



Engineering and Public Works Department  
155 Heritage Way  
Juneau, Alaska 99801  
Telephone: 586-0800 Facsimile: 586-4565

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DATE: April 21<sup>st</sup>, 2025

TO: Alicia Hughes-Skandijs, Chair  
Public Works and Facilities Committee

THROUGH: Denise Koch, Engineering and Public Works Director

FROM: Dianna Robinson, Environmental Project Specialist

SUBJECT: Funds Transfer to Zero Waste Program CIP (D12-103) and Closure of RecycleWorks Consolidated Facility CIP (D77-001)

The RecycleWorks Consolidated Facility CIP (D77-001) was created in 2019 to partially fund the construction of CBJ's Household Hazardous Waste facility building.

Work is complete on this project, and Finance needs to capitalize the asset for financial statement purposes. The CIP currently has \$219,806.59 remaining in it.

As the Zero Waste CIP is used for solid waste disposal and diversion planning, and 2025 Assembly Goal 5.A states, "Implement a zero waste or waste reduction plan, including development of the zero-waste subdivision," staff is requesting the transfer of these funds to the Zero Waste CIP, D12-103, which has a remaining balance of \$201,643.02, for use in our ongoing solid waste planning and zero waste projects.

**Action Requested**

Staff requests the transfer of the remaining balance of \$219,806.59 from CIP D77-001 (RecycleWorks Consolidated Facility) to CIP D12-103 (Zero Waste Program). We ask that this transfer be forwarded to the full Assembly for approval.