



## CITY OF WASILLA

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COUNCIL MEMORANDUM NO. 91-63

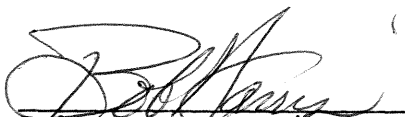
FROM: Deputy Administrator

DATE: August 22, 1991

RE: Engineering Services

The purpose of this memorandum is to inform Council of the administration's policy regarding engineering services in view of the situation that we do not have a designated "City engineer".

- (a) In those cases where Gilfilian Engineering has performed the preliminary design and background work, continue those projects with that firm. Current projects include Southside water tank site selection and airport access road right-of-way and preliminary design.
- (b) On those projects where engineering contract costs are expected to exceed the Mayor's contracting limitation of \$10,000, proposals for award will be presented to Council. Current projects in this category are the Lakeshore Avenue project (Alaska Rim Engineering) and sewer treatment expansion (Gilfilian)
- (c) For projects for which the engineering work will be less than \$10,000, the work will be awarded to any local engineering firm we are confident can perform the work. Insofar as reasonable this type of work will be spread among qualified and available local engineers. An example of this type of project is the Lake Lucille weir repair (Erdman Engineering).
- (d) Engineers performing project work for the City who attend City Council meetings as part of the project requirement will expect to get paid according to the rates on their fee schedule or other contract provisions.

  
Robert E. Harris  
Deputy Administrator

CITY ENGINEER DUTIES - JCS 8/21/91 *JCS*

Current Tasks	Department				
	Buildings	Roads	Water	Sewer	Storm
Policy Advice to Council and Administration	X	X	X	X	X
Develop and Update Standards and Specifications		X	X	X	X
New Project Reconnaissance	X	X	X	X	X
Project Design		X	X	X	X
Project Administration	X	X	X	X	X
Project Inspection	X	X	X	X	X
Grant Writing	X			X	X
Long-Range Planning	X		X	X	X
Capital Improvement Program	X	X	X	X	X
Operation Assistance			X	X	
Computer Modeling			X		
Contract With Outside Consultants	X				X

CITY ENGINEER QUALIFICATIONS - JCS 8/21/91

JCS

Individual or firm?

Professional engineer?

Licensed by State?

Education:

BS/MS/Ph.D - Civil Engineering  
Continuing education

Experience

Years municipal experience  
Road design and operation and maintenance  
Water design and operation and maintenance  
S.T.E.P. sewer design and operation and maintenance  
Storm water design and operation and maintenance

Professional Affiliations

ASCE  
APWA  
AWWA  
etc.

Accessibility

Lives in Valley  
Office in Valley

CITY ENGINEER - CONTRACT vs. STAFF - JCS 8/21/91

*fw*

	Contract	Staff
Accessibility	Phone/Fax/ Appointment	On-Call
Records Location	Remote	City Hall
Required Support		
Secretarial	Provided & Charged	City Staff
Drafting/Technical Assistance	Provided & Charged	Yes, Could Contract
Office Space	Provided & Charged	City Hall
Equipment	Provided & Charged	City Owned
Vehicle	Provided & Charged	City Owned or Pay Mileage
Other Clients	Yes	No
Professional Team Support	Yes, Within Organization	From Other Organizations
Fees	Hourly Rates	On Salary