporary Electrical Service. Temporary service is normally rendered for construction
635 purposes, but may also be rendered to traveling shows, public event displays, etc. Whenever
636 possible, it is recommended that temporary construction services be placed in the permanent
637 location. Where there are existing secondaries of sufficient capacity (also suitable phase and
638 voltage), service will be provided at applicable rates under these conditions:

639 1. Provision by the customer of a temporary electric service construction post or
640 construction pole within one hundred feet of existing facilities with suitable protective
641 devices and meter socket; and

642 2. Payment by the customer must be made in accordance with normal billing
643 procedures for the actual cost of installation and removal.

644 3. Temporary service must be initiated with a work order at the utility customer
645 service desk, 100 Lincoln Street, Sitka, Alaska.

646 E. Character of Service. The utility will designate the character of electric service. All service
647 shall be alternating current (AC), sixty hertz. Nominal secondary delivery voltages are one
648 hundred twenty volt, two hundred forty volt single-phase and two hundred forty volt three-
649 phase, for overhead service. Service may also be delivered at one hundred twenty/two hundred
650 eight or two hundred seventy-seven/four hundred eighty volts three-phase grounded wye, only
651 where such secondaries exist. When the size of the load justifies a separate transformer
652 installation, all costs associated with such transformer installation will be borne by the
653 customer. The delivery of one hundred twenty/two hundred eight volts shall be at the option of
654 the utility. In general, delivery voltages and phases will be those available at the point of
655 service. If different phases or voltages are necessary, the costs shall be computed in accordance
656 with the policies set forth herein. To determine the type of service to be supplied, the customer

657 shall consult the utility before proceeding with the installation of wiring or ordering of electrical
658 equipment. Padmount transformer for three-phase service can only be in voltages of one
659 hundred twenty/two hundred eight and two hundred seventy-seven/four hundred eighty volts.

660 F. Service Taps. All connections between utility wires and customer wires will be made and
661 removed exclusively by utility-authorized personnel. The utility reserves the right to make all
662 service connections. The connection of utility's electric service or any alternative thereof by
663 anyone except utility-authorized personnel is prohibited. Violators of this rule will be
664 prosecuted. The user of such a connection shall be presumed to have made or consented to the
665 unauthorized connection and will be responsible for any costs and/or power charges as well as
666 the party making the unlawful connection, unless proven to the contrary.

667 Any tap made ahead of any service equipment for fire pumps, exit lights, control power for the
668 circuit breaker, etc., shall be provided with proper disconnect equipment and over current
669 protection adequate for the service load. Such connections shall be made only where
670 specifically approved by the utility and must be metered, either by the existing or an additional
671 meter.

672 G. Pole Attachments. The utility forbids any attachments or work by others on its poles or
673 facilities without specific written authorization. Customers utilizing utility power poles by
674 permission will be required to enter into a joint pole use agreement with the city and borough,
675 and will be required to pay joint pole use fees.

676 H. Grounding. The grounding conductor and equipment of the service shall be effectively and
677 permanently grounded in accordance with the latest edition of the NEC or in accordance with
678 the requirements of applicable authorities. Grounding electrodes shall be copper, copper clad,
679 or galvanized steel. Under no circumstances shall a gas, water, or fuel oil piping system be used
680 as the grounding electrode. Metallic riser conduits on the outside of the building and water
681 piping within the building shall be independently grounded.

682 I. Objectionable Effects. The utility reserves the right to disconnect service where equipment
683 used by the customer results in objectionable effects upon or interferes with the operation of
684 facilities of the utility, its customers, or another public service company unless the customer
685 discontinues use of such equipment or installs corrective equipment to overcome the
686 objectionable effect or interference. The customer will be charged for the cost to disconnect
687 the service.

688 J. Load/Phase Balance. The customer shall balance three-phase loads so there is less than a
689 twenty percent imbalance.

690 K. Meter/Meter Seals. Meters shall be provided by the utility and all meter installations and
691 points of access to unmetered wiring on the customer's premises will be sealed by the utility.
692 All cabinets and equipment enclosures containing unmetered conductors shall be made
693 sealable before the service is energized. Metered and unmetered conductors shall not share
694 the same conduits as raceways.

695 **15.01.040 Service connections.**

696
697 The administrator shall establish written policies and procedures for customer service
698 connections and shall make this information available to the public.
699

700 ~~A.—General. This section applies to each new service installation and to existing installations~~
701 ~~when changes and/or rearrangements are made. Each case shall be referred to the utility~~
702 ~~before electrical work is begun.~~

703 ~~B.—Metering, Service Entrance(s), Disconnects. All service entrance(s), meters, and~~
704 ~~disconnecting device(s) shall be permanently installed externally, at an approved location.~~

705 ~~Main disconnect: this device shall be installed by the customer at a predetermined location~~
706 ~~designated by the utility for the purpose of protection, isolation, sectionalizing, maintenance,~~
707 ~~and testing between privately owned equipment and electric circuits and municipally owned~~
708 ~~equipment.~~

709 ~~This device shall be designed and rated in accordance with the NEC and to open and close all~~
710 ~~ungrounded conductors of the circuit simultaneously from their source of supply.~~

711 ~~Municipal maintenance and replacement responsibility terminates at the source side of the~~
712 ~~customer-owned disconnects.~~

713 ~~It shall be the responsibility of the customer to maintain a clear space of at least thirty six~~
714 ~~inches in front and thirty six inches on either side of the meter. Exceptions to this that meet~~
715 ~~current revision of the NEC may be approved by the utility. Meters shall be installed at a height~~
716 ~~of five to six and one half feet above a finished grade, platform, deck, etc. The utility shall be~~
717 ~~consulted prior to installation. New service entrance and remodel locations are subject to~~
718 ~~approval by the utility. All single phase circuits up to six hundred volts and less than two~~
719 ~~hundred amperes or less shall be metered through self contained meters. Loads of more than~~
720 ~~two hundred amperes will be metered with instrument transformers. The contractor or owner~~
721 ~~will consult the utility for metering requirements prior to installation.~~

722 ~~C.—Instrument Transformer Metering. All instrument transformer enclosures, mountings and~~
723 ~~fittings, meter sockets and conduits or raceways for meter wiring will be furnished and installed~~
724 ~~by the customer and will be of a type approved by the utility. They shall be provided with a~~
725 ~~means for sealing. Instrument transformers will be furnished by the utility. All wiring from the~~
726 ~~instrument transformers to the meter base will be furnished and installed by the utility in~~
727 ~~conduits installed by the contractor or owner. The utility will install conduits at the customer's~~
728 ~~expense upon request. Provision for potential taps will be made in the instrument transformer~~
729 ~~enclosure by the owner or contractor. No potential taps will be made outside of a sealed~~
730 ~~enclosure. The meter socket must be UL approved, designed for outside use, and have a~~
731 ~~sealable test switch enclosure. The metering instrument transformers shall be installed in an~~
732 ~~approved, sealable enclosure that is located on the load side of the service main disconnect~~
733 ~~(cold sequence). Any exceptions must receive prior approval of the utility.~~

734 ~~D.—Point of Delivery. Service shall be supplied to the entire premises through a single delivery~~
735 ~~point and at an agreed upon voltage and phase rating. If a customer has more than one point of~~
736 ~~delivery, then each point of delivery shall be metered and billed separately. The point of~~
737 ~~delivery is that point on the customer's premises (or other agreed point) where the utility~~
738 ~~terminates its electrical conductors. Utility services shall not be run from building to building.~~
739 ~~When crossing property, service drop wires shall not be carried over/under buildings. All~~
740 ~~equipment on a load side shall belong to and be the responsibility of the consumer, except~~
741 ~~meters and metering equipment and other equipment provided by the utility. It shall be the~~
742 ~~responsibility of the customer to advise the utility of his service requirements in advance of~~
743 ~~installing the service entrance equipment and to ascertain that the location is acceptable to the~~
744 ~~utility. For mobile home parks and RV parks the point of delivery is the supply (line) side of the~~
745 ~~disconnect(s). For private marinas and boat docks the point of delivery is the supply (line) side~~
746 ~~of the disconnect on the upland facilities.~~

747 ~~E.—Customer Power Outage. If the customer's service fails, they shall endeavor to determine if~~
748 ~~they have blown fuses, tripped breakers, or their equipment is at fault before calling the utility.~~
749 ~~If a service person is sent out on such a request, and it is determined that the customer's~~
750 ~~equipment is at fault, the customer will be charged for the service call.~~

751 ~~F.—Interruption of Service. The utility will use reasonable diligence to provide an adequate and~~
752 ~~uninterrupted supply of electrical energy at normal voltage, but if the supply is interrupted~~
753 ~~without notice, for any cause, the utility shall not be liable for personal injuries, loss or damages~~
754 ~~resulting therefrom, nor will such failure constitute breach of agreement for service.~~

755 ~~The utility reserves the right to temporarily suspend services for the purpose of making~~
756 ~~emergency repairs or routine improvements to the system, but in such cases, whenever~~
757 ~~practicable, every effort will be made to contact affected customers beforehand and make such~~
758 ~~interruptions as short as possible. Emergency outages will occur without notification.~~

759 ~~G.—Curtailement. Should a serious power shortage develop, and should it become mandatory~~
760 ~~that the utility place into effect a curtailment program, the utility reserves the right to limit the~~
761 ~~use of electrical energy during such hours as may become necessary.~~

762 ~~H.—Discontinuance of Service by the Electric Utility. The utility may refuse to connect or may~~
763 ~~discontinue service for violation of payment contract provisions, for theft or illegal diversion of~~
764 ~~current, or for the noncompliance with current revision of the NEC or ordinances of the city and~~
765 ~~borough of Sitka. This discontinuance of service for any of these causes does not release the~~
766 ~~customer from their obligation to pay for services received or charges specified in any existing~~
767 ~~contract. The utility may also refuse to service loads of a character which are seriously~~
768 ~~detrimental to the service being rendered to other customers.~~

769 ~~I.—Additional Load. In the event the customer desires to change their load, he shall notify the~~
770 ~~utility sufficiently in advance so the utility may provide the facilities required. In the event that~~
771 ~~the customer fails to notify the utility, and as a result the utility equipment is damaged, the~~

772 ~~customer shall be liable for the cost of such damage. Other costs involved with repair service~~
773 ~~charges will also be applied.~~

774 ~~J.— Notice of Trouble. In the event that service is erratic or interrupted, it shall be the obligation~~
775 ~~of the customer to notify the utility.~~

776 ~~K.— System Disturbance. Electric service shall not be utilized in such a manner as to cause~~
777 ~~severe disturbances or voltage fluctuations to other customers. In the event that any customer~~
778 ~~uses equipment that is detrimental to the service of other customers, such as welders, pipe-~~
779 ~~thawing equipment, or large motor starting equipment, they shall be required to install at their~~
780 ~~own expense regulative equipment to control such fluctuations. Work required by the utility to~~
781 ~~remedy these situations will be paid for by the customer causing the disturbance.~~

782 ~~L.— Customer's Wiring and Equipment. It shall be the customer's responsibility to provide~~
783 ~~suitable protective equipment such as fuses, circuit breakers, and relays of sufficient size to~~
784 ~~protect their equipment. All newly constructed single, duplex and triplex dwellings shall be~~
785 ~~equipped with a meter box and disconnect rated not less than one hundred amps. Exceptions~~
786 ~~to this must be approved by the utility. New installations, rebuilds, upgrades, and remodeled~~
787 ~~premises, including residential, commercial, industrial and public, requiring that the external~~
788 ~~point of delivery or service entrance configuration be altered in any way shall be equipped with~~
789 ~~a means of externally metering and disconnecting each electric service. The utility must~~
790 ~~approve any external disconnecting device and its location prior to installation.~~

791 ~~In some cases, a shunt trip device may be required. If three phase equipment is used, it shall be~~
792 ~~the customer's responsibility to protect it against phase reversal, loss of phase, under and~~
793 ~~over voltage. The utility will take all reasonable precautions to prevent phase failure or~~
794 ~~abnormal voltage variations, but cannot guarantee that such conditions may not occur, due to~~
795 ~~circumstances beyond its control. The customer's wiring shall be in accordance with current~~
796 ~~NEC standards. The utility will reserve the right to refuse or discontinue service to a customer~~
797 ~~when his equipment or wiring is in a hazardous condition, or not in conformity with the lawful~~
798 ~~codes and local regulations. The customer shall be solely responsible for the maintenance and~~
799 ~~safety of their wiring and equipment. The utility shall not be in any way liable for accidents or~~
800 ~~damages occurring to the customer or to third parties because of contact with or failure of any~~
801 ~~portion of the customer's installation. Should a service be disconnected it will be required to~~
802 ~~meet current codes and standards prior to re-energization.~~

803 ~~M.— Underground Locating Services. The utility provides location services, free of charge, for~~
804 ~~utility owned facilities during normal working hours. A twenty four hour advance notice is~~
805 ~~required for this service to be scheduled. A customer, contractor, or operator who causes~~
806 ~~damage to utility property will be charged at a rate equivalent to the actual cost to supply~~
807 ~~material, labor, equipment, and overhead necessary to complete repairs and to restore services~~
808 ~~on any damaged property.~~

809 ~~N.— Marking. Multiple unit buildings, trailer courts, etc., must have the correct address for each~~
810 ~~unit permanently marked at the following locations:~~

- 811 1.—~~The meter socket;~~
812 2.—~~The main breaker;~~
813 3.—~~The subpanel in each unit;~~
814 4.—~~The door or doorway.~~

815 ~~If all markings are not present or of a permanent nature, the service shall be subject to being~~
816 ~~disconnected.~~

817 ~~O.—Customer Services. Customer services that are installed under retaining walls or~~
818 ~~foundations shall be the customer's responsibility. The customer is responsible for the actual~~
819 ~~cost of replacing or repairing the conduit if damaged to a point that new service conductors~~
820 ~~cannot be installed.~~

821 **15.01.045 Line extension.**

822 A. Line extensions may be constructed by the utility or by a contractor. They will become the
823 property of the utility to own and maintain if constructed along a public road or serve more
824 than one customer. All construction must be in compliance with the NESC along with the SDCG.
825 Underground line extensions are prepared by the utility.

826 B. Overhead or underground line extensions to subdivisions shall be paid for by the
827 subdivision developer. In the case of multiple owners, agreement between all parties must be
828 documented in writing prior to commencement of work.

829 C. The cost of overhead or underground line extensions shall be the responsibility of the
830 customer. These extensions can be constructed by the utility or a contractor; however, they
831 shall become the property of the utility upon being energized and shall be constructed
832 according to these policies.

833 D. For underground service locations, the utility shall be consulted in every case before work
834 is started so that it may designate the facility from which the service will be taken, the location
835 of the conduit, and meter location. Precautions must be taken when trenching near other
836 underground facilities or poles to prevent undermining of the pole. The customer or contractor
837 performing the work will be held financially responsible for any damage to utility facilities.
838 Customer-installed conduits and trenches must be inspected and approved by the utility before
839 backfilling.

840 E. Utility Pole Replacements or Relocations. If the utility requires a pole to be relocated or
841 replaced, the riser will be reattached at the utility's expense.

842 F. Risers installed on utility-owned poles shall be galvanized rigid steel or utility-approved
843 plastic conduit and brought to a point not less than eight feet nor more than twelve feet above
844 ground line. Two four-inch risers or their space equivalent are the maximum permitted on one
845 pole.

846 G. On privately owned poles, the customer shall furnish and install the galvanized steel or
847 utility-approved plastic conduit and mounting straps up to the pole to a point twelve inches
848 below the utility's secondary conductors.

849 H. Relocation of Poles or Equipment. In the event any customer requests their delivery point
850 to be moved or desires a pole or other utility equipment moved, including yard lights, fixtures,
851 transformers and/or other facilities located thereon, for any reason, the utility will, if feasible
852 from an engineering point of view and provided the necessary right-of-way can be obtained, do
853 so and will require the customer to pay an amount sufficient to reimburse the utility for all
854 actual costs including materials, labor, equipment, and overhead. In the event that conditions
855 not defined occur, then the principles and policies as outlined herein and in the extension
856 policy shall be applied.

857 **15.01.050 Subdivisions.**

858 A. General. All electrical facilities in new subdivisions shall be installed underground per the
859 SDCG.

860 B. Services. Underground services will be the responsibility of each customer.

861 C. Single Developer. The developer of a subdivision of a parcel of land will be responsible for
862 providing and installing all underground electrical facilities. This includes primary, secondary,
863 transformers, termination cabinets, pull boxes, etc.

864 **15.01.055 Mobile home parks, RV parks, private marinas and boat docks.**

865 Mobile Home Parks, RV Parks, Private Marinas and Boat Docks. The utility will provide metering
866 for individual mobile homes, RV spaces and boat marinas under the current rate structure
867 providing the following conditions are met:

868 A. The system owners shall furnish and install a wiring system to connect to the utility
869 facilities via main disconnect(s). This device shall be installed by the customer at a
870 predetermined location set by the utility for the purpose of protection, isolation, sectionalizing,
871 maintenance and testing between privately owned equipment and electric circuits, and
872 municipally owned equipment and electric circuits.

873 This device shall be designed and rated to carry expected load and to open and close all
874 ungrounded conductors of the circuit simultaneously from their source of supply by
875 nonautomatic means and to open all ungrounded conductors of the circuit simultaneously from
876 their source of supply automatically on a predetermined load current or fault current in excess
877 of specified design.

878 Utility maintenance and replacement responsibility terminates at the supply (line) side of
879 the customer-owned disconnect(s).

880 B. The system owner shall furnish and install a wiring system connecting each service location
881 with a meter socket and protective device (breaker/disconnect). Such a wiring system and
882 protective device (breaker/disconnect) shall be of adequate capacity to maintain standard

883 current and voltage to each location. Systems are to be installed in accordance with all current
884 codes and requirements.

885 C. Whenever a service is disconnected, it shall be brought into compliance with current codes
886 and standards prior to being re-energized.

887 **15.01.060 Rental structures.**

888 A. Owner Policy. Special conditions may apply to electrical service provided to rental
889 structures. The owner or owner's representative of such structures may request that the
890 account for the rental structure be placed in "owner status" for the purposes of cleaning and
891 nonoccupancy only. Accounts in owner status are subject to the following conditions:

892 B. While in owner's status, an account will be charged for all electricity consumed, subject to
893 minimum consumption requirements.

894 C. The owner/landlord is not required to pay a residential deposit if in good credit standing
895 with the city. Residential deposits will be required, however, from all tenants when the
896 structure is rented.

897 D. The owner/landlord must notify the utility customer service desk immediately upon
898 occupancy of a rental unit. If the unit is occupied and the utility customer service desk has not
899 been notified of the occupancy, the owner/landlord is liable and responsible for all electricity
900 charges for the account until such notification is given and the account is switched to the
901 tenants.

902 E. Under no circumstances will the owner turn an electrical meter on or off. Meter connects
903 and disconnects will be performed by the utility.

904 F. When an owner account is transferred to a tenant, or transferred from a tenant back to an
905 owner, a service charge will be charged to the account.

906 G. If a renter is being disconnected for nonpayment of electrical charges, the municipality will
907 notify the owner, if said owner has provided contact information, that service to the rental
908 structure is being disconnected before the physical disconnection occurs.

909 H. Upon vacation of the rental structure by tenants the account will automatically be
910 transferred to the landlord/owner. The transfer will be subject to a service charge.

911 I. If owner/landlords turn off electric service, they will be liable for any costs that are incurred
912 by the tenants and/or the municipality.

913 J. If any owner is disconnected for nonpayment, the municipality will immediately remove the
914 owner status from all of the individual's owner accounts. Thereafter, each account must
915 individually meet the billing credit policy herein.

916 K. If an owner is disconnected for nonpayment and the municipality has not been notified that
917 a tenant has occupied the structure, the owner will be immediately charged for all appropriate
918 services while the structure was occupied, and the account will not be reconnected until all
919 charges are paid in full.

920 **15.01.065 Motors and controllers.**

921
922 The administrator shall establish written policies and procedures for customer motors and
923 controllers and shall make this information available to the public.
924

925
926 ~~A.— Utility to Be Advised. The utility shall be advised before any single phase motor in excess of~~
927 ~~five horsepower or any three phase motor rated ten horsepower or larger is installed by a~~
928 ~~customer. The information given the utility shall include the nameplate data of the motor, the~~
929 ~~nature of the load and operating characteristics of the proposed installation, such as how~~
930 ~~frequently the motor will be started and if the load fluctuates rapidly, etc.~~

931 ~~B.— Motor Starters. The utility may require customers to install reduced voltage starting~~
932 ~~equipment in cases where across the line starting would result in excessive voltage motor~~
933 ~~disturbances to the utility system.~~

934 ~~C.— Single Phase Motors. Generally, motors larger than five horsepower should be three phase,~~
935 ~~but the utility may require the use of single phase motors or appropriate phase converters~~
936 ~~where three phase service is not readily available.~~

937 ~~D.— Protection. All motors should be properly protected against overload, including overloads~~
938 ~~caused by low voltage conditions. It is the customer's responsibility to protect three phase~~
939 ~~motors against the possibility of single phase operation. Reverse phase relays, together with~~
940 ~~circuit breakers, or the equivalent devices, should be used on all three phase installations for~~
941 ~~elevators, cranes, and similar applications to protect the installation from phase reversal.~~

942 **15.01.070 Undesirable characteristics.**

943 The utility may refuse or discontinue service to customers who operate equipment which
944 causes detrimental voltage fluctuations (such as, but not limited to, hoists, welders, radio
945 transmitters, X-ray apparatus, elevator motors, compressors and furnaces). The customer must
946 reasonably limit such fluctuations upon request by the utility. Undesirable load characteristics
947 include, but are not limited to, twenty percent unbalanced load between phases, a power
948 factor below ninety percent, or cyclical demand fluctuations produced by the customer's
949 equipment. The utility may require, as a condition of service, that customers install, at their
950 expense, equipment that will eliminate the undesirable load characteristics.

951 **15.01.075 Special equipment.**

952
953 The administrator shall establish written policies and procedures for customer special
954 equipment connections and shall make this information available to the public.

955

956 ~~A.— Customer Installed Capacitors. Customers installing capacitors to improve the power factor~~
957 ~~of their load must contact the utility for essential coordination details.~~

958 ~~B.— Electric Fences. Electric fences must comply with the standard for electric fence controllers,~~
959 ~~ANSI/UL 69. A direct electric connection to a fence, or a connection through resistance,~~
960 ~~reactance, or lamp bulb, without an approved controller is not permitted.~~

961 ~~C.— Swimming Pools and Hot Tubs. Circuits serving swimming pools, hot tubs, or associated~~
962 ~~areas shall be protected by ground fault interrupters per the NEC.~~

963 ~~D.— Lightning Protection Systems. The utility recommends the use of secondary surge arresters~~
964 ~~for protection of customers' equipment, where such additional protection is desired. Arresters~~
965 ~~shall be connected on the load side of the main disconnect, not at the weather head.~~

966 ~~Lightning rod systems, if desired, should be installed per NFPA 78, "Lightning Protection Code."~~
967 ~~A bond between the lightning rod system down ground and the service neutral should not be~~
968 ~~installed. Spacing should be arranged so that the meter enclosure is not bonded to the lightning~~
969 ~~rod system down ground.~~

970 ~~E.— Transient Surge Protectors. Transient surge protectors can be installed by the customers on~~
971 ~~their system to help protect sensitive equipment from low energy transient surges. It is~~
972 ~~recommended that the transient surge protector (suppressor) utilized has the UL 1449 rating~~
973 ~~and incorporate failure indicators.~~

974 **15.01.080 Customer generation.**

975 A. General. All installations of customers' generating equipment require adherence to
976 fundamental rules for safeguarding of all personnel and the utility's equipment. The utility must
977 be consulted before any generating equipment is connected to any circuit which is or can be
978 supplied from the distribution system. This is to assure against any unanticipated backfeed of
979 electricity into the utility's system.

980 B. Standby Generators. This type of generator is for emergency supply for lighting and other
981 load and is usually connected in case of loss of the normal supply. A double throw switch or
982 conductor shall be provided to positively disconnect from the normal supply and transfer all
983 ungrounded conductors of any emergency lighting or power load to the standby generator.
984 Automatic transfer systems must be approved by the utility.

985 C. Systems Operated in Parallel with the Utility's Supply. Customers considering the
986 installation of generating equipment to supply all or a portion of their electrical energy
987 requirements and who wish to arrange for, or continue to receive, service from the utility's
988 system for their remaining electrical energy requirements and/or for standby service must
989 consult the utility regarding the design, installation, and operation of such generating
990 equipment. This consultation should be done before the customer is committed to a specific
991 system design.

992 ~~15.01.085 Carrier current.~~

993 ~~If a customer used building wiring for a carrier current system for communication or signaling~~
994 ~~purposes, the customer shall install suitable filter equipment or make other provisions~~
995 ~~approved by the utility to keep the distribution facilities free from carrier currents produced by~~
996 ~~the customer's equipment.~~

997 ~~15.01.090 Rebate program for electric heat pump heating systems.~~

998 ~~A.—General Requirements. All residential customers are eligible to participate in the rebate~~
999 ~~program, subject to the rules and procedures developed by the electric department, and~~
1000 ~~funding of the program.~~

1001 ~~B.—Eligible Equipment. Only the following products are eligible for the rebate program:~~

1002 ~~1.—Electric heat pump heating system that replaces an existing oil or electric resistance~~
1003 ~~heating system, such as electric baseboard heaters, electric plug in heaters, and electric~~
1004 ~~boilers, if it is the primary heating source for the residence.~~

1005 ~~C.—Rebates. Residential customers requesting a rebate shall submit a signed rebate request~~
1006 ~~using electric department forms within sixty days of the purchase of the rebate eligible product.~~
1007 ~~Rebates will be issued within sixty days of receipt of the form to any eligible customers that~~
1008 ~~meet the terms and conditions of the program.~~

1009 ~~D.—Funding. The rebate program will terminate when all project funds have been expended.~~

1010
1011 **5. EFFECTIVE DATE.** This ordinance shall become effective on the day after the date
1012 of its passage.

1013
1014 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
1015 Alaska this 11th day of October, 2016.

1016
1017
1018
1019 _____
Mim McConnell, Mayor

1020 **ATTEST:**

1021
1022
1023 _____
1024 Sara Peterson, CMC
1025 Municipal Clerk

1026
1027
1028
1029



ELECTRIC DEPARTMENT – **FY 17** RATES

FY2017 Rate Increase - Summary

- 5% Increase to all rates (Residential, Harbor, Commercial, Industrial)
- Eliminate Residential Tier from 0-200 kWhrs/mo (approx. 350 accts <200 kWhrs, 7\$/mo impact)
 - ✓ All Users pay more due to elimination of tier
 - ✓ Was 0-200@8.58 cents, 200-800@11.45c, >1000@13.05c
 - ✓ Proposed 0-1000@12.03c, >1000@13.7c
- 5% Increase to monthly connection fees
 - ✓ Residential, Commercial, Industrial)
 - ✓ Harbors from \$8.75/mo to \$19.50/mo to pay for replacement of failed meters

FY2017 Rate Increase - Examples

- Raises typical family bill (1000kwhrs/mo) from \$128/mo to \$140/mo.....\$144/yr (\$12 per month = 9%)
- Raises Large family bill (2000kwhrs/mo) from \$258/mo to \$277/mo.....\$228/yr (\$19 per month = 7.3%)
- Lowest users <200kwhrs/mo from \$37/mo to \$44.54/mo.....\$90/yr (\$7.5 per month = 20%)
 - ✓ Lowest Users account for <0.2% of total revenue
- Large Commercial users >300,000 kWhrs/mo from \$36,504/mo to \$38,301/mo.....\$21,564/yr (\$1,797 per month = 5.0%) note: plus demand charges



CITY AND BOROUGH OF SITKA

APPROVED - ELECTRIC UTILITY CUSTOMER SERVICE PROCEDURES

Approved Version - Rev 0
Dated 9-2-2016

ELECTRIC UTILITY CUSTOMER SERVICE PROCEDURES

Sections:

[15.01.030](#) Billing—Credit—Deposits—Fees.

15.01.030 Billing—Credit—Deposits—Fees.

Account deposits commensurate with an anticipated six-week utility billing may be required. Deposits will be refunded after one year's satisfactory payment history or termination of service. Refund will be made by credit to customer's billing account. Interest shall accrue at an interest rate equivalent to the average rate of interest on one-year treasury bills for the last day of the fiscal year and previous fiscal year. Interest will be determined at the end of the fiscal year and will be credited to the customer's utility billing as soon as possible thereafter. Driver's license or Social Security number will be requested for notation and for identification purposes.

B. Meter Reading. Meters shall be read monthly as nearly as possible on the same cycle date. Because of holidays, Saturdays, Sundays and the difference in the length of months, a three-to-five-day variation may occur. If for any reason a reading cannot be obtained for any particular period, the billing may be based on an estimated energy use and demand.

C. Billing. Bills will be rendered monthly and are due and payable thirty days after date of billing. Failure to receive a bill will not release the customer from obligation of payment. The utility reserves the right to disconnect the meter for the final bill within a twenty-four-hour period from the time requested by the customer.

D. Credit Policy.

1. Any electrical charges become delinquent if not paid within thirty days of the billing date. If a customer's account becomes delinquent, the customer will be notified by mail no less than forty-five days after the billing date of the delinquency and of the requirement to contact the credit manager to arrange for an approved payment plan. If a customer has not contacted the credit manager within 5 working days from the postmark date after being notified by mail or by other method of having a delinquent account, ~~a notice will be physically posted at the customer's physical location notifying the customer that electrical power will be disconnected the next day~~ without further notice unless an approved payment plan is accepted by the credit manager.

2. The city finance director has the authority to establish a payment plan for customers with delinquent accounts. If a payment plan is established for a customer with a delinquent account, the customer will be required at the time of agreement to the plan and thereafter, without exception, to pay all current charges due on the date the plan is entered into, pay the finance charge on the delinquent charges currently due, ~~and~~ to make additional ~~regularly scheduled~~ monthly payments toward the delinquent balance due, and to agree to pay all future charges by the scheduled date they are due, ~~as part of the plan until the delinquent balance has been paid in full. The amount and timing of additional regularly scheduled payments will be jointly determined by the credit manager and the customer; however, as a minimum, such payments must exceed monthly finance charges by at least ten dollars per month. All payment plans will require customers to make monthly payments in the same amount, and, the number of such payments will not exceed twelve. Additional agree-upon monthly payments toward the delinquent balance must be made by the monthly due date of all future charges; this will result in a period of less than thirty days before the first additional agreed-upon monthly payment is due.~~ All delinquent balances will be subject to a yearly finance charge of twelve percent.

3. The Finance Director shall have the authority to use discretion in managing electricity disconnections if the amount necessary to avoid disconnection is \$50 or less, or, by granting no more than 4 extra working days for a customer to make the payment required to avoid disconnection. If the Finance Director grants additional time for a payment to be made, the customer must both firmly commit to a specific amount to be paid and a non-extendable deadline for that committed payment to be made. If a customer is granted additional time and fails to honor his/her commitment, electrical service will be disconnected without further notice. ~~If a customer fails to make the specified additional regularly scheduled payments, or pay current charges, as required in the payment plan, that customer's account will be scheduled for disconnection. A notice will be physically posted at the customer account's physical location notifying the customer that electrical power will be disconnected the next day without further notice unless the credit manager is contacted. No additional notice will be sent by mail. The credit manager has the authority to amend a payment plan. If a payment plan has been amended and the customer again fails to make specific additional regularly scheduled payments, or pay current charges, as required by the payment plan, that customer's~~

~~account will be scheduled for immediate disconnection. If a customer's account is disconnected for failure to make specified additional regularly scheduled payments, or pay current charges as required by the payment plan, all delinquent charges plus accrued interest must be paid in full before electrical service will be reconnected.~~

4. If a customer has applied for utility assistance through some external organization or entity, the following rules regarding disconnection shall apply: (a) the customer's application must be verified; (b) the amount of the utility assistance payment to be received must be sufficient to either pay the entire past due balance of the customer's account, or, provide for the required payment amount necessary in conjunction with the customer entering into a payment plan, and (c) the assisting entity must commit to a date certain within 60 days that payment will be made. If the three requirements can't be all met, the customer's account will be disconnected.

5. Disconnection Policy. If a customer is notified by mail or other method that the customer's account is scheduled for disconnection, it shall be the responsibility of the customer to promptly contact the credit manager within 5 working days of the postmark date of disconnection letters. Failure to contact the Credit Manager prior to the date of disconnection, which shall not be less than 5 days from the postmark date, will be grounds for disconnection. Contact of the credit manager on the day of disconnection will be processed, if practicable, but will not guarantee disconnection. If a customer makes a partial payment towards its account which is in an amount less than the required amount to avoid disconnection, the account will still be scheduled for disconnection unless either an additional payment is made or more time is requested (subject to the Finance Director's limits of discretion).

6. Reconnect Policy. If an account is disconnected for failure to make specified additional regularly scheduled payments, or for failure to make payments as required by a payment plan, the customer must either pay all delinquent charges plus accrued interest, or, enter into a payment plan and make the payment required at the time of the agreement to the plan before electrical service will be reconnected. Once applicable payments have been made, reconnection of electrical service shall be made as soon as practicable. Electrical service will not be reconnected after 4:30 pm on weekdays, or, on weekend days or holidays, other than in the case of an emergency. The Electric Department Director, the Police Chief, or the Fire Chief shall be the officials designated to determine if an emergency situation exists warranting an emergency reconnection. Emergency reconnections shall be subject to an emergency reconnection fee which must be paid in full by the close of business on the first working day following the emergency; otherwise, service will be disconnected again without notice.

47. Tampering with meters or diversion of electricity is not allowed. If a meter is tampered with or electricity has been diverted, the utility shall charge the account holder for the cost of repairs plus all known or estimated electricity consumed. Charges

will be made retroactively without limitation for all known or estimated electricity consumed back to the date of the tampering or diversion.

58. If a customer is found to have consumed electricity and the utility has not charged the customer for the electricity, and the reason for the supply of electricity without charge is found to be the fault of the utility and not the customer, the utility shall charge the customer for known or estimated electricity for a period not to exceed three years. Conversely, if a customer has been overcharged, the customer will be refunded the known or estimated overpayment for a period not to exceed three years.



CITY AND BOROUGH OF SITKA

APPROVED - ELECTRIC UTILITY CONSTRUCTION GUIDELINES

Approved Version - Rev 0
Dated 9-2-2016

ELECTRIC UTILITY CONSTRUCTION GUIDELINES

Sections:

- [15.01.015](#) Construction guidelines.
- [15.01.040](#) Service connections.
- [15.01.065](#) Motors and controllers.
- [15.01.075](#) Special equipment.
- [15.01.085](#) Carrier current.

15.01.015 Construction guidelines.

A. Codes. All electric utility system installations must comply with the National Electrical Code (NEC) and the National Electrical Safety Code (NESC) where applicable. As a supplement to these codes, the Sitka design and construction guidelines (SDCG) and the design standards of the USDA Rural Utilities Service (RUS) are employed by the utility. Services and/or service entrances may be denied if these codes and specifications are not met.

B. Electrical Inspections. To protect the customer's interest as well as the utility's, the utility requires an inspection certificate (green tag) by the city's building inspector before energizing new facilities. In addition, for all three phase loads (of any amperage) or any single phase loads in excess of 800 amps, the customer shall submit to the city an updated customer one-line diagram, a connected load calculation, and power factor compliance calculation stamped by a licensed electrical engineer in the state of Alaska. These documents shall be submitted at least six months prior to energization and shall be submitted along with the requisite building permit application.

Inspections shall confirm compliance with the latest state-adopted version of the NEC and NESC, the latest version of the SDCG, any municipal codes, and any utility specifications that

may exceed portions of the aforementioned codes. The utility reserves the right to challenge the construction when utility personnel observe deficiencies in the installation at any time.

C. Utility Tools and Equipment. All utility materials, tools and equipment are available for utility projects only. Tools and equipment are not available for rent or loan at any time.

D. Material Sales/Loans. No materials shall be sold, traded or loaned except for electrical emergencies such as power outages. The utility may agree to sell equipment for a specific utility construction project, at rates established by the utility.

E. Subdivisions. In addition, all subdivisions two lots or greater and line extensions greater than two thousand six hundred forty feet are required to be designed by an electrical engineer licensed in Alaska. The customer is required to seek an electrical engineer licensed in Alaska to design the facilities or a licensed electrical contractor to construct the facilities needed to serve them. All designs, equipment, materials and a detailed scope of work must be approved by the utility before construction commences and is subject to inspection by the utility during construction. All equipment and materials such as transformers, hardware, street lights, poles, cables and components, etc., must be new and in undamaged condition. The utility reserves the right to issue "cease and desist" orders for nonconformance of design, workmanship and materials involved with electrical system construction projects. Once the construction is accepted by the utility, the utility will own and be responsible for maintenance of the facilities to the point of delivery of power, unless otherwise stated in this customer service policy or by mutual agreement.

15.01.040 Service connections.

A. General. This section applies to each new service installation and to existing installations when changes and/or rearrangements are made. Each case shall be referred to the utility before electrical work is begun.

B. Metering, Service Entrance(s), Disconnects. All service entrance(s), meters, and disconnecting device(s) shall be permanently installed externally, at an approved location.

Main disconnect: this device shall be installed by the customer at a predetermined location designated by the utility for the purpose of protection, isolation, sectionalizing, maintenance, and testing between privately owned equipment and electric circuits and municipally owned equipment.

This device shall be designed and rated in accordance with the NEC and to open and close all ungrounded conductors of the circuit simultaneously from their source of supply.

Municipal maintenance and replacement responsibility terminates at the source side of the customer-owned disconnects.

It shall be the responsibility of the customer to maintain a clear space of at least thirty-six inches in front and thirty-six inches on either side of the meter. Exceptions to this that meet current revision of the NEC may be approved by the utility. Meters shall be installed at a height of five to six and one-half feet above a finished grade, platform, deck, etc. The utility shall be consulted prior to installation. New service entrance and remodel locations are subject to approval by the utility. All single-phase circuits up to six hundred volts and less than two hundred amperes or less shall be metered through self-contained meters. Loads of more than two hundred amperes will be metered with instrument transformers. The contractor or owner will consult the utility for metering requirements prior to installation.

C. Instrument Transformer Metering. All instrument transformer enclosures, mountings and fittings, meter sockets and conduits or raceways for meter wiring will be furnished and installed by the customer and will be of a type approved by the utility. They shall be provided with a means for sealing. Instrument transformers will be furnished by the utility. All wiring from the instrument transformers to the meter base will be furnished and installed by the utility in conduits installed by the contractor or owner. The utility will install conduits at the customer's expense upon request. Provision for potential taps will be made in the instrument transformer enclosure by the owner or contractor. No potential taps will be made outside of a sealed enclosure. The meter socket must be UL approved, designed for outside use, and have a sealable test switch enclosure. The metering instrument transformers shall be installed in an approved, sealable enclosure that is located on the load side of the service main disconnect (cold sequence). Any exceptions must receive prior approval of the utility.

D. Point of Delivery. Service shall be supplied to the entire premises through a single delivery point and at an agreed-upon voltage and phase rating. If a customer has more than one point of delivery, then each point of delivery shall be metered and billed separately. The point of delivery is that point on the customer's premises (or other agreed point) where the utility terminates its electrical conductors. Utility services shall not be run from building to building. When crossing property, service drop wires shall not be carried over/under buildings. All equipment on a load side shall belong to and be the responsibility of the consumer, except meters and metering equipment and other equipment provided by the utility. It shall be the responsibility of the customer to advise the utility of his service requirements in advance of installing the service entrance equipment and to ascertain that the location is acceptable to the utility. For mobile home parks and RV parks the point of delivery is the supply (line) side of the disconnect(s). For private marinas and boat docks the point of delivery is the supply (line) side of the disconnect on the upland facilities.

E. Customer Power Outage. If the customer's service fails, they shall endeavor to determine if they have blown fuses, tripped breakers, or their equipment is at fault before calling the utility. If a service person is sent out on such a request, and it is determined that the customer's equipment is at fault, the customer will be charged for the service call.

F. Interruption of Service. The utility will use reasonable diligence to provide an adequate and uninterrupted supply of electrical energy at normal voltage, but if the supply is interrupted without notice, for any cause, the utility shall not be liable for personal injuries, loss or damages resulting therefrom, nor will such failure constitute breach of agreement for service.

The utility reserves the right to temporarily suspend services for the purpose of making emergency repairs or routine improvements to the system, but in such cases, whenever practicable, every effort will be made to contact affected customers beforehand and make such interruptions as short as possible. Emergency outages will occur without notification.

G. Curtailment. Should a serious power shortage develop, and should it become mandatory that the utility place into effect a curtailment program, the utility reserves the right to limit the use of electrical energy during such hours as may become necessary.

H. Discontinuance of Service by the Electric Utility. The utility may refuse to connect or may discontinue service for violation of payment contract provisions, for theft or illegal diversion of current, or for the noncompliance with current revision of the NEC or ordinances of the city and borough of Sitka. This discontinuance of service for any of these causes does not release the customer from their obligation to pay for services received or charges specified in any existing contract. The utility may also refuse to service loads of a character which are seriously detrimental to the service being rendered to other customers.

I. Additional Load. In the event the customer desires to change their load, he shall notify the utility sufficiently in advance so the utility may provide the facilities required. In the event that the customer fails to notify the utility, and as a result the utility equipment is damaged, the customer shall be liable for the cost of such damage. Other costs involved with repair service charges will also be applied.

J. Notice of Trouble. In the event that service is erratic or interrupted, it shall be the obligation of the customer to notify the utility.

K. System Disturbance. Electric service shall not be utilized in such a manner as to cause severe disturbances or voltage fluctuations to other customers. In the event that any customer uses equipment that is detrimental to the service of other customers, such as welders, pipe-thawing equipment, or large motor-starting equipment, they shall be required to install at their own expense regulative equipment to control such fluctuations. Work required by the utility to remedy these situations will be paid for by the customer causing the disturbance.

L. Customer's Wiring and Equipment. It shall be the customer's responsibility to provide suitable protective equipment such as fuses, circuit breakers, and relays of sufficient size to protect their equipment. All newly constructed single, duplex and triplex dwellings shall be equipped with a meter box and disconnect rated not less than one hundred amps. Exceptions to this must be approved by the utility. New installations, rebuilds, upgrades, and remodeled premises, including residential, commercial, industrial and public, requiring that the external point of delivery or service entrance configuration be altered in any way shall be equipped with a means of externally metering and disconnecting each electric service. The utility must approve any external disconnecting device and its location prior to installation.

In some cases, a shunt trip device may be required. If three-phase equipment is used, it shall be the customer's responsibility to protect it against phase reversal, loss of phase, under- and over-voltage. The utility will take all reasonable precautions to prevent phase failure or

abnormal voltage variations, but cannot guarantee that such conditions may not occur, due to circumstances beyond its control. The customer's wiring shall be in accordance with current NEC standards. The utility will reserve the right to refuse or discontinue service to a customer when his equipment or wiring is in a hazardous condition, or not in conformity with the lawful codes and local regulations. The customer shall be solely responsible for the maintenance and safety of their wiring and equipment. The utility shall not be in any way liable for accidents or damages occurring to the customer or to third parties because of contact with or failure of any portion of the customer's installation. Should a service be disconnected it will be required to meet current codes and standards prior to re-energization.

M. **Underground Locating Services.** The utility provides location services, free of charge, for utility-owned facilities during normal working hours. A twenty-four-hour advance notice is required for this service to be scheduled. A customer, contractor, or operator who causes damage to utility property will be charged at a rate equivalent to the actual cost to supply material, labor, equipment, and overhead necessary to complete repairs and to restore services on any damaged property.

N. **Marking.** Multiple unit buildings, trailer courts, etc., must have the correct address for each unit permanently marked at the following locations:

1. The meter socket;
2. The main breaker;
3. The subpanel in each unit;
4. The door or doorway.

If all markings are not present or of a permanent nature, the service shall be subject to being disconnected.

O. **Customer Services.** Customer services that are installed under retaining walls or foundations shall be the customer's responsibility. The customer is responsible for the actual cost of replacing or repairing the conduit if damaged to a point that new service conductors cannot be installed.

15.01.065 Motors and controllers.

A. **Utility to Be Advised.** The utility shall be advised before any single-phase motor in excess of five horsepower or any three-phase motor rated ten horsepower or larger is installed by a customer. The information given the utility shall include the nameplate data of the motor, the nature of the load and operating characteristics of the proposed installation, such as how frequently the motor will be started and if the load fluctuates rapidly, etc.

B. **Motor Starters.** The utility may require customers to install reduced-voltage starting equipment in cases where across-the-line starting would result in excessive voltage motor disturbances to the utility system.

C. Single-Phase Motors. Generally, motors larger than five horsepower should be three-phase, but the utility may require the use of single-phase motors or appropriate phase converters where three-phase service is not readily available.

D. Protection. All motors should be properly protected against overload, including overloads caused by low voltage conditions. It is the customer's responsibility to protect three-phase motors against the possibility of single-phase operation. Reverse phase relays, together with circuit breakers, or the equivalent devices, should be used on all three-phase installations for elevators, cranes, and similar applications to protect the installation from phase reversal.

15.01.075 Special equipment.

A. Customer-Installed Capacitors. Customers installing capacitors to improve the power factor of their load must contact the utility for essential coordination details.

B. Electric Fences. Electric fences must comply with the standard for electric fence controllers, ANSI/UL 69. A direct electric connection to a fence, or a connection through resistance, reactance, or lamp bulb, without an approved controller is not permitted.

C. Swimming Pools and Hot Tubs. Circuits serving swimming pools, hot tubs, or associated areas shall be protected by ground fault interrupters per the NEC.

D. Lightning Protection Systems. The utility recommends the use of secondary surge arresters for protection of customers' equipment, where such additional protection is desired. Arresters shall be connected on the load side of the main disconnect, not at the weather head.

Lightning rod systems, if desired, should be installed per NFPA 78, "Lightning Protection Code." A bond between the lightning rod system down ground and the service neutral should not be installed. Spacing should be arranged so that the meter enclosure is not bonded to the lightning rod system down ground.

E. Transient Surge Protectors. Transient surge protectors can be installed by the customers on their system to help protect sensitive equipment from low energy transient surges. It is recommended that the transient surge protector (suppressor) utilized has the UL 1449 rating and incorporate failure indicators.

15.01.085 Carrier current.

If a customer used building wiring for a carrier current system for communication or signaling purposes, the customer shall install suitable filter equipment or make other provisions approved by the utility to keep the distribution facilities free from carrier currents produced by the customer's equipment.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-39 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/21/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Amending Sitka General Code Title 4 "Revenue and Finance" by adding a new Chapter 4.25 "Student Activities Dedicated Travel Fund"

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2016-39.pdf](#)

Date	Ver.	Action By	Action	Result
9/27/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-39 on second and final reading.

CITY AND BOROUGH OF SITKA
ORDINANCE NO. 2016-39

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL
CODE TITLE 4 "REVENUE AND FINANCE" BY ADDING A NEW CHAPTER 4.25 "STUDENT
ACTIVITIES DEDICATED TRAVEL FUND"

- 1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.
- 2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.
- 3. **PURPOSE.** The purpose of this ordinance is to establish a fund into which all proceeds received from the State of Alaska for Marijuana licensing fees will be deposited and earmarked for the sole purpose of assisting with the costs of student travel associated with school activities.
- 4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 4 is amended by adding a new section 4.25 entitled, "Student Activities Dedicated Travel Fund" to read as follows (new language underlined; deleted language stricken):

**Title 4
Revenue and Finance**

- Chapters:
- 4.04 Budgetary Organization
 - 4.05 Marine Passenger Fee Fund
 - 4.06 Proceeds from Raw Water Sale Contracts Revised 12/15
 - 4.09 Sales Tax
 - 4.12 Property Tax
 - 4.17 Driver Facility Charge
 - 4.19 Sitka Permanent Fund
 - 4.20 Miscellaneous Fees
 - 4.24 Hotel, Motel and Bed and Breakfast Transient Room Tax
 - 4.25 Student Activities Dedicated Travel Fund
 - 4.26 Excise Tax on Cigarettes and Tobacco Products
 - 4.28 Investment Policy
 - 4.32 Debt Service Priority
 - 4.35 Delinquent Accounts
 - 4.40 Uncollectable Accounts and Bad Debt Write-Offs Amended Ord. 16-06S
 - 4.42 Small Business Guaranteed Loan Program
 - 4.44 Southeast Economic Development Fund
 - 4.44A Required Levels of Cash to Be Maintained in the General Fund
 - 4.45 Long-Term Infrastructure Sinking Fund for the Repair and Replacement of General Fund Municipal Buildings, Streets, Sidewalks, Parking Lots, and Parks

Chapter 4.25
STUDENT ACTIVITIES DEDICATED TRAVEL FUND

Sections:

4.25.010 Student Activities Dedicated Travel Fund

4.25.020 Revenue Source for the Student Activities Dedicated Travel Fund

4.25.010 Student Activities Dedicated Travel Fund.

A Student Activities Dedicated Travel Fund is hereby created. The Student Activities Dedicated Travel Fund shall be maintained separate and apart from all other funds and accounts of the City and Borough. The Student Activities Dedicated Travel Fund shall only be used to assist with the payment of expenses associated with travel that is part of a Sitka School District sponsored activity.

4.25.020 Revenue Source for the Student Activities Dedicated Travel Fund.

Notwithstanding any other provision of law, all proceeds received by the City and Borough of Sitka from the State of Alaska resulting from marijuana licensing fees shall be deposited in their entirety in the Student Activities Dedicated Travel Fund.

Proceeds will be appropriated during the annual budget process. The amount transferred is to be included in the calculation of the local support of education per AS 14.17.410.

* * *

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 11th day of October, 2016.

Mim McConnell, Mayor

ATTEST:

Sara Peterson, CMC
Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 16-40 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 9/21/2016 In control: City and Borough Assembly

On agenda: 10/11/2016 Final action:

Title: Authorizing assignment of sublease of space by Ostrov Enterprises dba North Star Rent A Car to Alaska Rent A Car, Inc dba Avis Rent A Car at the Sitka Rocky Gutierrez Airport Terminal Building

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2016-40.pdf](#)

Date	Ver.	Action By	Action	Result
9/27/2016	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2016-40 on second and final reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2016-40

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING ASSIGNMENT OF SUBLEASE OF SPACE BY OSTROV ENTERPRISES d/b/a NORTH STAR RENT A CAR TO ALASKA RENT A CAR, INC. d/b/a AVIS RENT A CAR AT THE SITKA ROCKY GUTIERREZ AIRPORT TERMINAL BUILDING

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code (“SGC”).

2. SEVERABILITY. If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

3. PURPOSE. State of Alaska owns the Sitka Rocky Gutierrez Airport Terminal Building (“Terminal Building”) in Sitka, Alaska. City and Borough of Sitka (“CBS”) has a 30-year lease agreement with the State of Alaska, Lease No. ADA-50103, which began on July 1, 1994 and expires on June 30, 2024.

On March 1, 2011 CBS entered into a sublease with Ostrov Enterprises d/b/a North Star Rent A Car for space L-8 at 600 Airport Road, encompassing 243 square feet. This sublease term will expire on February 28, 2018.

Section 8.1 of this sublease states that the tenant has no power to assign the sublease except with the approval of the CBS Assembly and the Alaska Department of Transportation and Public Facilities.

Alaska Rent-A-Car d/b/a Avis Rent A Car and Ostrov Enterprises signed an asset purchase agreement effective September 2, 2016. Pursuant to that agreement, Alaska Rent-A-Car would like to assume the role of sublessee, in place of Ostrov Enterprises d/b/a North Star Rent A Car for the duration of the sublease by assignment. Ostrov Enterprises seeks approval of its assignment.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that:

A. The Assembly hereby approves the attached assignment; and

Assignment of Sublease Agreement for Airport Sublease

Ostrov Enterprises d/b/a North Star Rent A Car (“Assignor”), whose address is 600 C Airport Road, Sitka, Alaska 99835, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, wishes to assign to Alaska Rent-A-Car, Inc. d/b/a AVIS Alaska Inc. (“Assignee”), whose address is PO Box 190028, Anchorage Alaska 99519, and Assignee wishes to accept and assume from Assignor any and all right, title and interest in and to that certain Sublease Agreement between the City and Borough of Sitka and Assignor (“Sublease”) dated May 1, 2011, relating to the Subject Property, generally described as space L-8 at 600 Airport Road, Sitka, Alaska 99835 encompassing 243 square feet, and as more specifically defined by and shown on Exhibit A of the Sublease.

Assignor and Assignee understand that under Section 8.1 of the Sublease, Assignor has no power to assign the Sublease, except with approval of the City and Borough of Sitka Assembly (“CBS Assembly”) and the State of Alaska Department of Transportation & Public Facilities (“DOT&PF”). It is the intent of the parties that this assignment and assumption shall become binding upon approval by the CBS Assembly and DOT&PF, at which time Assignee shall assume complete responsibility for all of Assignor’s obligations under the Sublease, including environmental liability and responsibility.

ASSIGNOR:

Ostrov Enterprises d/b/a North Star Rent A Car
600 C Airport Rd.
Sitka, AK 99835

By: _____

Printed Name: _____

Its: _____

STATE OF WASHINGTON)
)
COUNTY OF)

ss.

THIS IS TO CERTIFY that on September ____, 2016, before me, the undersigned, a Notary Public in and for the State of Washington, or an agent duly authorized by law as such, personally appeared Randal Rodgers, known to me to be an officer of the above mentioned corporation and who acknowledged before me that he executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and with full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Notary Public in and for the State of Washington
My Commission Expires: _____

ASSIGNEE:
Alaska Rent-A-Car d/b/a Avis Rent A Car
PO Box 190028
Anchorage, AK 99519

By: _____

Printed Name: _____

Its: _____

STATE OF ALASKA)
)
THIRD JUDICIAL DISTRICT)

ss.

THIS IS TO CERTIFY that on September ____, 2016, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Mary E. Halcro, known to me to be President of the above mentioned corporation and who acknowledged before me that she executed the foregoing instrument freely and voluntarily for and on behalf of the corporation, with full knowledge of its contents, and with full authorization by the corporation to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Notary Public in and for the State of Alaska
My Commission Expires: _____

The foregoing assignment was approved by the Assembly of the City and Borough of Sitka, Alaska, at its regular meeting held the 27th day of September, 2016.

Mark Gorman
Municipal Administrator

STATE OF ALASKA)

FIRST JUDICIAL DISTRICT)

ss.

THIS IS TO CERTIFY that on September ____, 2016, before me, the undersigned, a Notary Public in and for the State of Alaska, or an agent duly authorized by law as such, personally appeared Mark Gorman known to me to be the Municipal Administrator and who acknowledged before me that he executed the foregoing instrument freely and voluntarily for and on behalf of the City and Borough of Sitka, with full knowledge of its contents, and with full authorization by the City to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

Notary Public in and for the State of Alaska
My Commission Expires: _____



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-177 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Approve the Municipal Clerk's Certification of Election
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Certification of Election.pdf](#)
[2016 Certificate of Election.pdf](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE to formally accept the Certification of Election for the October 4, 2016 Regular Municipal Election according to the results set forth in the attached election certification prepared by the Municipal Clerk and request that the official tally be included in the minutes as part of the permanent record.

Note: The certification will be emailed to you and uploaded on Monday. This will allow for the canvass board/election officials to complete the advanced/absentee/question ballot counting on October 7th.



City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

Coast Guard City, USA

CERTIFICATE OF ELECTION

THIS IS TO CERTIFY THAT the results of the Regular Election held on October 4, 2016, have been audited and certified by the Municipal Clerk and accepted by the Assembly on October 11, 2016 at a regular meeting.

Total number of ballots issued: 2818

Total number of ballots NOT counted: - 73
(Not registered, registered elsewhere, not returned, spoiled etc.)

Total number of ballots counted: 2745

The following are the final results:

For Mayor (one to be elected: 1 – two-year term):

Matthew Hunter	1396 ELECTED
Mary Magnuson	805
Benjamin Miyasato	486

For Assembly (two to be elected: 2- three-year terms):

Kevin Knox	1315 ELECTED
Aaron Bean	1058 ELECTED
Aaron Swanson	919
Alexander Allison	838
Evy Kinnear	762

For School Board (one to be elected: 1 - three year term):

Jennifer McNichol	1748 ELECTED
Ed Gray	843

Proposition No. 1 (raising millage rate from 6 to 8 mills):

Yes

926

No

1772 FAILED

Dated this 11th day of October, 2016

ATTEST



Sara Peterson, CMC
Municipal Clerk

Attachment

MUNICIPAL REGULAR ELECTION - OFFICIAL RESULTS OCTOBER 4, 2016

CANDIDATES	PRECINCT	PRECINCT	ABSENTEE/ QUESTION	TOTALS	PERCENTAGES
	NO. 1	NO. 2	COUNT OCT. 7		%
MAYOR (1 - TWO YEAR TERM)					
MATTHEW HUNTER	491	534	371	1396	51.5%
MARY MAGNUSON	338	303	164	805	29.7%
BENJAMEN MIYASATO	181	177	128	486	17.9%
Write-ins	10	7	7	24	0.9%
ASSEMBLY (2 - THREE YEAR TERMS)					
ALEXANDER ALLISON	317	324	197	838	17.0%
AARON SWANSON	350	332	237	919	18.7%
EVY KINNEAR	287	284	191	762	15.5%
KEVIN KNOX	461	528	326	1315	26.7%
AARON BEAN	417	399	242	1058	21.5%
Write-ins	11	6	9	26	0.5%
SCHOOL BOARD (1 - THREE YEAR TERM)					
JENNIFER MCNICHOL	642	679	427	1748	67.3%
ED GRAY	343	307	193	843	32.4%
Write-ins	4	1	3	8	0.3%
PROPOSITION NO. 1 (6 to 8 MILLS)					
YES	294	383	249	926	34.3%
NO	724	629	419	1772	65.7%



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-178 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Recognize outgoing Assembly members - followed by a short recess
Sponsors:
Indexes:
Code sections:
Attachments: [Outgoing Assembly Members.pdf](#)

Date	Ver.	Action By	Action	Result
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Service Award

is hereby awarded to

Mim McConnell

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Mim McConnell for her diligence, dedication and community service during her tenure as Assembly Member from 2009 to 2012 and as Mayor serving the City and Borough of Sitka from 2012 to 2016.




Municipal Administrator, Mark Gorman


Date

Service Award

is hereby awarded to

Benjamin Miyasato

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Ben Miyasato for his diligence, dedication and community service during his tenure as an Assembly Member serving the City and Borough of Sitka from 2013 to 2016.



Mim McConnell
Mayor Mim McConnell

October 11, 2016
Date

Service Award

is hereby awarded to

Aaron Swanson

On behalf of the citizens of Sitka we hereby express our sincere appreciation to Aaron Swanson for his diligence, dedication and community service during his tenure as an Assembly Member serving the City and Borough of Sitka from 2013 to 2016.



Mim McConnell

Mayor Mim McConnell

October 11, 2016

Date



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-179 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Swearing in of the newly elected officials
Sponsors:
Indexes:
Code sections:
Attachments: [Oath of Office.pdf](#)

Date	Ver.	Action By	Action	Result
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OATH OF OFFICE

I, Matthew Hunter, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Mayor for the City and Borough of Sitka, Alaska, to the best of my ability.

Matthew Hunter

Subscribed and sworn to before me this 11th day of October, 2016.

*Sara Peterson, CMC, Municipal Clerk
City and Borough of Sitka*



OATH OF OFFICE

I, Kevin Knox, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.

Kevin Knox

Subscribed and sworn to before me this 11th day of October, 2016.

*Sara Peterson, CMC, Municipal Clerk
City and Borough of Sitka*



OATH OF OFFICE

I, Aaron Bean, do solemnly affirm that I will support and defend the Constitution of the United States of America, the Constitution of the State of Alaska, and the Laws and Ordinances of the City and Borough of Sitka, and that I will faithfully discharge my duties as Assembly Member for the City and Borough of Sitka, Alaska, to the best of my ability.

Aaron Bean

Subscribed and sworn to before me this 11th day of October, 2016.

*Sara Peterson, CMC, Municipal Clerk
City and Borough of Sitka*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-181 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/5/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Discussion/Direction on filling vacant Assembly seat and potential appointment
Sponsors:
Indexes:
Code sections:
Attachments: [Vacant Seat.pdf](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION ~ DIRECTION on filling vacant Assembly seat and potential appointment.

The election of Mr. Hunter as Mayor creates a vacancy on the Assembly. The Assembly must fill the vacancy within 20 days (October 31st). This individual will serve until the results of the next Municipal Election are certified on October 10, 2017. The remaining one year of Mr. Hunter's term will be filled through the regular election.

Charter language:

Section 2.05 Vacancies and Forfeiture of Office

The office of an elected municipal official shall become vacant upon death, resignation, removal from office in any manner authorized by law or by this charter, or by forfeiture of his/her office.

An elected municipal official shall forfeit his/her office if he/she:

1. Is convicted of a felony or crime involving moral turpitude.
2. Fails to comply with all qualifications prescribed by this Charter.
3. Knowingly violates any prohibitions of this charter.
4. Fails to attend three consecutive regular meetings of the assembly without being excused by the assembly.

The assembly shall by ordinance provide the procedures for filling of vacancies.

A vacancy shall be filled by the assembly which shall elect a qualified person within 20 days after the vacancy occurs to be acting Assembly member until the next regular election and until a successor is elected and qualified to fill the remainder of the unexpired term.

Possible Options:

- Nominate one of the candidates from the 2016 Municipal Election

I NOMINATE _____ to fill Mr. Hunter's vacated Assembly seat until the results of the next Municipal Election are certified on October 10, 2017.

- Appoint another individual of Assembly's choosing
- Solicit letters of interest

Voting

The Assembly has the option to appoint the interim Assembly Member by 1) voice vote or 2) vote by secret ballot as stated in Section 2.10 of the Home Rule Charter of the City and Borough of Sitka:

Charter language:

Section 2.10

Four members of the assembly shall constitute a quorum, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the assembly. No assembly action shall be valid or binding unless adopted by an affirmative vote of four or more members.

A roll call vote shall be taken on authorizations for the expenditures of funds and on the passage of ordinances. Upon request of an assembly member, a roll call vote shall be taken on any question, and a record of the ayes and nays shall be entered in the journal.

A vote by secret ballot shall be taken only to elect assembly officers and fill assembly vacancies.

Unless otherwise prohibited by this charter, each assembly member shall vote on each question before the assembly for consideration unless excused by an affirmative vote of all remaining assembly members able to vote on the question.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-182 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/5/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Discussion/Direction of possible revenue sources for the electric fund subsidy
Sponsors:
Indexes:
Code sections:
Attachments: [revenue sources electric fund.pdf](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION ~ DIRECTION of possible revenue sources for the electric fund subsidy.



Potential Funding Sources For FY17 Electric Utility Subsidization

Source	Available Funds	Action Required to Access Funds	Recommended
Permanent Fund	\$22,866,017	Ballot Proposition to Change the Charter	
General Fund Liquidity: 90 to 60 Days	\$2,070,000	Assembly Action	
FY16 Fund Balance	\$440,000	Assembly Action	
SE Econ Dev Fund	\$1,683,651	Assembly Action	
Bulk Water Fund	\$1,028,000	Assembly Action	
Tobacco Excise Fund(Annually)	\$700,000	Ballot Proposition to Change the Charter	
LID Revolving Fund	\$1,608,559	Assembly Action	
Guarantee Fund	\$283,000	Assembly Action	
GPIP	\$705,000	Assembly Action	
Marine Services Center	\$1,680,000	Assembly Action	
Total	\$33,064,227		\$0
Additional FY17 Subsidy Required			\$1,500,000

Potential Revenue Sources

Source	Estimated Revenue	Action Required
Maintain year round 6% sales tax	\$667,000	Ballot Proposition
Excise Tax on Bulk Fuel	\$1,200,000	Assembly Action
Vehicle Registration Fee	\$450,000	Assembly Action
Increase Sales Tax Cap to 10K	\$200,000 to \$400,000	Ballot Proposition
Eliminate Senior Sales Tax Exemption	\$500,000	Assembly Action
Eliminate Non Profit Sales Tax Exemption	\$100,000 to \$200,000	Assembly Action



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-183 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/5/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Discussion/Direction of the FY18 budget process
Sponsors:
Indexes:
Code sections:
Attachments: [FY18 budget process.pdf](#)

Date	Ver.	Action By	Action	Result
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DISCUSSION ~ DIRECTION of the
FY18 budget process.



**City and Borough of Sitka
Proposed Fiscal Year 2018 Budget Preparation
Planning Schedule**

Day of Week	Date	Action
Monday	10/17/2016	Budget Preparation Memo Distributed to Staff
Monday	12/5/2016	Finance Director completes revenue & expense projections
Friday	12/16/2016	Municipal Department Budgets Due in computer
Friday	12/16/2016	Municipal FY 2018 Capital Program Finalized
Friday	1/6/2017	Rough Draft Budget to Finance Director/Administrator
Wednesday	1/11/2017	6:00 p.m. Assembly worksession with School District
Monday-Friday	1/16/2017-1/20/2017	Finance Director and Administrator review and finalized budget
Friday	2/24/2017	Finance Director completes pro forma financial statements
Friday	2/24/2017	Administrator's Budget Letter Input Due
Tuesday	2/28/2017	Draft Budget Book distributed to Assembly
Thursday	3/2/2017	Assembly/School District Budget Work Session (30 min)
Wednesday	TBD	School Budget Resolution (Regular Assembly Meetings)
Thursday	3/9/2017	1st Municipal Budget Special Meeting with Assembly-6:00 pm
Thursday	3/16/2017	2nd Municipal Budget Special Meeting with Assembly-6:00 pm
Wednesday	3/1/2017	Hospital Budget Due
Thursday	3/23/2017	3rd Municipal Budget Special Meeting with Assembly- 6:00 pm
Friday	4/14/2017	Final Budget to Assembly
Friday	4/14/2017	Official Notice Public Hearing Published (Municipal Budget)
Tuesday	5/9/2017	1st Reading Municipal Budget Ordinance
Tuesday	5/23/2017	2nd Reading Municipal Budget Ordinance
Friday	6/30/2017	FY 2018 Budget Distributed
Friday	7/21/2016	Taxpayer Notice Publication

FY18 Projected Shortfall

Category	Projected FY18 Starting Budget Shortfall	Currently Included in the FY18 Budget	Comments
Electric Utility Subsidy (assuming 5% rate increase)	\$1,000,000	\$1,650,000	\$2.7 million anticipated shortfall
Reduction in Electric Fund Subsidy	\$0		
General Fund *	\$2,500,000		
Maintain Additional SSD Support at FY17 Levels		\$900,000	
Funding For Public Works Capital Projects		\$1,500,000	CTF recommended that FY18 funding of \$2,250,000 with a target of \$3,000,000 in FY19
Projected FY18 Starting Budget Shortfall		\$3,500,000	

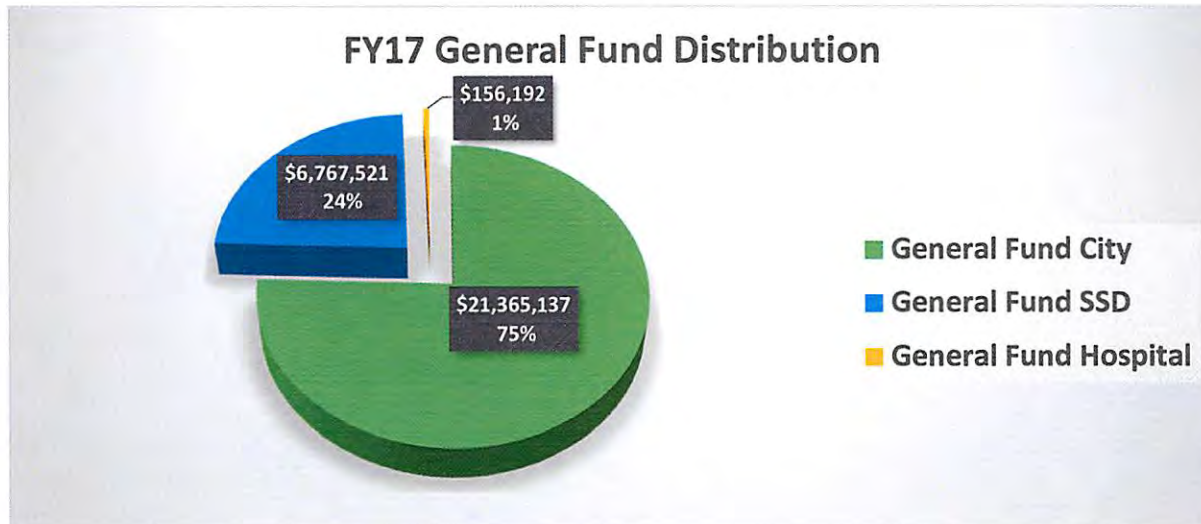
* Shortfall will probably increase if the legislature moves to reduce revenue sharing, school support, PERS/TERS contributions and Feds reduce PILT and Secure Rural Schools support

FY18 General Fund Budget Reduction Worksheet

	FY17 General Fund Budget	% of General Fund Budget	Proposed FY18 Reduction
General Fund City	\$21,365,137	75.52%	\$906,299.28
General Fund SSD	\$6,767,521	23.92%	\$287,075.13
General Fund Hospital	\$156,192	0.55%	\$6,625.59
Total General Fund	\$28,288,850		
Reduction in Electric Fund Subsidy	\$0		
FY18 Budget Reduction Target	\$1,200,000		
Projected FY18 Deficit	\$3,500,000		

Potential FY18 Budget Balancing Strategies

CBS,SSD,SCH Service Reductions	\$1,200,000.00
New Revenue	\$0.00
Reserves	\$0.00
Projected FY18 General Fund Balance	-\$2,300,000





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-180 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 10/4/2016 In control: City and Borough Assembly
On agenda: 10/11/2016 Final action:
Title: Assignments: Deputy Mayor, Vice-Deputy Mayor and Assembly Liaisons
Sponsors:
Indexes:
Code sections:
Attachments: [Assignments and Liaisons.pdf](#)

Date	Ver.	Action By	Action	Result
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Appoint Deputy and Vice-Deputy Mayor

I nominate _____, _____, _____ for Deputy Mayor

I nominate _____, _____, _____ for Vice-Deputy Mayor

DEPUTY				
EISENBEISZ				
HUNTER				
POTRZUSKI				
KNOX				
BEAN				
NEW MEMBER				
GUEVIN				

VICE DEPUTY				
EISENBEISZ				
HUNTER				
POTRZUSKI				
BEAN				
KNOX				
NEW MEMBER				
GUEVIN				

Municipal Boards/Commissions/Committees Monthly Meeting Schedule 2015-2016

ENTITY	CHAIR	Day of Month	Time	Location	Liaisons
Animal Hearing	Susan Royce	Meets as needed			*NA
Building Department Appeals	Gary Smith	Meets as needed			*NA
Employment Relations Board	Leigh Kainulainen	Meets as needed	Varies	Harrigan Centennial Hall	*NA
Gary Paxton Industrial Park Board	Scott Wagner	Varies	3:00 PM	Sawmill Cove or SEDA	Eisenbeisz
Health Needs/Community Services	Doug Osborne	2nd Wednesday	Noon	Harrigan Centennial Hall	Guevin
Historic Preservation	Anne Pollnow	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Swanson
Sitka Community Hospital Board	Bryan Bertacchi	4th Thursday	6:30 PM	Hospital Classroom	Eisenbeisz
Investment Committee	Mike Reif	Meets as needed	Varies	City Hall 3rd Floor	Mayor McConnell
Library	Alice Johnstone	First Wednesday	7:00 PM	Library Office	Miyasato
Local Emergency Planning	Dave Miller	2nd Thursday	Noon	Fire Hall	Mayor McConnell
Parks & Recreation	Jeff Mossige	2nd Thursday	Noon	Harrigan Centennial Hall	Miyasato
Planning & Zoning	Chris Spivey	1st & 3rd Tuesday	7:00 PM	Harrigan Centennial Hall	
Police & Fire	Loyd Platson	4th Wednesday	6:00 PM	Harrigan Centennial Hall	Swanson
Port & Harbors (<i>no summer meetings</i>)	Kevin Knox	2nd Wednesday	6:00 PM	Harrigan Centennial Hall	Hunter
Tree & Landscape	Joe D'Arienzo	3rd Tuesday	Noon	Harrigan Centennial Hall	Guevin
Informational					
<i>SEDA</i>	<i>Trevor Harang</i>	<i>1st Thursday</i>	<i>Noon</i>	<i>329 Harbor Drive</i>	Mayor McConnell
<i>Sitka Tribe of Alaska (STA)</i>	<i>Michael Baines</i>	<i>3rd Wednesday</i>	<i>6:30 PM</i>	<i>Community House</i>	Potrzuski
<i>School Board</i>	<i>Tim Fulton</i>	<i>1st Tuesday</i>	<i>6:00 PM</i>	<i>SHS Library</i>	Potrzuski
		<i>3rd Tuesday - worksession</i>	<i>6:00 PM</i>	<i>District Office Board Room</i>	
Bolded Boards/Commissions/Committees Liaison Required by Ordinance.					
*Don't meet often enough to need a liaison					
					<i>Revised: October 5, 2016</i>