



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
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: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC

Tuesday, December 22, 2015

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[15-244](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars](#)

[Contingent Grant Award](#)

[Fire Truck Purchase](#)

V. CEREMONIAL MATTERS

None anticipated

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** [15-240](#) Approve the minutes of the December 8 Assembly meeting

 Attachments: [Consent and Minutes](#)
- B** [RES 15-24](#) Adopting an alternative allocation method for the FY16 Shared Fisheries Business Tax Program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 18: Central Southeast

 Attachments: [Res 2015-24](#)
- C** [15-242](#) Approve Health Needs and Human Services Commission member, Lauren Hughey, to serve as an official City and Borough of Sitka liaison to the H.O.P.E. Coalition

 Attachments: [H.O.P.E. Coalition](#)
- D** [15-243](#) Award a Professional Services Contract to PND Engineers, Inc., for the Jeff Davis Street Utilities and Road Improvement Project Design on a time-and-materials basis for a not-to-exceed amount of \$154,810

 Attachments: [Award for Jeff Davis Street Project](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- E** [15-241](#) Reappoint Carin Adickes to a three-year term on the Animal Hearing Board

 Attachments: [Motion and Adickes application](#)

XI. UNFINISHED BUSINESS:

- F** [ORD 15-58](#) Adjusting the FY16 Budget

 Attachments: [Ord 2015-58](#)

XII. NEW BUSINESS:

- G** [ORD 15-59](#) Amending Title 15 of the Sitka General Code to establish new solid waste disposal policies, clarify existing policies, and change rates and fees for solid waste disposal services at section 15.06.020 entitled "Solid Waste Disposal Policy and Rates", and section 15.06.035 entitled "Rates for Treatment and Collection"; to combine solid waste disposal policies previously set forth in section 15.06.025 into one comprehensive section 15.06.020; to establish definitions applicable to solid waste disposal policy in a new section 15.06.070, and to make clarifying edits (first reading)

Attachments: [Ord 2015-59](#)

[Copy of October 21 memo](#)

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: December 18*



CITY AND BOROUGH OF SITKA

100 Lincoln Street,
Sitka, Alaska 99835

Legislation Details

File #: 15-244 **Version:** 1 **Name:**
Type: Correspondence **Status:** AGENDA READY
File created: 12/16/2015 **In control:** City and Borough Assembly
On agenda: 12/22/2015 **Final action:**
Title: Reminders, Calendars and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Contingent Grant Award](#)
[Fire Truck Purchase](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

DATE

EVENT

TIME

Tuesday, December 22

Regular Meeting

6:00 PM

Tuesday, January 12

Regular Meeting

6:00 PM



Assembly Calendar

2014 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2016

December 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>29</u> <u>Nov</u>	<u>30</u>	<u>1</u> <u>Dec</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
Potrzuski	7:00pm Marijuana Advisory Committee Potrzuski	7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
	6:00pm Citizens' Taskforce 7:00pm Marijuana Advisory Committee	12:00pm Health Needs & Human Services Commission 5:00pm Worksession 6:00pm Regular Assembly Mtg	6:00pm Port and Harbors McConnell 6:00pm Historic Preservation	12:00pm LEPC 3:30pm CBS Holiday Gathering - 3rd floor City Hall 6:00pm Govt to Govt Dinner - Sheet'ka Kwaan Naa Kahidi House		
<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
	7:00pm Marijuana Advisory Committee	12:00pm Tree/Landscape 7:00pm Planning				
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
	6:00pm Citizens' Taskforce 7:00pm Marijuana Advisory Committee	Eisenbeisz 6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission - Fire Hall		Christmas	
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u> <u>Jan</u>	<u>2</u>
	7:00pm Marijuana Advisory Committee				New Year's Day	

Assembly Calendar

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

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 <u>Dec</u>	28	29	30	31	1 Jan	2
	7:00pm Marijuana Advisory Committee				New Year's Day	
3	4	5	6	7	8	9
		7:00pm Planning	7:00pm Library Board McConnell	12:00pm - 1:30pm SEDA Board Meeting		
10	11	12	13	14	15	16
		12:00pm Health Needs & Human Services Commission 6:00pm <u>Regular Assembly Mtg</u>	McConnell 6:00pm Port and Harbors 6:00pm Historic Preservation	McConnell 12:00pm LEPC 12:00pm <u>Parks & Rec</u>	McConnell	McConnell
17	18	19	20	21	22	23
McConnell	McConnell	McConnell 12:00pm <u>Tree/Landscape</u> 7:00pm <u>Planning</u>	McConnell	McConnell	McConnell	McConnell
24	25	26	27	28	29	30
		6:00pm <u>Regular Assembly Mtg</u>	6:00pm Police and Fire Commission - Fire Hall			
31	1 <u>Feb</u>	2	3	4	5	6
		7:00pm Planning	7:00pm Library Board	12:00pm - 1:30pm SEDA Board Meeting		



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Natural Resources

Division of Parks and Outdoor Recreation
Office of History & Archaeology

550 West 7th Avenue, Suite 1380
Anchorage, Alaska 99501-3561
Main: 907.269.8700
Fax: 907.269.8907

Mark Gorman, Municipal Administrator
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Re: Historic Preservation Fund
CLG: FY16, Round 1
Notification of Contingent Grant Award

Dear Mr. Gorman:

Congratulations! The Alaska Historical Commission met on December 8, 2015 to review grant applications and make recommendations for Historic Preservation Fund (HPF) projects for Certified Local Governments. The City and Borough of Sitka application titled "Whitmore Hall Facade" was recommended for a 60-40 matching grant with FFY16 funding.

However, this grant award of \$25,000 is contingent upon the Office of History and Archaeology receipt of federal funds. We anticipate this will occur in spring 2016. Work performed prior to grant execution is ineligible for reimbursement under the HPF program.

If you have any questions, please e-mail the HPF grants administrator at jean.ayers@alaska.gov or call 907-269-8694.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jean Ayers".


Jean Ayers
Grants Administrator

Cc: Roger Schmidt, Alaska Arts Southeast

Memo

Thru: Mark Gorman, Municipal Administrator

To: City and Borough of Sitka Assembly

From: Jay Sweeney, Chief Financial and Administrative Officer  F1 Dec 15

Date: December 17, 2015

Re: Purchase of Fire Truck

In the FY2016 budget, \$450,000 was budgeted for the acquisition of a new fire engine (page 45, FY2016 City and Borough of Sitka Consolidated Operating Budget).

Per Sitka General Code 3.16.020 a, Assembly approval of an acquisition exceeding \$50,000 may be accomplished by listing of the property to be acquired in the annual budget adopted by the Assembly.

Accordingly, Staff wishes to inform the Assembly of ongoing actions to commit to the purchase of a new fire engine from Pirece Manufacturing. Pierce has a suitable vehicle currently being manufactured which meets the Municipality's needs. Senior staff is reviewing a purchase proposal from Pierce and, if consensus is reached, the CBS will execute a binding commitment to purchase, similar to the commitment made to purchase the aerial ladder fire truck.

No action from the Assembly is required.



CITY AND BOROUGH OF SITKA

100 Lincoln Street,
Sitka, Alaska 99835

Legislation Details

File #: 15-240 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/14/2015 In control: City and Borough Assembly

On agenda: 12/22/2015 Final action:

Title: Approve the minutes of the December 8 Assembly meeting

Sponsors:

Indexes:

Code sections:

Attachments: [Consent and Minutes](#)

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, & D**

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
December 8 Assembly meeting.



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: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC*

Tuesday, December 8, 2015

6:00 PM

Assembly Chambers

WORKSESSION 5:00 PM

Bryan Bertacchi, Utility Director, presented the Electric Department's 10 year Capital Plan.

REGULAR MEETING

- I. CALL TO ORDER
- II. FLAG SALUTE
- III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

IV. CORRESPONDENCE/AGENDA CHANGES

Mayor McConnell shared she had received correspondence from Deputy Commissioner Mike Neussl indicating Sitka would receive additional 2016 summer ferry service from what had originally been proposed. McConnell noted she had been contacted by Trout Unlimited to discuss the current status of the transboundary issue and sign on to a letter urging Governor Walker to request a referral to the International Joint Commission. While the request came in after the agenda deadline, the Mayor urged Assembly members and citizens to submit comments. McConnell indicated she had received an invitation from the Governor to attend the roll out of the budget and would be attending this event in Anchorage December 9.

15-238

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)

15-234 Alaska Clean Harbors Award and Presentation

Brett Farrell of the Alaska Clean Harbors Advisory Committee presented Harbormaster, Stan Eliason, and Deputy Harbormaster, Chuck Hackett, with an award and flag officially designating the Sitka Harbor System as an Alaska Clean Harbor. Farrell stated Sitka was the fourth harbor in Alaska to receive this designation.

15-239 Sitka Community Hospital Update - Rob Allen, CEO

Rob Allen, CEO of Sitka Community Hospital (SCH), and Steve Hartford, SCH Director of Operations, provided a brief update on the finances of the Hospital and told of an opportunity to purchase adjacent property currently owned by John Totten. Allen praised SCH staff and the positive progress made by SCH over the course of the last year. Hartford and Allen spoke to the opportunity to purchase three lots adjacent to SCH. The tentative agreement with John Totten was he would finance the property with no down payment required, interest only for three years, and the balance would be amortized over 17 years at a 5.5% interest rate. Hartford shared short and long term ideas for the property: relocation of administrative space, adult day care services, transitional assisted living facility, replace hospital rented apartments for traveling physicians and nurses, new long term care facility, and development of a state of the art clinic/rehab/medical arts facility on the campus. Allen and Hartford offered a future worksession with the Assembly would be beneficial.

VII. PERSONS TO BE HEARD

Michael Scarcelli, Coach of Baranof Barracudas, congratulated the swim team for their many accomplishments at the regional swim meet.

VIII. REPORTS

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

Mayor - McConnell relayed she had attended two meetings regarding the branding project, attended the William Stortz Gallery opening, was a participant in the Alaska's Sustainable Future Fiscal Dialogue hosted by the Island Institute, attended SEDA's strategic planning session, and attended the Investment Committee meeting.

Administrator - Gorman reported the new Library was close to being complete with a move in date anticipated for January, shared the Harrigan Centennial Hall project was ahead of schedule, and invited Assembly members to the CBS Holiday Gathering on December 10 at City Hall.

Liaisons - Miyasato reported on the recent Library Commission meeting and noted there were vacancies on the Parks and Recreation Committee. Guevin shared information from the latest Health Needs and Human Services Commission meeting

and Citizens' Taskforce meeting. Eisenbeisz and Potrzuski reported on the recent Marijuana Advisory Committee meetings. Potrzuski shared he had met with the School District Superintendent and learned the District was putting together a 5 year plan including educational and financial goals.

IX. CONSENT AGENDA

A motion was made by Hunter that the Consent Agenda consisting of items A, B, C, D, E, F & G be APPROVED. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

A 15-230 Approve the minutes of the November 24 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B 15-231 Approve the Acting Municipal Administrator list for 2016

This item was APPROVED ON THE CONSENT AGENDA.

C RES 15-23 Requesting the Alaska Department of Law maintain the Assistant District Attorney position in Sitka

This item was APPROVED ON THE CONSENT AGENDA.

D 15-235 Award a professional services contract to DOWL for the Sitka Seaplane Base Siting Analysis Update with a not to exceed amount of \$70,656

This item was APPROVED ON THE CONSENT AGENDA.

E 15-236 Authorize the Municipal Administrator to approve the Statement of Work with eDocsAlaska, Inc. and purchase the necessary software and services for a document management system

This item was APPROVED ON THE CONSENT AGENDA.

F 15-237 Authorize the Municipal Administrator to approve the Statement of Work with Leverage Information Systems and purchase the necessary equipment for the network redesign project

This item was APPROVED ON THE CONSENT AGENDA.

G ORD 15-58 Adjusting the FY16 Budget (*first reading*)

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- H 15-232** Appoint Clara Gray to a three-year term on the Health Needs and Human Services Commission and Liz McKenzie to a three-year term on the Tree and Landscape Committee

Assembly members McConnell and Guevin thanked Gray and McKenzie for their willingness to serve.

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

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Potrzuski

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- I 15-233** Direct the Municipal Administrator to obtain bulk water export permits for Green Lake water

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

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, 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 7:10pm.

ATTEST: _____

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: RES 15-24 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 12/14/2015 In control: City and Borough Assembly

On agenda: 12/22/2015 Final action:

Title: Adopting an alternative allocation method for the FY16 Shared Fisheries Business Tax Program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 18: Central Southeast

Sponsors:

Indexes:

Code sections:

Attachments: [Res 2015-24](#)

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 2015-24 on first and final reading.

CITY AND BOROUGH OF SITKA, ALASKA

RESOLUTION NO. 2015-24

**A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE
FY16 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT
THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF
SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 18:
CENTRAL SOUTHEAST**

WHEREAS, AS29.60.450 requires that for a municipality to participate in the FY16 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar year 2015 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, The City and Borough of Sitka proposes to use an alternative allocation method for allocation of FY16 funding available within the FMA 18: CENTRAL SOUTHEAST in agreement with all other municipalities in this area participating in the FY16 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED THAT: The City and Borough of Sitka by this resolution certify that the following alternative allocation method fairly represents the distribution of significant effects during 2015 of fisheries business activity in FMA 18: CENTRAL SOUTHEAST:

All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on the 22nd day of December, 2015.

Mim McConnell, Mayor

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: 15-242 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/16/2015 In control: City and Borough Assembly

On agenda: 12/22/2015 Final action:

Title: Approve Health Needs and Human Services Commission member, Lauren Hughey, to serve as an official City and Borough of Sitka liaison to the H.O.P.E. Coalition

Sponsors:

Indexes:

Code sections:

Attachments: [H.O.P.E. Coalition](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Guevin/McConnell

If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve Health Needs and Human Services Commission member, Lauren Hughey, serving as the official City and Borough of Sitka liaison to the H.O.P.E. Coalition

MEMORANDUM

To: City and Borough of Sitka Assembly

From: Tristan Guevin, Assembly Liaison to the Health Needs and Human Services (HNHS) Commission

Subject: Approve HNHS Commissioner Lauren Hughey as the Official City Liaison to the H.O.P.E. Coalition for a Drug-Free Community

Date: December 15, 2015

At their December 8, 2015 meeting, the Health Needs and Human Services (HNHS) Commission unanimously recommended that the City and Borough of Sitka Assembly approve HNHS Commission member Lauren Hughey to serve as the official city liaison to the H.O.P.E. Coalition for a Drug-Free Sitka (see motion below).

M – Platson/S – Fribush moved to approve member Hughey of the Health Needs and Human Services Commission to serve as an official city liaison to the HOPE coalition. Motion carried unanimously.

Background Information: As a pre-requisite for applying to the U.S. Substance Abuse and Mental Health Services Administrations' (SAMHSA) Drug-Free Community grant program, Sitka Counseling and Prevention Services has organized the H.O.P.E. Coalition for a Drug-Free Sitka.

The H.O.P.E. Coalition's mission is to "reduce and prevent youth substance use and abuse by empowering individuals and organizations through knowledge, skills and options to grow resilient, substance free youth."

Under SAMHSA's requirements, the H.O.P.E. Coalition must have representation from 12 different sectors of the community, with one of these sectors being an official representative from the local city government. Given the required time commitment to serve on the H.O.P.E. Coalition and the already full schedules of city staff and assembly, the HNHS Commission members and the HNHS Commission assembly liaison, Tristan Guevin, felt that it would be best for a HNHS Commissioner to serve in this capacity. Commissioner Lauren Hughey volunteered to serve on the coalition and was unanimously recommended for assembly approval by the HNHS Commission.

The only commitment the City and Borough of Sitka is making through this appointment is to have a member of city government serve on the coalition.



CITY AND BOROUGH OF SITKA

100 Lincoln Street,
Sitka, Alaska 99835

Legislation Details

File #: 15-243 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/16/2015 In control: City and Borough Assembly

On agenda: 12/22/2015 Final action:

Title: Award a Professional Services Contract to PND Engineers, Inc., for the Jeff Davis Street Utilities and Road Improvement Project Design on a time-and-materials basis for a not-to-exceed amount of \$154,810

Sponsors:

Indexes:

Code sections:

Attachments: [Award for Jeff Davis Street Project](#)

Date	Ver.	Action By	Action	Result
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If this item is pulled from the consent agenda the following motion would be in order:

POSSIBLE MOTION

I MOVE TO approve the award of a Professional Services Contract to PND Engineers, Inc., for the Jeff Davis Street Utilities and Road Improvements Project Design on a time-and materials basis for a not-to-exceed amount of \$154,810.

MEMORANDUM

To: Mayor McConnell and Assembly Members
Mark Gorman, Municipal Administrator

From: Dan Tadic, P.E., Municipal Engineer *DT*
David Longtin, P.E., Senior Engineer *DLL*

Reviewed: Michael Harmon, P.E., Public Works Director *MHA*
Jay Sweeney, Chief Finance and Administrative Officer *J*
Tori Fleming, Contract Manager *TF*

Date: December 15, 2015

Subject: Jeff Davis Street Utilities and Road Improvement Project
Approval to Award Professional Services Contract

Background

The Jeff Davis Street water main is nearly 50 years old and is undersized. The Public Works Department wishes to increase the pipe diameter from 8" to 16". This will allow the City and Borough of Sitka (CBS) to provide adequate water to its water customers if the 16" water main in Sawmill Creek Road fails, which last happened in 2013.

The Jeff Davis Street Utilities and Road Improvements project will replace the existing water main and services, all storm water infrastructure, pavement, curb, gutter and sidewalks. In addition, four homes along Jeff Davis that are served by a clay sewer main running through private property will receive new sewer services. CBS has secured Alaska Department of Environmental Conservation (ADEC) funding – both a grant and a loan – to finance the ADEC-eligible portion of this work.

Analysis

PND Engineers, Inc. (PND), is a consulting engineering firm that was founded in 1979 with offices in Anchorage, Juneau and Seattle. A selection committee consisting of three Public Works staff members selected PND among the four proposers as the most qualified firm to complete this project based on their proposal, technical expertise, and availability to complete this project within our desired timeframe.

PND has teamed with Carson Dorn Inc. (for utility engineering quality control), O'Neill Surveying & Engineering (survey work) and Clearview Drilling Services (geotechnical support). The scope of work includes project management; research and site investigations; construction scoping, concept design and public process; permitting and approvals; final design; bid-phase assistance; and assistance during construction. The total estimated fee for the above described services is \$154,810. Final design is expected in spring 2016, with construction beginning summer 2016.

Fiscal Note

Funding for the project is provided by the following sources:

\$644,000	FY 2015 ADEC Municipal Matching Grant
\$812,000	FY 2014 ADEC Drinking Water Drinking Fund Loan
\$ 20,000	CBS Capital Improvement Jeff Davis Water Fund FY16
<u>\$225,000</u>	CBS Capital Improvement Jeff Davis Street FY16
\$1,701,000	Total Project Funding

Recommendation:

Approve award of a Professional Services Contract to PND Engineers, Inc., for the Jeff Davis Street Utilities and Road Improvements Project Design on a time-and-materials basis for a not-to-exceed amount of \$154,810.



CITY AND BOROUGH OF SITKA

100 Lincoln Street,
Sitka, Alaska 99835

Legislation Details

File #: 15-241 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 12/14/2015 In control: City and Borough Assembly
On agenda: 12/22/2015 Final action:
Title: Reappoint Carin Adickes to a three-year term on the Animal Hearing Board
Sponsors:
Indexes:
Code sections:
Attachments: [Motion and Adickes application](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Carin Adickes to a three-year term on the Animal Hearing Board.



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

Board/Commission/Committee: ANIMAL HEARING BOARD
Name: CARIN ADICKES Daytime Phone: 747-1028
Address: 1401 Edgerumbe Dr Evening Phone: 7-1028
Email Address: alaskaseapeople@yahoo.com Fax Number: —
Length of Residence in Sitka: 7 years Registered to vote in Sitka? ☒ Yes ☐ No
Employer: self-employed homemaker

Organizations you belong to or participate in:

Young Life, Grace Harbor Church, Salvation Army
Thrift Store volunteer.

Explain your main reason for applying:

To assist the City + the Animal Control Officer in
managing pets + pet owners in Sitka.

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

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: December 3, 2015 Signature: Carin S Adickes

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

CARIN ADICKES

Education: BBA, Stetson University,
DeLand, FL 1982
JD University of Florida,
Gainesville, FL. 1986

Experience relevant to Animal Hearing Board:
Present Owner of 2 golden retrievers
and 3 cats.
Past owner of numerous others.
Already serving on Board.

Organizations:
YOUNG LIFE, Grace Harbor Church,
Salvation Army Thrift Store volunteer.



ANIMAL HEARING BOARD

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SUSAN ROYCE 1919 Cascade Creek Rd.	747-6064 747-6599 fax svroyce@gmail.com	7/9/02 7/12/05 6/24/08 6/14/11 6/10/14	7/09/05 7/12/08 6/24/11 6/14/14 6/10/17	CHAIR Animal Trainer
CARIN ADICKES 1401 Edgecumbe Dr.	747-1078 4seapeople@gci.net	1/26/10 1/8/13	1/26/13 1/8/16	Animal Interest Group
MORGAN DOUBLEDAY 1705 Sawmill Creek Road	747-5424 w 738-4242 c	4/8/08 6/22/10 6/11/13	7/10/10 6/22/13 6/11/16	Dog Keeper
KATHY INGRAM 108 K Island Court	747-5424 w 738-4242 c	4/8/08 6/22/10 6/11/13	7/10/10 6/22/13 6/11/16	Animal Interest Group
MARY ANN JAMES P.O. Box 1774	747-5424 w 738-4242 c maryjames@sitka.ak.us	4/8/08 6/22/10 6/11/13	7/10/10 6/22/13 6/11/16	Animal Interest Group
DAVID HUNT PO Box 1774	747-7387 w sitkavet@alaska.com	8/9/11 8/26/14	8/9/14 8/26/17	Veterinarian

Note: Hearing boards do not have an assembly liaison nor does the Animal Control Officer sit on the board. The hearing board consists of five members as defined in Ordinance 02-1656.

5 Members from Public and one alternate

Initial terms staggered (1) one-year (2) two-year and (2) three-year terms and (1) alternate with 3-year term. Established by Ordinance 02-1656

The Animal Hearing Board shall meet within 5 business days, or as soon as possible thereafter, after receipt for a hearing.

Revised: August 28, 2014



CITY AND BOROUGH OF SITKA

100 Lincoln Street,
Sitka, Alaska 99835

Legislation Details

File #: ORD 15-58 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 12/2/2015 In control: City and Borough Assembly
On agenda: 12/22/2015 Final action:
Title: Adjusting the FY16 Budget
Sponsors:
Indexes:
Code sections:
Attachments: [Ord 2015-58](#)

Date	Ver.	Action By	Action	Result
12/8/2015	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-58 on
second and final reading.

Memo

To: City and Borough of Sitka Assembly

From: Jay Sweeney, Chief Finance and Administrative Officer

Date: December 1, 2015

Re: Supplemental Budget Ordinance Re-appropriating Funds For Emergency Transformer Rebuild

Mayor McConnell and Assembly Members,

At its meeting on November 24, 2015, the Administrator and Electric Department Director addressed the Assembly as to an imminent emergency stemming from the non-operational status of the spare single phase reserve transformer at the Marine Street Substation. In their comments, the Administrator and Electric Department Director described how lack of a functional spare transformer would subject the Municipality to weeks of rolling blackouts were one of the primary transformers to fail. The Administrator further spoke to how he was going to embark on taking immediate action to address the problem by having the existing spare transformer rebuilt as quickly as possible.

Even though the emergency situation was discussed with the Assembly on November 24 and no objection was raised by the Assembly to the Administrator's proposed actions, an appropriation is still required per the Home Rule Charter of the City and Borough of Sitka. A sufficient unspent appropriation exists in the Diesel Plant fuel account (200-600-603-852-5203.005) to cover the cost of the transformer rebuild, but Assembly approval of a supplemental budget ordinance is required to re-appropriate the funds, as the rebuild will be a capital expenditure (HRC Article XI, Section 11.11 B).

Accordingly, a major purpose of the attached ordinance is to accomplish re-appropriation of funds necessary to pay for the transformer rebuild. It is important to note that overall Electric Department appropriations for FY2016 will not increase with this re-appropriation.

In order to expedite the rebuilding of the spare Marine Street transformer, the Administrator has authorized the placement of a purchase request with a firm in South Dakota to begin the rebuilding process.

It is also important to point out that this re-appropriation is a stop-gap measure to respond to the emergency declared by the Administrator. The Electric Department will be coming forward soon with additional capital expenditure requests to mitigate the risks of rotating black-outs of the distribution system. It is anticipated that these additional requests to improve the electric distribution system will require approval of additional capital expenditures.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-58

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA
ADJUSTING THE FY16 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 FY16 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY16 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, 2015 and ending June 30, 2016 is hereby adjusted as follows:

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
<u>FISCAL YEAR 2016 EXPENDITURE BUDGETS</u>			
<u>GENERAL FUND</u>			
Police Department – Travel & Training:			
100-300-330-3301.007	Police Other	\$2,130	
100-520-021-805-5201.000	Travel & Training	\$2,130	
To recognize donations and to increase the travel & training for the expenses incurred during the Ketchikan Project – transferring rescue dogs.			
<u>ENTERPRISE AND INTERNAL SERVICE FUNDS</u>			
Management Information Systems Fund – Personnel			
100-520-021-800-5110.001	Wages		\$29,983
300-600-630-5110.001	Wages	\$29,983	
100-520-021-800-5120.002	SBS		\$1,838
300-600-630-5120.002	SBS	\$1,838	
100-520-021-800-5120.003	Medicare		\$435
300-600-630-5120.003	Medicare	\$435	
100-520-021-800-5120.004	PERS		\$6,596
300-600-630-5120.004	PERS	\$6,596	
100-520-021-800-5120.005	Health Insurance		\$13,706
300-600-630-5120.005	Health Insurance	\$13,706	

<u>Account Number</u>	<u>Account</u>	<u>Increase</u>	<u>Decrease</u>
ENTERPRISE AND INTERNAL SERVICE FUNDS (cont.)			
100-520-021-800-5120.006	Life Insurance		\$4
300-600-630-5120.006	Life Insurance	\$4	
100-520-021-800-5120.007	Workman's Comp		\$1,649
300-600-630-5120.007	Workman's Comp.	\$1,649	
This is to move the budget for the Police Technician position from the Police Department to the Management Information Systems Fund.			
Management Information Systems-- Fixed Assets:			
300-600-670-7106.000	Fixed Assets	\$50,000	
The Information Systems Director has requested to increase his fixed assets appropriation for the Network Redesign Project that was budgeted in the FY16 due to unforeseen complexities identified during the latest design meetings.			
Electric Fund -- Fixed Assets:			
200-600-603-852-5203.005	Heating Fuel		\$200,000
200-600-670-7106.000	Fixed Assets/Equipment	\$200,000	
An emergency appropriation to sole source the repair, and the associated cost to remove, ship and replace the spare Marine Street Transformer. These funds will be transferred from their Diesel Plant Heating Fuel account.			

EXPLANATION

Necessary revisions in the FY 2016 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 22nd Day of December, 2015.

ATTEST:

Mim McConnell, Mayor

Sara Peterson, CMC
Municipal Clerk



Legislation Details

File #: ORD 15-59 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 12/16/2015 In control: City and Borough Assembly

On agenda: 12/22/2015 Final action:

Title: Amending Title 15 of the Sitka General Code to establish new solid waste disposal policies, clarify existing policies, and change rates and fees for solid waste disposal services at section 15.06.020 entitled "Solid Waste Disposal Policy and Rates", and section 15.06.035 entitled "Rates for Treatment and Collection"; to combine solid waste disposal policies previously set forth in section 15.06.025 into one comprehensive section 15.06.020; to establish definitions applicable to solid waste disposal policy in a new section 15.06.070, and to make clarifying edits (first reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Ord 2015-59](#)
[Copy of October 21 memo](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2015-59 on
first reading.

Memo

Thru: Mark Gorman, Municipal Administrator
To: City and Borough of Sitka Assembly
From: Jay Sweeney, Chief Financial and Administrative Officer
Date: December 14, 2015
Re: **Introduction of Ordinance Increasing Solid Waste User Fees**

At its meeting on October 27th, the Assembly of the City and Borough of Sitka accepted a proposal for solid waste disposal services, voted to award a contract for such services, and directed the Administrator to develop and execute the written contract form for the services.

In order to pay for the costs associated with the new contract, the City and Borough of Sitka (CBS) must raise solid waste user fees, which must be accomplished by ordinance per the Home Rule Charter (Article III, Section 3.01 CBS HRC). The reason fees must be raised is that solid waste costs under the new multi-year contract will rise substantially. As the Assembly was informed at its October 27th meeting, some component costs associated with the new contract are increasing over 20%.

The accompanying ordinance enacts a new solid waste fee structure necessary to pay for increased contractual costs. The proposed rate structure was presented to the Solid waste Advisory Committee and the Committee concurred with the proposed rate structure.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-59

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 OF THE SITKA GENERAL CODE TO ESTABLISH NEW SOLID WASTE DISPOSAL POLICIES, CLARIFY EXISTING POLICIES, AND CHANGE RATES AND FEES FOR SOLID WASTE DISPOSAL SERVICES AT SECTION 15.06.020 ENTITLED "SOLID WASTE DISPOSAL POLICY AND RATES", AND SECTION 15.06.035 ENTITLED "RATES FOR TREATMENT AND COLLECTION"; TO COMBINE SOLID WASTE DISPOSAL POLICIES PREVIOUSLY SET FORTH IN SECTION 15.06.025 INTO ONE COMPREHENSIVE SECTION 15.06.020; TO ESTABLISH DEFINITIONS APPLICABLE TO SOLID WASTE DISPOSAL POLICY IN A NEW SECTION 15.06.070, AND TO MAKE CLARIFYING EDITS.

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

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.** The purposes of this ordinance are to consolidate all solid waste disposal policies and associated fees into one comprehensive section; tighten and clarify solid waste disposal policies; establish a policy that failure to pay any amount of utility user fees shall be grounds for disconnection of any or all utility services user fees; establish a policy that there are no exceptions to the paying of a solid waste disposal fee regardless of the amount of waste generated; to change the rates and fees charged for various solid waste disposal services; to establish definitions for terms applicable to solid waste disposal, and, to make clarifying edits.

4. **ENACTMENT, NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka that SGC 15.06.020 and SGC 15.06.035 are amended to read as follows (new language underlined; deleted language stricken):

15.06.020 Solid waste disposal policy and rates.

~~A. Junk automobiles and small trucks (three-quarter ton or smaller) may be delivered to Gary Paxton industrial park (GPIP) scrap yard at a rate of three cents per pound. In order to promote public health and reduce littering and illegal dumping, every residential unit, business, and live aboard vessel within one mile of the Sitka road system shall be required to pay a waste disposal fee as set by the Assembly. There are no exceptions to paying a waste fee under these classifications regardless of the amount of waste generated and/or disposed. Failure to pay any amount of user and/or utility fees owed to the City and Borough shall be grounds for disconnection of any or all services and~~

utilities such as electrical service as provided for in SGC 15.01.030.

~~B. Trucks larger than three-quarter ton, larger vehicles, heavy equipment, and old trailers shall be billed at a rate of six cents per pound.~~ Customers shall be permitted to dispose of acceptable waste in collection contractor-provided receptacles. "Acceptable waste" means all putrescible and non-putrescible waste including, but not limited to: garbage; refuse; ashes; paper and cardboard; and approved special waste. "Special waste" means any waste material which, because of its physical characteristics, chemical make-up, or biological nature, requires either special handling procedures and permitting, or poses an unusual threat to human health, equipment, property, or the environment. Customers shall not be permitted to dispose of unacceptable and/or special waste. "Unacceptable waste" means waste that may not be disposed of at the disposal site under federal, state or local law, regulation, rule, code, permit or permit condition.

~~C. Scrap metals shall be billed at a rate of six cents per pound.~~ Fees and Policies Applicable to Specific Solid Waste Categories.

1. Junk automobiles and small trucks (three-quarter ton or smaller) may be delivered to Gary Paxton industrial park (GPIP) scrap yard at a rate of three cents per pound.

2. Trucks larger than three-quarter ton, larger vehicles, heavy equipment, and old trailers shall be billed at a rate of six cents per pound.

3. Scrap metals shall be billed at a rate of six cents per pound.

~~D.4.~~ Fuel tanks must be cleaned and cut into pieces less than five feet by twelve feet (if over 500 gallons) prior to delivery to the GPIP scrap yard.

~~E.5.~~ Freezers, refrigerators, and air conditioning units shall be billed at a rate of twenty dollars each.

~~F.6.~~ All other appliances or white goods besides freezers, refrigerators, and air conditioning units shall be billed at a rate of six cents per pound.

~~G.7.~~ Recyclables including mixed paper, cardboard, and newsprint that are delivered to the GPIP scrap yard shall be billed at a rate of four cents per pound.

~~H.8.~~ Tires off of large trucks and heavy equipment may be delivered to the transfer station or GPIP scrap yard and shall be billed at a rate of twenty-five dollars each.

~~I.9.~~ No construction and demolition debris shall be disposed of at any Sitka Kimsham Landfill unless otherwise authorized by the director of public works.

~~J.10.~~ Household hazardous waste may be disposed of during normal business hours at the GPIP scrap yard. Commercially generated household hazardous waste will not be accepted at any time.

~~K.11.~~ Concrete and asphalt disposal shall be billed at a rate of twelve dollars per cubic yard.

~~L.12.~~ Concrete and asphalt disposal is by appointment only with the public works superintendent.

~~M.13.~~ Asbestos disposal shall be billed at a rate of fifty-five dollars per cubic yard.

~~N.14.~~ Asbestos disposal is by appointment only with the public works superintendent.

15.06.025 Solid Waste Disposal Treatment and Refuse Collection.

~~Except as to vacant buildings, every residential unit and business in the municipality shall use the solid waste service provided by the city and borough of Sitka. Customers shall be permitted to dispose of acceptable waste in collection contractor provided receptacles. "Acceptable waste" means all putrescible and non-putrescible waste including, but not limited to: garbage; refuse; ashes; paper and cardboard; and approved special waste. "Special waste" means any waste material which, because of its physical characteristics, chemical make-up, or biological nature, requires either special handling procedures and permitting, or poses an unusual threat to human health, equipment, property, or the environment. Customers shall not be permitted to dispose of unacceptable and/or special waste. "Unacceptable waste" means waste that may not be disposed of at the disposal site under federal, state or local law, regulation, rule, code, permit or permit condition.~~

15.06.035 Rates for treatment and collection.

A. The following rates are effective as of January 13, 2016:

32-gallon container	\$30.32 per month
90-gallon container	\$50.94 per month
350-gallon container	\$206.18 per month

- B. These rates are for one container that the refuse collection contractor picks up once a week. For customers that fall into one of the following three categories, the rates for treatment and collection will be:

For those customers in apartment complexes or other unique situations identified on the list maintained by the finance director	\$46.09 per month
For those customers living within the harbor system	\$46.09 per month
For those customers living on an island other than Baranof or connected by bridge to Baranof who do not receive any service from the refuse collection contractor	\$23.04 per month

* * *

15.06.040 Deposit required for ~~thirty-two-gallon container~~ smaller containers.

A fifty-dollar deposit is required before a ~~thirty-two-gallon container~~ smaller size container is delivered to the a customer. Such deposit will earn interest at the rate paid on a one-year U. S. Treasury note. After one year of service using the ~~thirty-two-gallon~~ smaller size container, the deposit and interest earned will be applied to the customer's bill. If the customer switches back to a ~~ninety-gallon~~ full size container within one year, the deposit and interest earned will be forfeited to the solid waste treatment fund. If the customer violates ~~rules as set out by the solid waste coordinator~~ procedures for solid waste disposal as set forth in the chapter within the first year of use of the ~~thirty-two-gallon~~ smaller size container, the customer will forfeit the deposit and interest earned to the solid waste treatment fund.

15.06.070 Definitions

- A. As used in Chapter 15.06, the following terms shall have the following meanings:

1. "Residential Unit" means any structure, portion of a structure, mobile home, or 5th wheel, which is not otherwise defined as a hotel, motel or other public accommodation per SGC 4.24.010. If a structure contains a room or set of rooms which are occasionally rented to transient guests through a bed and breakfast or

147 other similar arrangement, the structure shall be defined as a residential unit for
148 purposes of this chapter.

149
150 2. "Business" means any structure, or portion of a structure, or business location
151 which is (a) not otherwise defined as a residential unit and (B) not defined as a
152 vessel or a liveaboard per SGC Chapter 13.04.

153
154 3. "Liveaboard" shall have the same definition as set forth in SGC 13.04.110.

155
156 B. In instances involving ambiguities as to whether or not any structure, abode, or real
157 property shall be defined as a residential unit, business, or liveaboard required to
158 utilize the solid waste services provided by the City and Borough of Sitka; or,
159 whether such structure, abode, or real property shall be defined as a residential unit,
160 business, or liveaboard, the Administrator shall have the authority to make binding
161 decisions as to the application of the regulations set forth in this Chapter.

162
163
164 **5. EFFECTIVE DATE.** This ordinance shall become effective the day after the
165 date of its passage.

166
167 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
168 Sitka, Alaska this 12th day of January, 2016.

169
170
171 _____
Mim McConnell, Mayor

172 ATTEST:

173
174
175 _____
Sara Peterson, CMC
176 Municipal Clerk
177
178

Memo

Thru: Mark Gorman, Municipal Administrator

To: City and Borough of Sitka Assembly

From: Jay Sweeney, Chief Financial and Administrative Officer

Date: October 21, 2015

Re: Necessity for Awarding Solid Waste Disposal Contract Prior To Introduction of Ordinance Increasing Solid Waste User Fees

On October 27th, the Assembly of the City and Borough of Sitka will be asked to accept a proposal for solid waste disposal services, vote to award a contract for such services, and direct the Administrator to develop and execute the written contract form for the services.

In order to pay for the costs associated with the new contract, the City and Borough of Sitka (CBS) must raise solid waste user fees, which is accomplished by ordinance. The reason fees must be raised is that solid waste costs under the new multi-year contract will rise substantially. As the fiscal note in the contract memorandum, states, some component costs associated with the new contract are increasing over 20%.

Why bring a contract award request forward before raising user fees? The answer is that the current contract has expired and the CBS is operating under a month-to-month extension, cancellable by either party with notice. To ensure continued solid waste disposal service, it is important to act now to award the contract.

The solid waste utility has enough working capital to operate under a new contractual cost structure for several months, thus providing time to prepare and vet an ordinance proposing an increase in solid waste user fees. Eventually, however, solid waste user fees must be raised or all of the working capital in the solid waste utility will be expended.