



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
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COUNCIL MEMORANDUM NO. 93-101

From: Mayor Stein
Date: October 20, 1993
Subject: Ordinance No. 93-50

In FY93, Council appropriated \$30,000 for Planning Contingency. The Planning Commission and Administration approached Council to allocate \$22,940 of that money for contract planning services to assist the City in dealing with the WalMart permit process, negotiating transfer of planning powers from the Borough, updating the street classification plan and to provide training and support for the Commission.

Proposals were publicly solicited and B & B Environmental, George Cannelos and Gordon Lewis, were selected to do the work on a not to exceed \$22,940 agreement.

Work was not completed at the end of FY93 and Administration asked Finance Department to encumber the funds to allow completion in FY94. Through a misunderstanding or oversight, funds were not or could not be encumbered and lapsed into the general fund fund balance.

Work has continued through the present and submittal of a billing brought the problem to our attention.

No planning funds have been appropriated in the current FY94.

Administration respectfully requests Council to reappropriate \$11,851 to planning contingency so that the B & B Environmental agreement can be continued and work completed on the street classification system, commission training and planning staff support.

We ask that Ordinance No. 93-50 be introduced for public hearing and action on November 8, 1993.



John C. Stein, Mayor



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

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COUNCIL MEMORANDUM NO. 92-131

From: Mayor Stein
Date: December 7, 1992
Subject: Planning Budget

\$30,000 was appropriated in FY93 for "planning". At last word, Council was reluctant to utilize any of that budget without a commitment from the Borough for planning grant funds.


The Borough has approved ordinances and procedures for the transfer of planning powers to the City. Essentially what remains to be done to delegate powers to the City is grant funding, an administrative agreement and perhaps a new ordinance confirming acceptance of the Borough's terms.

The \$30,000 budget was originally conceived as "transitional" funding to get something going with local planning.

Administration proposes that the FY93 planning budget be allocated to allow for a 5-month temporary employee to accomplish the following long-term planning tasks:

- (1) Develop a program and budget for FY94 Borough grant funding and assist the City in lobbying for Borough approval.
- (2) Update the street classification system including ordinances, specifications and maps, according to recommendations contained in the 1992 Comprehensive Plan.
- (3) Develop planning process and necessary funding for the old airport/Iditarod re-start plan.
- (4) Facilitate FY94 CIP program and organize requests for FY95.
- (5) Assemble and distribute Wasilla economic development information.
- (6) Support the Wasilla Planning and Utilities Commission meetings.

Administration respectfully requests Council approval of planning cost allocations from planning account 419-2700 "Contingency" as presented.



John C. Stein, Mayor

APPROVED
DATE: 12-14-92
BY: ES

Enclosure

CITY OF WASILLA

BUDGET CODE #419

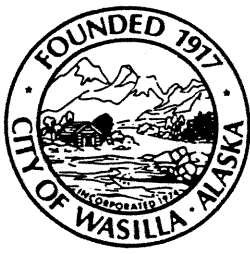
PLANNING/LAND USE

DEPARTMENT:

ACCOUNT EXPENDITURE NO. CLASSIFICATION	PRIOR YR. ACTUAL FY-91	CURRENT YR. BUDGET FY-92	DEPARTMENT REQUEST FY-93	MAYOR APPROVED FY-93	ADOPTED 7-1-92 FY-93	REVISION
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CONTINGENCY ALLOCATION

PERSONNEL SERVICES						
1101 SALARIES	\$0.00	\$0	\$48,376	\$50,440	\$0	\$15,000
1109 HONORARIUM	\$0.00	\$0	\$8,050	\$8,050	\$0	
1201 HEALTH INSURANCE	\$0.00	\$0	\$15,009	\$15,009	\$0	4,150
1202 ESC	\$0.00	\$0	\$1,012	\$1,035	\$0	
1203 FMED	\$0	\$0	\$677	\$706	\$0	
1204 RETIREMENT	\$0.00	\$0	\$5,082	\$5,299	\$0	
1205 SBS	\$0.00	\$0	\$2,894	\$3,017	\$0	
1206 WORKMAN'S COMP.	\$0.00	\$0	\$444	\$463	\$0	
SUB-TOTAL	\$0.00	\$0	\$81,544	\$84,019	\$0	\$19,650
MATERIALS & SERVICES						
2105 POSTAGE	\$0.00	\$0	\$1,500	\$1,500	\$0	750
2200 ADVERTISING	\$0.00	\$0	\$1,500	\$1,500	\$0	750
2205 PRINTED FORMS	\$0.00	\$0	\$550	\$550	\$0	300
2501 TRAVEL-INSIDE	\$0.00	\$0	\$2,000	\$2,000	\$0	1,000
2502 TRAVEL-OUTSIDE	\$0.00	\$0	\$1,500	\$1,500	\$0	1,000
2505 CONTINUING EDUCATION	\$0.00	\$0	\$600	\$600	\$0	0
2602 LEGAL	\$0.00	\$0	\$10,000	\$15,000	\$0	0
2604 CONTRACTUAL	\$0.00	\$0	\$12,000	\$12,000	\$0	0
2606 DUES & SUBSCRIPTIONS	\$0.00	\$0	\$1,000	\$1,000	\$0	500
2660 EMPLOYEE DRUG TESTING	\$0.00	\$0	\$200	\$200	\$0	200
2700 CONTINGENCY	\$0.00	\$0	\$0	\$0	\$30,000	5,000
3301 OFFICE SUPPLIES	\$0.00	\$0	\$250	\$550	\$0	300
3308 MAPS	\$0.00	\$0	\$100	\$300	\$0	300
3908 BOOKS	\$0.00	\$0	\$250	\$250	\$0	250
SUB-TOTAL	\$0.00	\$0	\$31,200	\$36,700	\$30,000	\$10,350
CAPITAL						
5301 OFFICE EQUIPMENT	\$0.00	\$0	\$8,475	\$9,700	\$0	
5307 COMPUTER HARDWARE	\$0.00	\$0	\$4,323	\$4,323	\$0	
5308 COMPUTER SOFTWARE	\$0.00	\$0	\$200	\$200	\$0	
9355 CONTRI VEHICLE FUND	\$0.00	\$0	\$5,000	\$5,000	\$0	
SUB-TOTAL	\$0.00	\$0	\$17,998	\$19,223	\$0	
TOTAL EXPENDITURES	\$0.00	\$0	\$130,742	\$139,942	\$30,000	\$30,000



CITY OF WASILLA

290 E. HERNING AVE.

WASILLA, ALASKA 99654-7091

PHONE: (907) 373-9050

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February 12, 1993

COPY

Mr. George Cannelos
Vice-President, Planning
B & B Environmental, Inc.
941 East Dowling, Suite 303
Anchorage, Alaska 99518

Dear George:

I am pleased to accept your January 27, 1993 letter proposal to provide professional planning services. Your proposal was recommended to both the Council and Planning Commission and received unanimous endorsement.

I understand that Gordon Lewis is expected to be in town next week and I would be pleased to meet with you and him to get work underway.

Sincerely,

John C. Stein, Mayor
City of Wasilla

JCS/sbh

COPY



B & B ENVIRONMENTAL, INC.

941 EAST DOWLING
SUITE 303
ANCHORAGE, ALASKA 99518

PHONE NO. (907) 562-7184
FAX NO. (907) 562-5838

January 27, 1993 *JCS*

Mayor John Stein
City of Wasilla
290 East Herring Street
Wasilla, Alaska 99687

Dear Mayor Stein:

In response to your request, we are pleased to provide this proposal for professional services to assist the City with its planning efforts over the coming months. Specifically, we would be available to provide technical assistance on a wide variety of tasks, including, but not limited to:

1. Developing a program and budget for FY94 Borough grant funding and assisting the City in lobbying for Borough approval. This task involves preparing a realistic program and budget and working on a person-to-person level with the Borough Planning Commission and Assembly members, as well as Borough staff.
2. Updating the city's street classification system, including preparing an ordinance, specifications and appropriate maps. We would work with DOT&PF and the Borough to ensure that recommendations comply with the latest American Association of State Highway and Transportation Officials criteria, as well as with new ISTEA regulations.
3. Developing a scope of work and budget for a community-based planning process for the old airport/Iditarod re-start plan. This involves attending public meetings and working with the City, Planning and Utilities Commission, surrounding property owners and affected constituencies to move this project forward. Final recommendations would be submitted in a report to the City.
4. Prepare the City's FY95 Capital Improvements Plan. We would assist Bob Harris and other city staff in preparing a priority listing and cost estimates.
5. Supporting the Wasilla Planning and Utilities Commission Meetings. We would provide technical planning support to the Commission, including attending all meetings and providing limited follow-up staff support as required. Our budget assumes participation in 11 Commission meetings.
6. Preparing a scope of work to rewrite the Wasilla Development Code. In our view, the existing zoning ordinance is difficult to understand and unnecessarily cumbersome to administer.
7. Updating community economic information and preparing a Wasilla community profile aimed at attracting new businesses and industry to settle in Wasilla. Our approach would

begin by contacting new businesses such as Wal-mart and determining those attributes of the area which attracted them to Wasilla.

Both B & B Environmental and Community Planning offer special expertise for carrying out the scopes of work which would be designed for the old airport master plan, and for rewriting the city's development code. Before developing scopes of work for these tasks, we would need assurances that we would not be precluded from bidding on any subsequent RFPs from the City.

Both Gordon Lewis and I would be available to provide planning assistance for the City, although most on-site work in Wasilla would be conducted by me. Our estimated budget using our rates of \$65/hour to carry out these tasks is \$22,940, and is detailed below.

Professional Services	Hours	Sub Total \$	Total \$
Task 1	40	2,600	
Task 2	40	2,600	
Task 3	80	5,200	
Task 4	24	1,560	
Task 5	88	5,720	
Task 6	24	1,560	
Task 7	40	2,600	\$21,840
Expenses:			
Assume 20 trips to Wasilla	100 miles RT @ .25/mile		500
Map production			400
Telephone, fax, miscellaneous			200
Total budget:			\$22,940

We continue to work closely with key state agencies and to monitor developments in the Valley. We were recently awarded the Environmental Assessment for the widening of the Parks Highway through Wasilla. Assuming these two projects are carried out at the same time and we can combine trips to Wasilla, our travel expenses would be reduced accordingly.

We were delighted that the Borough Assembly adopted Wasilla's Comprehensive Plan, and look forward to the opportunity to help the City begin an effective local planning program.

Sincerely,


George J. Cannelos

Vice President, Planning