1. **ROLL CALL**

2. **MEMORANDA/ REPORTS/ PRESENTATIONS**
   NONE

3. **CONTRACTS/ BID AWARDS**
   a. RFP Award: RFP Number 19025
      Solid Waste Facility Environmental Consulting Services
      Approval of the proposal submitted by Shannon and Wilson, Inc., in the amount of $189,500.00 for the initial contract period, and a total contract amount of $947,500.00 if all four one-year renewal options are exercised. *(Page 3)*
   b. Contract Award: CXT Vault Toilets
      Approval of contract with CXT, Inc. in the amount of $277,406.70. *(Page 7)*

4. **ADVANCED ORDINANCES AND RESOLUTIONS**
ADVANCED ORDINANCES AND RESOLUTIONS - continued

b. ORDINANCE NO. 2019-03. An Ordinance Amending FNSBC Title 8 To Add Waiver Of Use Agreement Fees By The Borough Mayor, Amending FNSBC Title 20 By Adding A Section Authorizing Use Agreements On Borough Land And Amending The Definition Of Temporary Use, And Amending Appendix E-User Fee Schedule/Assessing/Land Management Fees And Attachment C Of Ordinance No. 2018-20 (FY 2018-19) To Add Fees For Use Agreements. (Sponsor: Mayor Ward) (Page 21)

c. ORDINANCE NO. 2018-20-1Q. An Ordinance Amending The FY 2018-19 Budget By Appropriating $35,000 In Fairbanks Library Foundation Funding And $35,000 From The Library Special Revenue Fund To The Special Revenue Projects Fund For A Space Plan Study For The Noel Wien Library. (Sponsor: Mayor Ward) (Page 26)

5. OTHER COMMITTEE BUSINESS/DISCUSSION ITEMS

a. Monthly Budget Reports

b. General Fund Updated Fund Balance Report

6. MAYOR/ASSEMBLY COMMENTS

7. ADJOURNMENT
MEMORANDUM

TO: Christopher Quist, Finance Committee Chair
   Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor

FROM: Cory T. Beal, Chief Procurement Officer
   General Services Department

DATE: January 17, 2019

SUBJECT: RECOMMENDATION TO APPROVE AWARD
   RFP Number 19025
   Solid Waste Facility Environmental Consulting Services

CONTRACTOR: Shannon & Wilson Inc.

CONTRACT AMOUNT: $947,500.00

The Department of Public Works, Solid Waste Division recommends Finance Committee approval of the proposal submitted by Shannon & Wilson Inc. in the amount of $189,500.00 for the initial contract period, and a total contract amount of $947,500.00 if all four one-year renewal options are exercised.

The proposal consists of:

Services and permit requirements directly related to the everyday operation of the Fairbanks North Star Borough Solid Waste Facility, to include:

- Groundwater Sampling and Reports
- Surface Water Sampling and Reports
- Leachate Sampling and Reports
- Research, Development and Demonstration (RD&D) Project
- Well Maintenance and Repair
- Geographic Information System (GIS) / Database updates
- Quality Assurance Project Plan (QAPP)
- Aboveground Storage Tank (AST) Fuel Tank Release Monitoring / Groundwater Sampling and Reports
- Cell One Landfill Gas Generation Monitoring
- Miscellaneous Consulting Services

Funding for this project has been made available by Ordinance Number 2018-20.

The competitive process was conducted in compliance with Title 16. Shannon & Wilson Inc. is the highest ranked responsible, responsive offeror.
Please place this recommendation to award on the Finance Committee agenda for the meeting to be held January 17, 2019. Proposals were submitted at 5:00 pm December 4, 2018 for the subject project. The appeal period expired at 5:00 p.m. on December 21, 2018.

Attached is the documentation package provided by the Department of Public Works, Solid Waste Division.
MEMORANDUM

TO: Cory Beal, Chief Procurement Officer
   Department of General Services

FROM: Shann Jones, Asst. Solid Waste Mgr. / Landfill Engineer

THROUGH: Bob Jordan, Solid Waste Manager

DATE: December 14, 2018

PROJECT: Solid Waste Facility Environmental Consulting Services
   RFP NO: 19025

SUBJECT: Recommendation to Award for the Assembly Finance Committee
   Meeting on January 17, 2019

Action Requested:
The Department of Public Works recommends award of RFP No. 19025 Solid
Waste Facility Environmental Consulting Services Lot One for the estimated total
of $947,500 (5 years x $189,500) if the base year and all renewals, one through
four, are exercised to Shannon & Wilson, Inc. Most services are required
annually, and others occur on an “as-needed” basis.

Project Description:
Vendor is to provide all materials, labor and services as listed in RFP No. 19025.
Services are annual permit requirements and relate directly to everyday
operations of the Fairbanks North Star Borough Solid Waste Facility (SWF).

Shannon & Wilson, Inc., is expected to provide similar services during each year
of the contract: Year 1 (FY2020), though Year 5 (FY2024), which include:

1. Groundwater Sampling and Reports
2. Surface Water Sampling and Reports
3. Leachate Sampling and Reports
4. Research, Development and Demonstration (RD&D) Project
5. Well Maintenance and Repair
6. Geographic Information System (GIS) / Database updates
7. Quality Assurance Plan (QAPP)
8. Aboveground Storage Tank (AST) Fuel Tank Release Monitoring /
   Groundwater Sampling and Reports
9. Cell 1 Landfill Gas Generation Monitoring
10. Miscellaneous Consulting Services

Funding: Ordinance No. 2018-20

Attachment: RFP 19025 Tabulation
NOTICE OF INTENT TO AWARD

<table>
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<tr>
<th>SUBJECT:</th>
<th>DATE OF NOTICE:</th>
<th>RFP NUMBER:</th>
<th>SUBMITTAL DATE:</th>
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<tr>
<td>Environmental Consulting Services</td>
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</tbody>
</table>

It is the intent of the Fairbanks North Star Borough to award a contract to the following vendor as the highest ranked, responsive, responsible Offeror, in accordance with the specifications and requirements described in this Request for Proposal.

Shannon & Wilson Inc.
2355 Hill Road
Fairbanks, AK 99701

Award may be made no sooner than five (5) days from the date of this notice. This serves solely as notice of the Borough’s intent to award a contract and should not be construed as a notice to proceed with delivery of goods or services.

The Fairbanks North Star Borough appreciates your participation in this competitive solicitation process. If you have any questions about this RFP or the resulting award, please contact the Purchasing Division at (907) 459-1297.

Cory T. Beal
Chief Procurement Officer

Marilyn Ordal
Procurement Specialist
MEMORANDUM

TO: Matt Cooper, Presiding Officer
    Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor

FROM: Cory T. Beal, Chief Procurement Officer
      General Services Department

DATE: January 17, 2019

SUBJECT: RECOMMENDATION TO APPROVE AWARD
          CXT Vault Toilets

CONTRACTOR: CXT, INC.

CONTRACT AMOUNT: $277,406.70

The Department of Public Works recommends Assembly approval of a contract with CXT, Inc. in the amount of $277,406.70.

The contract consists of the following items:
   Four (4) Double Rocky Mountain double vault toilet buildings.
   Two (2) 1000 gallon concrete vaults with liners.
   Delivery and crane offload.

Funding for this project has been fully allocated and verified to cover the costs of this award.

As allowed under FNSB Code 16.08.040, Cooperative Purchasing, the Borough will be utilizing the Sourcewell cooperative for this purchase.

Please place this recommendation to award on the Assembly agenda for the meeting to be held January 17, 2019. Attached is the documentation package provided by the Department of Public Works.
TO: Cory Beal, General Services Director

THROUGH: Mike Bork, Director, Parks & Recreation

FROM: Brian Charlton, Park Project Coordinator, Parks & Recreation

DATE: January 7, 2019

RE: Purchase and offload of CXT vault toilets

The Parks and Recreation Department recommends award to CXT, Inc. for the purchase, delivery, and offload of four Double Rocky Mountain Vault Toilets for use in the Chena Lake Restrooms and Accessibility Improvements Project (15-CLPPRJ-1). The purchase and delivery is occurring through the Sourcewell Cooperative. Offload services are being provided by CXT, Inc.

Attachments:
Fund Verification
Sole Source Justification for offload services
Quotes
FUND VERIFICATION

to be completed by originating department

DEPARTMENT / DIVISION: Public Works / Design & Construction
IFB / RFP NO.: 19003

PURPOSE / PROJECT NAME: Chena Lake Restrooms and Accessibility Improvements
DESCRIPTION: Procurement of new vault toilets for installation under the construction contract.

Est. Cost: $281,857.00 Est. Contingency: $0.00 Total Cost: $281,857.00

SOURCE OF FUNDS:

Account No. FHACLK-72005 / 15-CLPPRJ-1 Amount: $281,857.00

Account No. Amount:
Account No. Amount:
Total: $281,857.00

*If the source of funds above will be used to meet the matching requirements of a grant, please indicate with a ✓.
**If the source of funds is a Grant OR a Match to a grant, be sure the preparer has attached a copy of the grant agreement.

Kevin Halverson, Project Manager  Dave Vanairsdale, Supervising AVE  David Bredlde, Design & Construction Manager
1/4/19  1/4/19  1-4-2019

Date  Date  Date

to be completed by Accounting

✓ APPROVED
On the date signed above by Accounting, fund sources shown above are sufficient to pay the costs of the requested action and may legally be used for this purpose.

Local bidder preference (FNSB 16.16.050) is prohibited. ✓

***Local bidder preference (FNSB 16.16.050) is allowed. ✓

☐ Funding Source U.S. DOT - FTA
☐ Funding Source U.S. DOT – all other
☐ Funding Source Federal Common Rule
✓ Funding Source Other (Note the agency)
☑ Funding Source N/A

Chief Accountant or Grants Accountant  1/4/19

Date

***NOTE: If local bidder preference is allowed, a change in funding source, which impacts this determination, is not permissible after the opening date and time of an Invitation for bid (IFB).

Revised Feb17
Our quotation for the Double Rocky Mountain building is as follows:

Four (4) Double Rocky Mountain double vault toilet building with standard simulated cedar shake roof and horizontal lap siding or board and with lower rock wall texture, two 16 gauge galvanized steel doors and frames, and door privacy latch with dead bolt.

Two plastic risers, ADA grab bars, ADA signs, two 3-roll toilet paper holders, two wall vents with stainless steel cover, and two 1000 gallon concrete vaults with liners.

Marine package with stainless steel embeds, window frames, and raised wet hatch.

Includes crane offload and set line items option.

Sourcewell contract pricing for contract #030117-CXT. Sourcewell terms and conditions apply.

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<td>Freight</td>
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<td></td>
<td>$277,406.70</td>
</tr>
</tbody>
</table>

**FOB:** Freight FOB Plant Prepaid and Add.

**Terms:** Net 30 with Credit Approval.

**Notes:** Sales tax not included

Number of Units: ___

This quotation is subject to the conditions on the attached sheet and the terms hereof shall constitute the exclusive agreement of the parties and all conflicting or additional terms in Buyer’s purchase order or any other such documents of Buyer shall have no force or effect.

Accepted this ______________ day of __________________ 20___

By: ______________________ (Customer Name)

_________________________________ (Signed)

L.B. FOSTER COMPANY

By ______________________

Eric Kuester

ekuester@lbfoster.com
1. **Taxes**: Prices exclude all Federal/State/Local taxes. Tax will be charged where applicable if customer is unable to provide proof of exemption.

2. **Payment Terms**
   Payment to CXT by the purchaser shall be made net 30 days after the submission of the invoice to the purchaser. Interest at a rate equal to the lower of (i) the highest rate permitted by law; or (ii) 1.5% per month will be charged monthly on all unpaid invoices beginning the 35th day (includes 5 day grace period) from the date of the invoice. Under no circumstances can a retention be taken and purchaser shall pay the full invoiced amount without offset or reduction. These terms are available upon approval of credit. If CXT initiates legal proceeding to collect any unpaid amount or other dispute arising out of or relating to this Quote, purchaser shall be liable for all of CXT's costs, expenses and attorneys fees associated with such litigation, including the fees and costs of any appeal.

3. **Quotation Term**: This offer is subject to acceptance within 60 days from the date of this quotation. After that time, prices are subject to change without notice.

4. **Drawings**
   Prices do not include any documentation other than standard drawings, packing lists, and invoices, unless otherwise stated in the quote. Special documentation, reports, or submittals can be supplied at an additional cost. If additional engineering, engineering seals, state approvals, drawings, or insurances are required additional charges may incur.

5. **Delivery**
   Delivery will be scheduled immediately upon receipt of written customer approval of all building submittals, building worksheet(s) and signed contract/purchase order. In the event delivery of the buildings ordered is not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract cost (excluding shipping and installation costs) will be submitted for payment, the term of which will be as per item 2 in our quotation. Delivery and installation charges will be invoiced at the time of delivery and installation. Should the delivery and installation costs increase due to changes in the delivery period, this increase in cost will be added to the price originally quoted, and will be subject to the contract payment terms. In the event that the delivery is delayed more than 45 days after the agreed to schedule and through no fault of CXT, then in addition to the remedies above, a storage fee of 1 1/2% of contract price per month or part of any month will be charged.

6. **Fuel Costs**
   Fuel costs for crane and freight have been quoted at fuel prices furnished at the time of quotation. If at the time of delivery and installation these costs have risen, CXT reserves the right to adjust the freight and crane costs to reflect the fuel costs furnished at the time of delivery.

7. **Responsibilities of the Customer**
   A. Stake exact location building is to be set, including orientation.
   B. Provide clear and level site, free of overhead and underground obstructions.
   C. Provide site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements.
   D. Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles from State highway and/or main county road to site. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation.
   E. Customer is responsible for all permits required.
   F. Completing and complying with Pre-Order Information Worksheet that is incorporated herein by this reference.

8. **Access to Site**
   For installation methods described below in paragraph 9 A & B, delivery will be made in normal highway trucks and trailers. If at the time of delivery conditions of access are hazardous or unsuitable for truck equipment for any reason, CXT reserves the right to charge for extra costs to ensure a safe and quality installation to the chosen site or will agree to an alternative site with better access.

9. **Installation**
   A. **Full Install.** If the customer opts to have full installation of their new building, CXT will provide a backhoe trailer to the site, and prepare the customer site at the marked hole/area. The crane will arrive and set up next to the hole/area. Any requirements to lift the building over obstacles or not having the ability of the crane to be right next to the hole could incur additional charges. The size of the crane varies however most cranes require an area of 10'x16' for their outriggers. Truck(s) carrying the vaults and the building systematically pull up right next to the crane and are offloaded onto the site. Any requirements to lift the building over obstacles or not having the ability of the truck to be right next to the crane will incur additional charges.
   B. **Set-Only Install.** If the customer opts to prepare the hole, and do earthwork preparation for the site, the customer will move all excess dirt to allow access by the crane and semi-truck. The crane will arrive and set up next to the hole. Any requirements to lift the building over obstacles or not having the ability of the crane to be right next to the hole could incur additional charges. The size of the crane varies however most cranes require an area of 10'x16' for their outriggers. Truck(s) carrying the vaults and the building systemically pull up right next to the crane and are offloaded onto the site. Any requirements to lift the building over obstacles or not having the ability of the truck to be right next to the crane could incur additional charges. Customer performs all necessary excavation, backfill, compaction, site grading, and connection of utilities (if applicable). Please note: additional line and any special equipment needed by the installation crew for unscheduled site work will be billed to the customer.
   C. **Ship-Only.** If customer opts to self-install the building CXT can provide a drawing of the recommended lifting/rigging arrangement plus the four special lifting plates for the buildings itself with a refundable deposit of $1,000.00 payable by credit card only. The customer must return lifting plates and hardware to CXT (at customers cost) within 2 weeks (14) days or a $1,000.00 fee will be charged to the customer credit card. Please note: it is highly recommended that you use our lifting/rigging arrangements. The CXT arrangements will help prevent damage to the building, CXT will not take responsibility for any damage/accidents to the building or workers during the use or non-use of our recommended lifting/rigging arrangements.
   D. **CXT** shall be entitled to reimbursement from customer for any expenses that are the result of conditions encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated by the customer or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities at the customer's location.
   E. **Should customer request additions or changes to the work, CXT shall be entitled to payment for additional or changed work.** Any request for additions or changed work shall be in writing executed by Customer Field Representative by signing the additional work required section of the Building Acceptance Form, incorporated herein by this reference.

10. **Transportation**
    Your building(s) will be transported from our plant to your installation site via semi-truck with trailer. The length and clearance vary with the style of trailer used to accommodate your building model(s) and must be taken into consideration when determining access to site. If you ordered s(n).... Cascadiai/Rocky Mountain - **Requires 1 truck:** When shipped in 2-pieces (standard) the building with vault is shipped on a flatbed trailer. The length of the tractor-trailer can be up to 75' long. Must have a 14' height clearance to access site.
    Gunnison - **Requires 1 truck:** Shipped with its vault this building is typically shipped on a step-deck trailer. The length of the tractor-trailer can be up to 75' long. Must have
14' height clearance to access site.

Tonga Special • Requires 2 trucks: 1 to transport the building and 1 to transport vaults. The building is typically shipped on a flatbed trailer and 2 vaults are typically transported on a flatbed trailer. The length of the tractor-trailer can be up to 75' long. Must have 14' height and 14' width clearance to access site.

Dbl Cascade/Dbl Rocky Mountain • Requires 2 trucks: 1 to transport the building and 1 to transport the vaults. The building is typically shipped on a dlb-drop or low boy trailer (approximate ground clearance of 4 to 6') and the 2 vaults are typically transported on a flatbed trailer. The length of the tractor-trailer can range from 75' to 80'. Must have 14' height and 14' width clearance to access site.

Cortez/Ozark /Teton/Pioneer - Requires 1 truck. Generally shipped on a step-deck trailer. The length of the tractor-trailer can be up to 75' long. Must have 14' height and 14' width clearance to access site.

Large Flush, Sectional, or Custom Bldgs -
(Arapaho/Ozark/Cheyenne/Montrose/ Taos/Rainier/Pomonay/Navajo/Malibu/Kodiak/Fontana/ Olaboi/Deanall)
Requires 2-4 trucks, depending on size of building. Each section will be shipped on an RGN trailer (approximate ground clearance of 4 to 6'). The length of the tractor-trailer can range from 80' to 115'. Must have 14' height and 14' width clearance to access site. The Denali model could ship on either an RGN trailer or a dlb-drop.

Schwellzen/Mendocino - Requires 1-2 trucks, depending on size of building. Generally shipped on a step-deck trailer. The length of the tractor-trailer can be up to 75' long. Must have 14' height and 14' width clearance to access site.

11 **CXT Warranty**

CXT warrants that all structures sold pursuant hereunder are new, when delivered, conform to specifications of the building listed on the quote. Structures shall be deemed accepted and meeting specifications unless notice identifying the nature of any non-conformity is provided to CXT in writing within one (1) year of delivery. It is specifically understood that CXT's obligation hereunder is for credit or repair only. CXT will repair such defects against materials and workmanship for one (1) year from date of delivery provided CXT is first given the opportunity to inspect said structure. CXT warrants all components sold within all structures purchased hereo to when delivered within structures.

Components deemed accepted and meeting specifications shall be warranted for a period of one (1) year against defects in the material and/or workmanship from said date of delivery. CXT is not responsible for components that are damaged due to misuse, acts of violence, negligence, acts of God, or accidents. Shipping, handling, installation or other incidental or consequential costs, unless otherwise agreed to in writing by CXT, are not included.

This warranty shall not apply to:

- Any goods which have been repaired or altered without CXT's express written consent, in such a way as to the reasonable judgment of CXT, adversely affect the stability or reliability thereof;
- To any goods which have been subject to misuse, negligence, acts of God, or accidents;
- To any goods which have not been installed to manufacturer's specifications and guidelines, improperly maintained, or used outside of the specifications for which such goods were designed.

12 **Disclaimer of Other Warranties**

THE WARRANTY SET FORTH ABOVE IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED. CXT MAKES NO OTHER WARRANTY EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.

13 **Limitation of Remedies**

In the event of any breach of any obligations hereunder; breach of any warranty regarding the goods, or any negligent act or omission of any party, the parties agree to submit all claims to binding arbitration. Any settlement reached shall include all reasonable costs including attorney fees. In no event shall CXT be subject to or liable for any incidental or consequential damages. Without limitation on the foregoing, in no event shall CXT be liable for damages in excess of the purchase price of the goods herein offered.

14 **Acceptance**

The foregoing terms will be deemed accepted in full by signature and return of one copy to CXT, subject to customer credit approval. A copy of any applicable form of payment security device (i.e. payment bonds) available to CXT shall be included with the signed copy of this agreement.

15 **Timing of Billing to Buyer**

Seller will invoice Buyer upon shipment from its supplier or facility, unless otherwise indicated on the face of this document.

16 **Storage of Material For Buyer**

If, at Buyer's request, goods covered by this document are held at Seller's facility or service provider for more than 21 days after they are available for shipment, Buyer shall accept Seller's invoice and pay said invoice based on payment terms set forth herein.

17 **Material Reservation**

Seller will only reserve material for 30 days with receipt of an executed purchase order, quote or order acknowledgement acceptable to Seller. After that time, material availability, price and shipment date may be adjusted, at Seller's option.
MEMORANDUM

TO: Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor

FROM: Glenn Miller, Transportation Director

DATE: January 10, 2019

SUBJECT: Ordinance No. 2018-20-1p
AN ORDINANCE AMENDING THE 2018-19 BUDGET BY APPROPRIATING $3,781,265 IN U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) TARGETED AIR SHED GRANT (TAS) FUNDING TO THE TRANSIT ENTERPRISE PROJECTS FUND FOR THE VOLUNTARY CONVERSION AND REMOVAL PROGRAM

Attached for your approval is a proposed ordinance, amending the 2018-19 budget by appropriating $3,781,265 in U.S. Environmental Protection Agency (EPA) Targeted Air Shed (TAS) grant funding to the transit enterprise projects fund for the voluntary removal, replacement and repair (wood stove change-out) program.

As you are well aware the Fairbanks North Star Borough is dealing with a serious PM$_{2.5}$ air pollution issue. Control measures are necessary to reduce PM$_{2.5}$ pollution. The most effective control measures incorporate quantifiable reductions of direct PM$_{2.5}$ emissions along with broad public support, and the solid fuel burning appliance conversion or removal program incorporates both of those attributes. By approving the proposed ordinance you are enabling the Fairbanks North Star Borough to take another step towards solving the PM$_{2.5}$ air pollution issue.

I request your consideration and urge your approval of this ordinance.

Attachment
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2018-20-1P

AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY APPROPRIATING
$3,781,265 IN FEDERAL PASS-THROUGH GRANT FUNDING TO THE TRANSIT
ENTERPRISE PROJECTS FUND FOR THE VOLUNTARY CONVERSION OR
REMOVAL (WOOD STOVE CHANGE-OUT) PROGRAM

WHEREAS, The U.S. Environmental Protection Agency (EPA) has made
$4,000,000 available to the State of Alaska Department of Environmental Conservation
(DEC); and

WHEREAS, The Fairbanks North Star Borough (Borough) operates a
voluntary Wood Stove Change-Out Program with elements that are consistent with the
requirements of the 2017 Targeted Air Shed (TAS) grant "Solid Fuel Burning Appliance
(SFBA) Conversion or Removal Program"; and

WHEREAS, DEC has partnered with another state agency, the Alaska
Department of Commerce, Community, and Economic Development (DCCED) in order
to sub-award funding to the Borough; and

WHEREAS, DCCED intends to pass through federal grant funds totaling
$3,781,265 to the Borough to be used solely for the Borough’s Voluntary Removal,
Replacement and Repair Program (FNSBC 21.28.040 and commonly referred to as the
Wood Stove Change-Out Program) as part of the EPA’s TAS grant; and

WHEREAS, The Borough will contribute the staff time to develop the work
products and implement the proposed conversion and removal program; and

Amendments are shown in legislative format
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
WHEREAS, The 2017 TAS grant funding is restricted to converting SFBAs used as sole, primary, secondary, or emergency backup heating sources to non-SFBAs; and

WHEREAS, The EPA, in December 2009, declared part of the Borough a non-attainment area for fine particulate pollution (PM$_{2.5}$); and

WHEREAS, In the winter, PM$_{2.5}$ concentrations in the non-attainment area routinely exceed the allowable limit, thereby violating the federal health-based standards; and

WHEREAS, Air quality issues could impact the large scale economic development, including military expansion; and

WHEREAS, Studies have identified wood burning as the largest contributor of PM$_{2.5}$; and

WHEREAS, Significant PM$_{2.5}$ emission reductions will result from removal and/or replacement of SFBAs with non-SFBA alternatives; and

WHEREAS, If the Borough is unable to implement the program, DEC will operate the program independently.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

*AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT*  
Text to be *added* is *underlined*  
Text to be *deleted* is [BRACKETED, CAPITALIZE]
Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Acceptance of EPA TAS Grant Funds from the State of Alaska. The Borough formally accepts an estimated $3,781,265 in EPA TAS funds from the State of Alaska for the Borough’s Voluntary Removal, Replacement and Repair Program (commonly referred to as the Wood Stove Change-Out Program).


Section 4. Contingency. This appropriation is contingent upon the receipt of a signed grant agreement from DCCED.

Section 5. Eligible Expenditure Period. Expenditures subsequent to the effective date of the grant within the specified performance period are eligible for reimbursement.

Section 6. Provisions for Grants. This appropriation is for an estimated amount. The actual amount will be appropriated contingent, and based upon, the signed grant agreement. Any material differences, as determined by the Chief Financial Officer, will be communicated to the Assembly.

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZE]
Section 7. Effective date. This ordinance shall be effective at 5:00 p.m. on the first borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

Matt Cooper
Presiding Officer

ATTEST:

April Trickey, CMC
Borough Clerk

APPROVED:

Jill S. Dolan
Borough Attorney
FAIRBANKS NORTH STAR BOROUGH
FISCAL NOTE

I. Request

Ordinance No: 2018-20-1P  Date Introduced: January 10, 2019

Abbreviated Title: $3,781,265 in Federal Pass-Through Grant Funding for the Voluntary Conversion and/or Removal (Wood Stove Change-Out) Program

II. Financial Detail

Department/Division Affected: Transportation/Air Quality

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<td></td>
<td>3,781,265</td>
</tr>
</tbody>
</table>

SOURCE OF FUNDING

| Federal Grants                |                      |                                          |                               |                |
| Federal Pass-Through Grants   |                      | 3,781,265                                |                               |                |
| State Grants                  |                      |                                          |                               |                |
| Total                          |                      |                                          |                               | 3,781,265      |

Specify Funding Sources: U.S. Environmental Protection Agency passed through the State of Alaska

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

| Cash Match:                  |                      |                                          |                               |                |
| In-Kind Match:               |                      |                                          |                               |                |

III. Project Purpose:

To fund the Borough's Voluntary Conversion and Removal (Wood Stove Change-Out) Program

IV. Analysis of Future Liabilities and Funding Sources:

None

V. Fund Certification: I certify that funding sources are available as detailed in II above.

Debra L. R. Brady  
Chief Financial Officer  

12/18/18
Fairbanks North Star Borough  
Fiscal Impact Statement (FIS)  
(FNSBC 2.09.035 C.)

| Originator's Name:  | Nick Czarnecki  | Department:  | Transportation |
| To Be Introduced/Sponsored By:  | Bryce Ward, Mayor  |
| Abbreviated Ordinance Title:  | TAS Appropriating Ordinance  |
| Department(s)/Division(s) Affected:  | Transportation/Air Quality  |

Proposed Introduction Date: January 10, 2019  
Ordinance No.: 2018-20-1P

Does this ordinance authorize:  
1) a new or expansion of services which entails additional costs beyond that approved in the current adopted budget?  Yes ___ No ___
2) a project that is capital in nature and increases operational costs of the Borough in the current or any future fiscal year?  Yes ___ No ___

### FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE

<table>
<thead>
<tr>
<th>Required Information/Estimates</th>
<th>FY 20.18 / 19</th>
<th>FY 20.19 / 20</th>
<th>FY 20.20 / 21</th>
<th>FY 20.21 / 22</th>
<th>FY 20.22 / 23</th>
<th>FY 20.23 / 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Timeline inclusive of all phases</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Number and type of new positions which may be required</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Cost of operations and maintenance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$47,636.00</td>
<td>$95,272.00</td>
<td>$95,272.00</td>
<td></td>
</tr>
<tr>
<td>4. Future costs to complete capital assets</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Estimated revenue impact</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Estimated non-Borough funds that may be received:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. to fund the ordinance</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>b. to fund future phases</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>c. to fund future operations and maintenance costs</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>7. Anticipated annual tax subsidy</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Is backup attached?  Yes ___ No ___

Contact Person's Name, for FIS questions:  Nick Czarnecki, Air Quality Mngr.  
Extension: 1001

Director(s) Signature(s):  
Mayor's Office or Assembly Member Signature:  
Chief Financial Officer Signature:  

Date: 12/18/18
## Estimated Cost to Administer 2017 TAS Program

<table>
<thead>
<tr>
<th>Staff</th>
<th>Salary</th>
<th>Fringe (^1)</th>
<th>FTE</th>
<th>Tasks</th>
<th>Staff Total</th>
<th>Projected TAS Annual Cost (^4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Coordinator</td>
<td>$54,120.00</td>
<td>$34,582.68</td>
<td>1</td>
<td>1 thru 8</td>
<td>$88,702.68</td>
<td>$29,567.56</td>
</tr>
<tr>
<td>Air Quality Program Supervisor</td>
<td>$73,030.00</td>
<td>$46,666.17</td>
<td>0.75</td>
<td>1 thru 9</td>
<td>$89,772.13</td>
<td>$29,924.04</td>
</tr>
<tr>
<td>PM2.5 Coordinator</td>
<td>$65,230.00</td>
<td>$41,681.97</td>
<td>0.75</td>
<td>4,5,7,8,9,10</td>
<td>$80,183.98</td>
<td>$26,727.95</td>
</tr>
</tbody>
</table>

\(^{\text{Annual Subtotal}} \) $86,219.60
\(^{\text{Overhead & Supplies}} \) $9,035.08

\(^{\text{Projected Annual Cost to Administer TAS Grant}} \) $95,254.68

### Task Descriptions
- Task 1: Front counter
- Task 2: Pre-verification
- Task 3: Stove drops
- Task 4: Database management
- Task 5: Mapping
- Task 6: Archiving
- Task 7: Outreach/education
- Task 8: Other duties
- Task 9: Purchase Orders
- Task 10: Payments

### Assumptions
1. Staff total includes salary and fringe. Fringe estimated at 63.9% of salary.
2. Overhead & Supplies includes computer services, periodic database updates, official mail responses, etc. Estimated at 10.5% of cost.
3. Annual cost based on 300 change outs per year
4. Projected annual cost based on an average of 100 change outs per year
MEMORANDUM

TO:    Fairbanks North Star Borough Assembly

THROUGH: Bryce J Ward, Mayor
        Ivar Halvarson, Director Assessing

FROM: Sandra Mota, Land Manager

DATE: January 10, 2019

ORDINANCE NO. 2019-03

SUBJECT: AN ORDINANCE AMENDING TITLE 8 TO ADD WAIVER OF USE AGREEMENT FEES BY THE BOROUGH MAYOR, AMENDING TITLE 20 BY ADDING A SECTION AUTHORIZING USE AGREEMENTS ON BOROUGH LAND AND AMENDING THE DEFINITION OF TEMPORARY USE, AND AMENDING APPENDIX E-USER FEE SCHEDULE/ASSESSING/LAND MANAGEMENT FEES AND ATTACHMENT C OF ORDINANCE NO. 2018-20 (FY 2018-19) TO ADD FEES FOR USE AGREEMENTS

The proposed ordinance would amend Title 20, adding language specifically addressing those situations where the Borough grants exclusive or non-exclusive use of its facilities for non-continuous periods of time. In so doing, primarily to not-for-profit community organizations and government agencies, the Borough partners in programs of great importance to the community, such as The Interior Girls’ Softball Association, The Golden Heart Softball Association, and The Interior Baseball League; programs which it would not otherwise be equipped to offer as a borough service.

Title 20 currently provides only the ability to grant exclusive possession or use of Borough land by lease. In many instances, the Borough shares use of its property and costs related to utilities and/or maintenance. Where a leasing action occurs with a term of five or more years, FNSBC 17.04.010 requires that the lease area be treated as a subdivision, namely that it be surveyed and platted. In a non-exclusive and non-continuous use scenario, such as with Borough facilities used by local groups in Pioneer Park, subdivision would be both impractical and undesirable. For the reasons as stated above, a leasing action is an inappropriate means to contract for non-exclusive and non-continuous use of Borough land.

Use agreements with community organizations and government agencies foster the growth of key programs in our community, maximizing the use of existing resources. We support the Ordinance and urge its adoption. Thank you.
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2019 -03

AN ORDINANCE AMENDING FNSBC TITLE 8 TO ADD WAIVER OF USE AGREEMENT FEES BY THE BOROUGH MAYOR, AMENDING FNSBC TITLE 20 BY ADDING A SECTION AUTHORIZING USE AGREEMENTS ON BOROUGH LAND AND AMENDING THE DEFINITION OF TEMPORARY USE, AND AMENDING APPENDIX E-USER FEE SCHEDULE/ASSESSING/LAND MANAGEMENT FEES AND ATTACHMENT C OF ORDINANCE NO. 2018-20 (FY 2018-19) TO ADD FEES FOR USE AGREEMENTS

WHEREAS, The Borough routinely grants exclusive and non-exclusive use of its facilities for non-continuous periods of time by means of use agreements; and

WHEREAS, Certain not-for-profit community organizations, such as The Interior Girls' Softball Association, The Golden Heart Softball Association, and The Interior Baseball League, seasonally use portions of borough facilities, befitting the definition of use agreement as herein contemplated; and

WHEREAS, The granting of exclusive and non-exclusive use of Borough facilities for non-continuous periods of time by use agreement is not currently addressed in Borough Code; and

WHEREAS, A lease, as authorized in FNSBC 20.16.020, grants exclusive possession or use of Borough land, is inappropriate as a means to establish a contractual relationship for non-exclusive and/or non-continuous possession or use of Borough facilities; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
WHEREAS, Leases with a term of five years or more are subdivisions requiring platting action as defined in FNSBC 17.04.010, and said platting action would be impractical where non-exclusive use of Borough facilities occurs.

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. **Classification.** This ordinance is of a general and permanent nature and shall be codified.

Section 2. FNSBC 8.60.010, Establishment and waiver of user fees, is hereby amended as follows:
The mayor shall examine the services provided by the borough and shall determine which services confer benefits on individuals or specific user groups which are not conferred on the borough population at large. The mayor, with assembly concurrence, shall update said survey annually and set user fees as appropriate. The mayor may waive some or all of said fees when the person using or benefiting from the service is an agency or instrumentality of the United States, or of the state of Alaska or a municipality or other political subdivision thereof. The mayor may waive fees for temporary use of borough land, use agreements on borough land, and use of parks and recreation facilities for community-based nonprofit organizations engaged in charitable, educational or civic pursuits. The mayor may waive fees related to impoundment of an animal, other than cost of rabies vaccination, if the animal was released from restraint to preserve the animal’s life or due to the criminal act of a person other than the owner or caretaker. The mayor shall notify the assembly of all said waivers and fees dealing with this section.
Section 3. FNSBC 20.16.050(A), Temporary use of borough land, is hereby amended as follows:

A. "Temporary use" means a use of borough land that is exclusive, but the use is not pursuant to an authorized lease, use agreement, easement, extraction license, or commercial sale of borough sand, gravel or Greenwood timber resources. [NONINCLUSIVE EXAMPLES OF A TEMPORARY USE ARE THE USE OF BOROUGH LAND FOR ACCESS TO A FIREWOOD CUTTING AREA OR A TEMPORARY CONSTRUCTION EASEMENT.]

Section 4. Chapter 20.16 FNSBC, Land Management, is amended to add a new Section 20.16.100 as follows:

20.16.100 Use agreements on borough land.

A. "Use Agreement" means an agreement granting exclusive or non-exclusive use of borough land for non-continuous periods of time pursuant to a schedule or other terms specified in the agreement, but excluding mobile concession uses.

B. A person seeking exclusive or non-exclusive use of borough land for non-continuous periods of time may apply to the mayor for a use agreement. The applicant shall pay to the borough the use agreement fees as required by the established user fee schedule. A use agreement may contain a provision allowing for its renewal.

Section 5. Appendix E- User Fee Schedule of the FY 2018-19 budget is hereby amended to add the following to the Assessing-Land Management User Fee Schedule:

<table>
<thead>
<tr>
<th>Use Agreement</th>
<th>Application Fee</th>
<th>Processing Fee</th>
<th>Monthly Use Fee</th>
<th>6-Month Use Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit User</td>
<td>$100.00 (r, s)</td>
<td>$250.00 (r, s)</td>
<td>$100.00 (r, s)</td>
<td>$450.00 (r, s)</td>
</tr>
<tr>
<td>All Other Users</td>
<td>$100.00 (r, s)</td>
<td>$250.00 (r, s)</td>
<td>$200.00 (r, s)</td>
<td>$900.00 (r, s)</td>
</tr>
</tbody>
</table>

r. The use agreement fee is for borough land not otherwise specified in Appendix E- User Fee Schedule.

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
Fairbanks North Star Borough, Alaska  ORDINANCE NO. 2018 -
s. The Land Manager may negotiate payment of use-related utility and maintenance costs if such costs are expected to be in excess of those incurred by a typical facility user. All for-profit commercial uses are subject to a charge of 15% of gross revenue received by the user.

Section 6. Effective Date. This ordinance shall be effective at 5:00 p.m. on the first Borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

Matt Cooper
Presiding Officer

ATTEST:

April Trickey, CMC
Borough Clerk

APPROVED:

Jill S. Dolan
Borough Attorney
MEMORANDUM

TO:        Fairbanks North Star Borough Assembly
THROUGH:   Mayor Bryce Ward
FROM:      Melissa Harter, Library Director
SUBJECT:   Ordinance No. 2018-20-10 Appropriating Ordinance for Funding a Space Plan Study for the Noel Wien Library

DATE:      January 10, 2019

Noel Wien Library is 41 years old this year. Aside from an addition and a bit of upkeep in the 1990s, the main public area has remained untouched. Meanwhile, technology and the delivery of library services have almost completely changed. It has become clear in the past few years the need for basic renovation and updating for Noel Wien Library, the main branch of our library system. An average of 30,000 library users visit each month – meaning over 7.5 million people have used Noel Wien Library since the last major renovation. Needless to say, this amount of use would be wearing on any facility.

Recently a group of stakeholders gathered to create a Strategic Plan for the libraries. In attendance were members of staff and representatives from the Library Commission, Fairbanks Library Foundation and Friends of the North Pole Library. Together we crafted a road map for us to follow for the next few years. That process made it even more clear how the current layout of Noel Wien Library is not conducive to serving our patrons as we would like to, and as we should.

This ordinance provides funding for the selection of a Library Consultant through a Request for Proposal process to assist the Library Services department in analyzing information from the recent community-wide survey, the Strategic Plan, and library staff input to design a new layout for the public areas of Noel Wien Library. In addition to a conceptual design layout, the consultant will be asked to provide cost estimates for re-designing the layout and any other changes to technology infrastructure, furniture, shelving, flooring, etc. needed to make the library more effective in providing services to the community.

The Library Commission and Fairbanks Library Foundation (Foundation) are in support of this study. The Foundation has authorized a donation of $35,000 to match the use of $35,000 from the Library Special Revenue Fund.

This ordinance appropriates $70,000 from these two sources to hire a consultant to complete a space study.

I urge its adoption.
FAIRBANKS NORTH STAR BOROUGH

ORDINANCE NO. 2018-20-1q

AN ORDINANCE AMENDING THE FY 2018-19 BUDGET BY APPROPRIATING $35,000 IN FAIRBANKS LIBRARY FOUNDATION FUNDING AND $35,000 FROM THE LIBRARY SPECIAL REVENUE FUND TO THE SPECIAL REVENUE PROJECTS FUND FOR A SPACE PLAN STUDY FOR THE NOEL WIEN LIBRARY

WHEREAS, The Noel Wien Library (Library) has been serving the community in the same basic configuration for the past 20 years even though technology and community needs have evolved. The layout of the Library no longer allows for the efficient delivery of service necessary for modern libraries; and

WHEREAS, The shelving, furniture, and flooring is dated and wearing out. Electrical and technology needs have changed and need to be addressed; and

WHEREAS, Recently the Fairbanks Library Foundation paid for a strategic planning facilitator to lead library staff, representatives from the Fairbanks Library Foundation, the Library Commission, and the Friends of the North Pole Library through the development of a five year strategic plan. The results of the discussions and plan clearly indicate that the Library is in need of a library consultant to assist in the development of a new space plan for the Library; and

WHEREAS, The Library’s VISTA volunteer recently completed a community survey for which over 1,070 responses were received. These responses can be utilized by the consultant to assist in the development of a space plan for the Library; and

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
WHEREAS, The Fairbanks Library Foundation and the Library Commission support the Library Services department in obtaining a library consultant to develop a space plan which includes an analysis of needs, designing a new conceptual layout for the main library to provide more effective services, and providing cost estimates and recommendations for a future capital project. In accordance with FNSBC 4.72.020(A), the Library Commission recommends the use of $35,000 from the Library Special Revenue Fund for the study and the Fairbanks Library Foundation has authorized and will donate an additional $35,000 towards this project once all authorizations and requests for proposals (RFPs) have been approved; and

WHEREAS, The balance in the Library Special Revenue Fund is $3,470,771.68 as of November 30, 2018; and

WHEREAS, Designated donations exceeding $1,000 but not exceeding $50,000 are accepted by the mayor and are automatically appropriated per FNSBC 7.04.030(D).

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. Classification. This ordinance is not of a general and permanent nature and shall not be codified.

Section 2. Library Special Revenue Fund Appropriation. The FY 2018-19 budget is hereby amended by appropriating $35,000 to the Library Special Revenue Fund budgetary guideline entitled “Contribution to Special Revenue Projects Fund” and by increasing Contribution from Fund Balance by a like amount.
Section 3. Special Revenue Projects Fund Appropriation. The FY 2018-19 budget is hereby amended by appropriating $70,000 to the Special Revenue Projects Fund budgetary guideline entitled “Noel Wien Library Space Plan” and by increasing estimated revenue from donations by $35,000 and by increasing Contribution from the Library Special Revenue Fund by $35,000.

Section 4. Waiver of Limited Purpose of the Library Fund. To the extent the requirement imposed in Ordinance No. 2017-13, Section 4, that the funds “...be expended only for capital improvements to library facilities...” will not be met, then it is waived.

Section 5. Contingency. Appropriation of the donation from the Fairbanks Library Foundation is contingent upon receipt and the mayor’s acceptance of the funding.

Section 6. Lapse of Funds. Upon completion or abandonment of the project, any unexpended, unencumbered funds will lapse back to the Fairbanks Library Foundation and the Library Special Revenue Fund by equal amounts.

Section 7. Effective Date. This ordinance is effective at 5:00 p.m. on the first Borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019

______________________________
Matt Cooper
Presiding Officer

AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED, CAPITALIZED]
ATTEST:

April Trickey, CMC
Borough Clerk

APPROVED:

Jill S. Dolan
Borough Attorney
FAIRBANKS NORTH STAR BOROUGH
FISCAL NOTE

I. Request

Ordinance No: 2018-204Q Date Introduced: January 10, 2019
Abbreviated Title: Appropriate $35,000 from the Fairbanks Library Foundation and $35,000 from the Library Special Revenue Fund for a Space Plan Study for Noel Wien Library

II. Financial Detail

Department/Division Affected: Library Services/Administration

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>Library Special Revenue Fund FY 18/19</th>
<th>Special Revenue Projects Fund FY 18/19</th>
<th>Capital Projects Fund FY 18/19</th>
<th>Total FY 18/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Contractual Services</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution To Special Revenue Projects Fund</td>
<td>35,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>35,000</td>
<td>70,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOURCE OF FUNDING

| Contribution from Fund Balance     | 35,000                               |                                       |                                |                |
| Contribution From Library Special Revenue Fund | 35,000                               |                                       |                                |                |
| Donations                          | 35,000                               |                                       |                                |                |
| Total                              | 35,000                               | 70,000                                |                                |                |

Specify Funding Source: Fairbanks Library Foundation donation & Library Special Revenue Fund fund balance

OTHER FUNDING (PREVIOUSLY APPROPRIATED)

III. Project Purpose:

To obtain consulting services for the development of a conceptual design space plan for the Noel Wien Library

IV. Analysis of Future Liabilities and Funding Sources:

None

V. Fund Certification: I certify that funding sources are available as detailed in II above.

Debra L. R. Brady
Chief Financial Officer

12/19/18 Date
Fairbanks North Star Borough Fiscal
Impact Statement (FIS) (FNSBC 3.20.010 C.)

Originator's Name: Renee Van Nort       Department: Library Services
To Be Introduced/Sponsored By: Mayor Bryce Ward
Abbreviated Ordinance Title: Noel Wien Library Space Plan Study
Department(s)/Division(s) Affected: Library Services

Proposed Introduction Date: January 10, 2018       Ordinance No.: 2018-20-10

Does this ordinance authorize:
1) a new or expansion of services which entails additional costs beyond that approved in the current
   adopted budget? Yes No ✓*
2) a project that is capital in nature and increases operational costs of the Borough in the current or
   any future fiscal year? Yes No ✓*

<table>
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<th>Required Information/Estimates</th>
<th>FISCAL IMPACT PRO FORMA SUMMARY - BEST ESTIMATE</th>
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</thead>
<tbody>
<tr>
<td>1. Timeline inclusive of all phases</td>
<td>Remainder of Current FY</td>
</tr>
<tr>
<td></td>
<td>FY 2018 / 19</td>
</tr>
<tr>
<td></td>
<td>FY 2019 / 20</td>
</tr>
<tr>
<td></td>
<td>FY 2020 / 21</td>
</tr>
<tr>
<td></td>
<td>FY 2021 / 22</td>
</tr>
<tr>
<td></td>
<td>FY 2022 / 23</td>
</tr>
<tr>
<td>2. Number and type of new positions which may be required</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td>3. Cost of operations and maintenance</td>
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<td></td>
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<td>b. to fund future phases</td>
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<tr>
<td>c. to fund future operations and maintenance costs</td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Anticipated annual tax subsidy</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Is backup attached? Yes No

Contact Person's Name, for FIS questions: Renee Van Nort
Extension: 1025
Director(s) Signature(s): Date: 12/5/18
Mayor's Office or Assembly Member Signature: Date: 12/10/18
Chief Financial Officer Signature: Date: 12/19/18
To prepare a Fiscal Impact Statement (FIS):

Complete the top section of the FIS.
Answer the two questions, Yes or No.

* If the answer to either question on page 1 is Yes, complete the Pro Forma Summary and provide the FIS contact person's information and the Director's signature.
- To avoid uncertainty, fill in every solid box; if an answer is zero or none, enter 0 or None.
- Attach backup detail to support your estimates, as necessary.

* If the answer to both questions is No, provide the FIS contact person's information and if Administration initiated Director's signature. Continue to next block.

Ordinance from a department:

Department submits FIS to Mayor's Office for signature and for concurrence to be the ordinance sponsor.
Mayor's Office dates and signs FIS Version 1.
After Mayor's Office OK, department drafts ordinance and prepares a Finance Checklist for the appropriating ordinance.
Department submits an FIS Version 1 signed by the Mayor's Office, to Finance along with the draft ordinance and Finance Checklist for the appropriating ordinance.

Ordinance from the Mayor:

Mayor's Office works with affected department(s) to prepare the FIS.
Mayor's Office dates and signs FIS Version 1.
If the Law department will be drafting the ordinance, the Mayor's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.
- Law drafts the ordinance.
- Law requests department(s) to revise FIS if needed, to match the ordinance.
- Mayor's Office concurs with, and dates and signs the new FIS version.
Otherwise, the Mayor's Office drafts the ordinance and prepares a Finance Checklist for the appropriating ordinance. Mayor's Office submits latest FIS version to Finance along with the draft ordinance and Finance Checklist.

Ordinance from an Assembly Member:

If Assembly Member/Clerk's Office/Law requires assistance in preparing the FIS, a request shall be submitted to the Mayor's Office for scheduling/coordination with affected department(s) to assist in preparing the FIS.
Department(s) work with Assembly Member/Clerk's Office/Law to prepare the FIS.
Assembly Member/Clerk's Office dates and signs FIS Version 1.
If the Law department will be drafting the ordinance, the Assembly Member/Clerk's Office will submit the signed FIS Version 1 to Law along with the request for Law to draft the ordinance.
- Law drafts the ordinance.
- Law requests department(s) to revise FIS if needed, to match the ordinance.
- Assembly Member/Clerk's Office concurs with, and dates and signs the new FIS version.
Otherwise, the Assembly Member drafts the ordinance.
Assembly Member/Clerk's Office/Law submits latest FIS version to Finance along with the draft ordinance.

Chief Financial Officer (CFO) reviews FIS:

CFO reviews FIS version submitted to Finance with ordinance.
CFO consults with affected department(s) and/or ordinance sponsor, and requests FIS revisions if needed.
CFO dates and signs FIS and routes it to Law, along with the draft ordinance and Finance Checklist, if any.
MEMORANDUM

TO:        Fairbanks North Star Borough Assembly

THROUGH:   Bryce Ward, FNSB Mayor

FROM:      Library Commission
           Rex Nutter, Chair

DATE:      December 3, 2018

SUBJECT:   Advisement and Recommendation use up to $35,000 of Library Fund for Noel Wien Library Space Plan

At the Library Commission meeting on November 21, 2018, the Library Commission approved utilizing up to $35,000 of the Library Fund funds to match the $35,000 the Fairbanks Library Foundation committed and authorized to spend towards a Space Plan Study for Noel Wien Library.

The Library Commission duties include advising the mayor on the use of the Library Fund. Per Ordinance 2017-13 the Library Fund funds may be expended for capital improvements to library facilities. The utilization of library consultants to develop a conceptual layout and cost estimates to update the Noel Wien Library layout to provide more efficient delivery of service in a modern library setting is critical. This is the first step needed before any additional capital expenditures are considered.

The commitment and approval for the project from both the Fairbanks Library Foundation and the Library Commission reflect the importance of this project to the community.
To the Fairbanks North Star Borough:

At the Fairbanks Library Foundation’s November board meeting on November 13, 2018, the Board of Directors approved joining with the FNSB Library Commission to each provide $35,000.00 (for a total of $70,000.00) to go towards a Space Study of Noel Wien Library.

It is our understanding that any monies not spent for this purpose would be returned equally (split 50/50) to the Fairbanks Library Foundation and the FNSB Library Commission.

Please consider this a Letter of Authorization for the Fairbanks North Star Borough to collect $35,000.00 from the Fairbanks Library Foundation once all other authorizations, RFPs. etc. have been advanced and approved.

Thank you for your attention to this matter.

Sincerely,

Marie Angaiak  
Co-President  
Fairbanks Library Foundation

Mary Matthews  
Co-President  
Fairbanks Library Foundation
Dear Library Commission Members,

I have worked at FNSB Libraries for three years. I have held the positions of Casual Librarian, Reference Librarian, Digital Literacy Librarian, Automated Services Manager and now Director, and have therefore experienced this organization through many lenses. During my time here it has been clear how organically special and beloved our Libraries are to residents of this Borough. Library staff is dedicated, professional, and hardworking – they are a big reason for the public’s unwavering support for the Libraries. But deficits in our technology, programming and infrastructure became quickly evident, and so we set out to thoughtfully update various aspects of the operation in order to improve service delivery.

We created a new website, which we now consider our 4th branch, with over 9000 users a month – more than North Pole Branch. We upgraded our catalog to Enterprise, which allowed for library users to search for digital and physical materials simultaneously. Most recently, we joined the Alaska Library Catalog – increasing access to materials for our patrons from 300,000 to over 3 million items. Popular resources like Niche Academy, Hoopla and now Lynda.com have been added to our offerings, as well as lending iPads to patrons. Soon we will have a new reader’s advisory tool as well. All these improvements were made in a climate of reduction of staff, reduction of hours and the removal of on-site tech help, which make them even more remarkable.

The Library Foundation has recently made it possible for us to begin planning for the future of the Libraries. By providing us a Strategic Plan, they have helped us to focus on what we should accomplish next, and specifically, how we can adjust our offerings and physical layout to provide better service to the public. The Strategic plan allowed community and staff to come together and define what we want our Libraries to be and what our priorities will be.

What is needed and what the community would like us to provide will be better understood by analyzing data from the Strategic Plan and extensive Community Survey. Information gained from them will paint a fairly clear picture of what our near future should look like. Both of those tools are nearing completion, and so I am now turning my focus towards improvements needed for the physical infrastructure of Noel Wien Library.

It is unrealistic to think that we will be getting a new facility any time soon. Although the general condition of the building is sound, it is 40 years old. The last public area updates were made in the mid-1990s – more than 20 years ago. Undoubtedly the layout of our library no longer allows for the efficient delivery of service necessary for modern libraries. Our shelving is older, carpet worn, wiring and technology dated, and furniture is wearing out. Technology needs have completely changed in the last 20 years. It is time that we assess and modernize for the future.

The only next step in this Noel Wien Library improvement process is to hire a professional library space planner who can help us plan the best way forward. They will advise us on how to update and
redesign areas in the library according to current user needs. The planner will take into account our new Strategic Plan, along with data from our Community Survey, to redesign the space. When the Space Plan is complete we will be able to commence a special project to improve our infrastructure and therefore delivery of service.

In organizing for these next exciting steps we cannot move forward without funding for that initial one – the Space Study. I am hoping that this project can begin with a whole-community endorsement in the form of shared funding between The Library Foundation, and the Library Fund. Last week The Library Foundation agreed to provide up to half of the cost of this endeavor – up to $35,000.

I am now asking that the Library Commission endorse the use of monies from the Library Fund to make up the other half needed for the Space Study. I am requesting that your body agree that up to $35,000 from the Library Fund be made available for this purpose.

Library Fund Ordinance 2017-13 states that monies can only be used for capital expenditures. I believe this study, without which a capital project cannot happen, should rightfully be considered the first step, and therefore part of, a capital project to modernize and improve Noel Wien Library.

All of us have the same goal in mind – that of creating and maintaining the absolute best library system we can for our community. I, representing staff, the Commission, representing the people, and The Library Foundation, representing community support, together can move this project forward and reward our patrons with a modern, energizing and safe environment for all to gather and share ideas.

Our best estimate is that this space plan could cost $50,000-$70,000, but not to exceed the higher limit. If the bids come in under that amount, any unused funds will be returned in equal shares to The Library Foundation and the Special Library Fund. FNSB Public Works has advised us on the creation of our RFP for this project and shared past experiences with us. We reached out to FNSB General Services and FNSB Finance Departments for advice as well. We also researched what other libraries have done in this circumstance. When we achieve funding for this space plan we will be able to move ahead with ordinances to the Assembly and the rest of the process to start this exciting project.

I am asking for approval from the Library Commission to fund one half of the cost of a Space Study – up to 35,000. Your support, along with that of The Library Foundation, will symbolically demonstrate that, together, we all want to move towards a positive future for Noel Wien Library. Once we know the scope of what needs to be done, we can all think about the next steps. What I do know is that by all working together we will achieve more than individually. Thank you for all the work you do for our community and our libraries. I sincerely appreciate your consideration of this request.

Thank you,

Melissa Harter, Director
Melissa Harter, Director  
FNSB Public Libraries  
1215 Cowles Street  
Fairbanks, AK 99701  
November 8, 2018

The Library Foundation  
PO Box 72363  
Fairbanks, AK 99707

Dear Members,

I have worked at FNSB Libraries for three years. In that time I have held the positions of Casual Librarian, Reference Librarian, Digital Literacy Librarian, Automated Services Manager and now Director, and have therefore experienced this organization from many lenses. Throughout my time here it has been clear how organically special and beloved our Libraries are to residents of this Borough. Library staff is dedicated, professional, and hardworking – they are a big reason for the public’s unwavering support for the Libraries. But deficits in our technology, programming and infrastructure became quickly evident, and so we set out to thoughtfully update various aspects of the operation in order to improve service delivery.

We created a new website, which we now consider our 4th branch, with over 9000 users a month – more than North Pole Branch. We upgraded our catalog to Enterprise, which allowed for library users to search for digital and physical materials simultaneously. Most recently, we joined the Alaska Library Catalog – increasing access to materials for our patrons from 300,000 to over 3 million items. Popular resources like Niche Academy, Hoopla and now Lynda.com have been added to our offerings, as well as lending iPads to patrons. Soon we will have a new reader’s advisory tool as well. All these improvements were made in a climate of reduction of staff, reduction of hours and the removal of on-site tech help, which make them even more remarkable.

The Library Foundation has been a dedicated partner throughout these changes and challenges faced by the Libraries these last three years. You enabled us to begin offering coding and job skills classes with your gift of a mobile digital classroom. Shortly we will be able to engage teens more fully in the Libraries with further technology provided us by The Library Foundation. Without your support we would not have been able to initiate and begin to grow our program offerings. Now we are hard at work on an annual plan of programming that we hope our public will begin to count on.

More recently, The Library Foundation made it possible for us to begin planning for the future of the Libraries. By providing us a Strategic Plan, you have allowed us to focus on what we should accomplish next, and specifically, how we can adjust our offerings and physical layout to provide better service to the public. The Strategic plan allowed community and staff to come together and define what we want our Libraries to be and what our priorities should be.
With your help, and all the good work that is being done by talented staff on increasing programming, I am turning my focus towards improvements needed for the physical infrastructure of Noel Wien Library. It is unrealistic to think that we will be getting a new facility any time soon.

Although the general condition of the building is sound, it is 40 years old. The last updates were made in the mid-1990s – more than 20 years ago. Undoubtedly the layout of our library no longer allows for the efficient delivery of the service necessary for modern libraries. Our shelving is older, carpet worn, wiring and technology dated, and furniture is wearing out every day. Technology needs have completely changed in the last 20 years. We simply are in need of improvement.

The only next step is to update the physical layout and content of our library. To do this we need a professional library space planner to come and help us plan the best way to update and redesign the areas in the library according to current user needs. The planner will take into account our new strategic plan, along with data from our community-wide survey, to redesign the space. With that plan we will be able to commence a special project to improve our infrastructure and therefore delivery of service.

In planning for these next exciting steps we cannot move forward without funding for that initial one – the space study. I am hoping that this project can begin with a whole-community endorsement in the form of shared funding between The Library Foundation, and the Special Library Fund as advised by the Library Commission. All of us have the same goal in mind – that of creating and maintaining the absolute best library system we can for our community. I, representing staff, the Commission, representing the people, and The Library Foundation, representing community support, together can move this project forward and reward our patrons with a modern, energizing and safe environment for all to gather and share ideas.

Our best estimate is that this space plan could cost $50,000-$75,000, but not to exceed the higher limit. FNSB Public Works has been advising us on the creation of our RFP for this project and has shared their past experiences with us. We have reached out to FNSB General Services and FNSB Finance Departments for advice as well. We have also researched what other libraries have done in this circumstance. When we achieve funding for this space plan we will be able to move ahead with ordinances to the Assembly and the rest of the process to start this exciting project.

I am asking for the support of The Library Foundation to fund one half of the cost of a space study. Please keep in mind that the cost estimate is just that, but it is generally felt that if The Library Foundation shares the cost with the Special Library Fund – each contributing $37,500, that we should be able to complete this phase of the project. Your support, along with that of the Library Commission, will symbolically demonstrate that, together, we all want to move towards a positive future for Noel Wien Library. Once we know the scope of what needs to be done, we can all think about the next steps. What I do know is that by all working together we will achieve more than individually. I am forever grateful for the continued support of The Library Foundation and I appreciate your consideration of my request.

Thank you,

Melissa Harter, Director