



## **Special Reports**

### **1. Department Quarterly Reports - Public & Government Relations** *(written report only)*

# QUARTERLY REPORT

August 12, 2025 Assembly Meeting  
May 2025 - July 2025

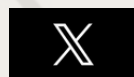
**Melissa Lunas**  
**Public and Government Relations Director**

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☎ 907-747-1824

📍 100 Lincoln Street



*To provide public services for Sitka that support a livable community for all*

**SERVICE | INTEGRITY | TEAMWORK | KINDNESS | ACCOUNTABILITY**

# FY2026 CDS and CPF Requests

## Strategic Plan Goal 1 & 4

### **Project Status Updates**

- The WW Effluent Disinfection Treatment system for \$10M through Sen. Murkowski's office passed Full Appropriations Committee
- The underground transmission lines for \$1M was submitted by Sen. Murkowski to the Senate Appropriations Committee
- The Marine Haul Out project submitted through Rep. Begich's office did not make it into the final THUD bill.

### **Future Milestones**

- WW Effluent Disinfection Treatment system project will go to the Senate in September
- Underground transmission lines project text for that bill not yet released

### **Project Cost / Budget Information:**

- Project costs range from \$75,000 to \$24M

### **Background**

Also known as "earmarks", the Senate accepts requests which allow members of Congress to request that federal funds be set aside for specific projects in their states.

Projects identified are the Marine Haul Out, Eliason Harbor Electrical and Float Repairs, Thimbleberry Bypass, Police Department and Jail Feasibility Study, Wastewater Effluent Disinfection Treatment System

## CAP SIS Submittal

### Strategic Plan Goal 1 & 4

### **Project Status Updates**

- Projects were submitted

### **Future Milestones**

- Awaiting word on potential funding

### **Project Cost / Budget Information:**

- Project costs range from \$75,000 to \$24M

### **Background**

CAP SIS is the legislative Capital Project Submission and Information System. This interface is another way to communicate capital project priorities for consideration by the legislature.

Projects identified are the Marine Haul Out, Eliason Harbor Electrical and Float Repairs, Thimbleberry Bypass, Police Department and Jail Feasibility Study, Wastewater Effluent Disinfection Treatment System, and other community projects.



*Assembly Citation for USCG Day*

# Strategic Plan Communications and Engagement

## Strategic Plan Goal 2

### Project Status Updates

- June 30 quarterly newsletter distributed
- Although this contract is completed, work will continue for the P&GR Director

### Future Milestones

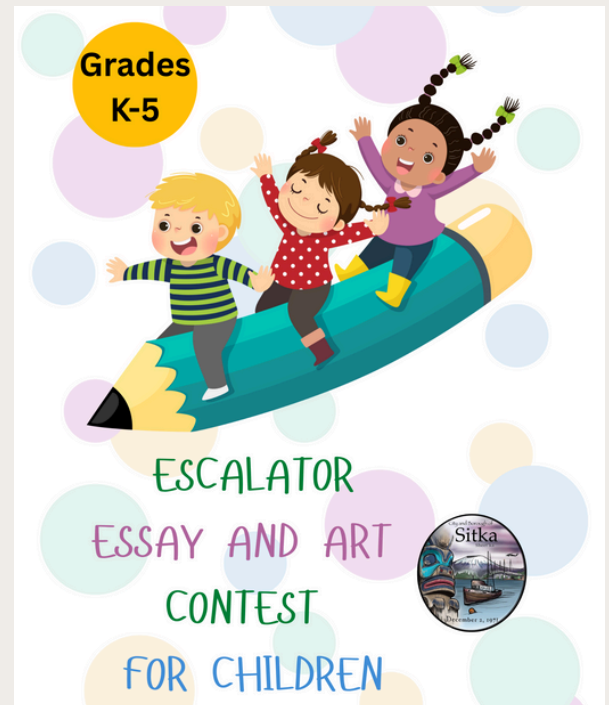
- Continued social media content
- Quarterly newsletter, September 30

### Project Cost / Budget Information:

- Original contract amount FY25 \$25,965
- Completed project came in under budget at \$17,705.83

### Background

Strategic Plan communication and engagement for social media and other communication channels including a quarterly newsletter. Goals include storytelling to inform / educate the community and visitors; share/celebrate community wins.



*July 2025 social media post*

## Website Redesign

### Strategic Plan Goal 2

### Project Status Updates

- Content rationalization in progress through IT
- 2 training sessions took place with content managers

### Future Milestones

- IT will complete content rationalization
- Follow up with content managers
- Determination of use of OpenForms for digitized forms compared to SmartGov

### Project Cost / Budget Information:

- \$13,295 IT budget

### Background

An agreement with Granicus to modernize CBS website including a new homepage design, content rationalization, accessibility improvements, and content migration services. It also offers workflow tools to modernize digital forms. Additional training, security features, and ongoing software support are included for a smooth and sustainable rollout.



# City Wide Communications Plan

## Strategic Plan Goal 2

### **Project Status Updates**

- Contract has been fully executed, and all necessary paperwork is complete
- A cross-departmental project team has been assembled to support the planning process, ensuring representation and coordination across key areas of the organization

### **Future Milestones**

- Coordinate and participate in stakeholder interview to help identify communication strengths and challenges
- Support a comprehensive audit of current communication tools, platforms, and past engagement data
- Assist in distributing and promoting a community survey to gather input on communication preferences, barriers, and expectations from residents

### **Project Cost / Budget Information:**

- \$46,285 / work to be completed by June 30, 2026

### **Background**

Develop a Strategic Communications plan that will strengthen how the organization communicates with the public and across departments. The project includes assessing current communication tools, gathering input from staff and the community, and outlining a clear, coordinated approach to messaging, engagement, and internal communication. The final plan will provide practical tools, strategies, and timelines to support more effective and consistent communication

## Administrative Policies

### Strategic Plan Goal 2 and 5

### **Project Status Updates**

- Social Media Policy update completed 6/4/2025
- ADA policy ordinance and procedures drafted

### **Future Milestones**

- Assembly approval

### **Project Cost / Budget Information:**

- N/A

### **Background**

Update to the external ADA policy from 1996 that established uniform procedures and standards for Title II.



*Crescent Harbor Restroom Ribbon Cutting  
Photo by James Poulson*

# Project Milestone Events

## Strategic Plan Goal 2 & 5

### Project Status Updates

- Airport Escalator Ribbon Cutting & Terminal Addition Open House August 16 at 3:00pm
- Haul Out Ribbon Cutting date TBD

### Future Milestones

- Event planning and coordination, community engagement, public communications, event/program development, logistics

### Project Cost / Budget Information:

- Estimated less than \$1,000 for all

### Background

Publicly recognize the investment of taxpayer dollars and grant funding, celebrate progress on infrastructure improvements, and acknowledge the work of our staff and partners.

## Internal Communications

### Strategic Plan Goal 5

### Project Status Updates

- Continuous Internal Portal News
- Monthly All Hands on Deck (AHOD)

### Future Milestones

- Work will be ongoing

### Project Cost / Budget Information:

- No additional cost is anticipated for staff-led implementation

### Background

A professional services contract was entered into with a consultant to engage in the development of the Sitka Culture Project. This included internal communications and cultivating employee engagement. CBS transitioned this project inhouse.



*Invitation to the Terminal Addition Open House  
and Escalator Ribbon Cutting, Aug. 16*



# Expense Budget Performance Report

Fiscal Year to Date 08/06/25

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>100 - General Fund</b>										
Division <b>500 - Administrative</b>										
Department <b>001 - Administrator &amp; Assembly</b>										
EXPENSE										
<b>5110</b>										
5110.001	Regular Salaries/Wages	354,389.72	.00	354,389.72	.00	.00	1,561.61	352,828.11	0	223,171.72
5110.002	Holidays	.00	.00	.00	.00	.00	1,172.96	(1,172.96)	+++	12,260.04
5110.003	Sick Leave	.00	.00	.00	.00	.00	.00	.00	+++	700.60
5110.004	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	44.63
5110.010	Temp Wages	119,030.20	.00	119,030.20	.00	.00	.00	119,030.20	0	56,787.50
<b>5110 - Totals</b>		<b>\$473,419.92</b>	<b>\$0.00</b>	<b>\$473,419.92</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,734.57</b>	<b>\$470,685.35</b>	<b>1%</b>	<b>\$292,964.49</b>
<b>5120</b>										
5120.001	Annual Leave	21,759.33	.00	21,759.33	.00	.00	1,961.52	19,797.81	9	24,942.60
5120.002	SBS	30,354.71	.00	30,354.71	.00	.00	340.48	30,014.23	1	19,403.02
5120.003	Medicare	7,180.14	.00	7,180.14	.00	.00	80.54	7,099.60	1	4,619.17
5120.004	PERS	77,965.92	.00	77,965.92	.00	.00	1,033.14	76,932.78	1	57,364.46
5120.005	Health Insurance	46,273.32	.00	46,273.32	.00	.00	.00	46,273.32	0	32,079.31
5120.006	Life Insurance	34.08	.00	34.08	.00	.00	.00	34.08	0	24.06
5120.007	Workmen's Compensation	2,428.02	.00	2,428.02	.00	.00	38.69	2,389.33	2	847.80
5120.011	PERS on Behalf	6,782.00	.00	6,782.00	.00	.00	.00	6,782.00	0	3,473.00
<b>5120 - Totals</b>		<b>\$192,777.52</b>	<b>\$0.00</b>	<b>\$192,777.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,454.37</b>	<b>\$189,323.15</b>	<b>2%</b>	<b>\$142,753.42</b>
<b>5201</b>										
5201.000	Training and Travel	89,503.00	.00	89,503.00	3,564.09	.00	3,564.09	85,938.91	4	46,323.82
<b>5201 - Totals</b>		<b>\$89,503.00</b>	<b>\$0.00</b>	<b>\$89,503.00</b>	<b>\$3,564.09</b>	<b>\$0.00</b>	<b>\$3,564.09</b>	<b>\$85,938.91</b>	<b>4%</b>	<b>\$46,323.82</b>
<b>5204</b>										
5204.001	Cell Phone Stipend	600.00	.00	600.00	.00	.00	.00	600.00	0	312.50
<b>5204 - Totals</b>		<b>\$600.00</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$600.00</b>	<b>0%</b>	<b>\$312.50</b>
<b>5206</b>										
5206.000	Supplies	9,500.00	.00	9,500.00	.00	.00	.00	9,500.00	0	3,979.31
<b>5206 - Totals</b>		<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,500.00</b>	<b>0%</b>	<b>\$3,979.31</b>
<b>5211</b>										
5211.000	IT Fees	67,428.00	.00	67,428.00	.00	.00	.00	67,428.00	0	64,412.04
<b>5211 - Totals</b>		<b>\$67,428.00</b>	<b>\$0.00</b>	<b>\$67,428.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,428.00</b>	<b>0%</b>	<b>\$64,412.04</b>
<b>5212</b>										
5212.000	Contracted Services	237,320.00	.00	237,320.00	.00	159,000.00	.00	78,320.00	67	188,143.29
<b>5212 - Totals</b>		<b>\$237,320.00</b>	<b>\$0.00</b>	<b>\$237,320.00</b>	<b>\$0.00</b>	<b>\$159,000.00</b>	<b>\$0.00</b>	<b>\$78,320.00</b>	<b>67%</b>	<b>\$188,143.29</b>
<b>5222</b>										
5222.000	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	18.99
<b>5222 - Totals</b>		<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>0%</b>	<b>\$18.99</b>
<b>5224</b>										
5224.000	Dues and Publications	23,443.00	.00	23,443.00	14,179.73	.00	14,379.73	9,063.27	61	22,870.69



## Include Rollup Account and Rollup to Account

Run by Melissa Wileman on 08/06/2025 09:58:49 AM





June 30, 2025

## **City Administrator Update**

We are looking forward to the SIT Rocky Gutierrez Airport Terminal Addition Open House and Escalator Ribbon Cutting event on Saturday, August 16. We will have more information to share leading up to the event!

As always, our goal is to help Sitka thrive while balancing the opportunities that tourism brings with the everyday life of our residents. We are working hard to support both, and we encourage everyone to stay connected and informed.

### **Grand Opening - Crescent Harbor Restrooms**

Last week we celebrated the grand opening of the brand new Crescent Harbor Restrooms with an official ribbon cutting, featuring none other than a roll of toilet paper to mark the occasion.

Public Works and Administration staff, McG Constructors, Mayor Eisenbeisz, and Assembly Members joined in the flush activities. There will be a few more finishing

touches, but the new facility brings improved access and updated amenities to a busy stretch of Sitka's waterfront.

Thank you to everyone who helped bring this project to life for visitors and residents, and to James Poulson for this awesome photo!



### Spring Clean-Up 2025 Stats

In case you missed it: CBS crews and plenty of Sitkans, did some major Spring cleaning over the past couple months.

Check out these incredible stats. BIG thanks to all who supported this effort!

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Visit [www.CityofSitka.com](http://www.CityofSitka.com) for the latest updates on events, city projects, and opportunities to get involved. There's plenty of summer fun ahead and I look forward to seeing you all around and about town!

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- **559,210** pounds collected at the Transfer Station (with CBS covering more than 16¢ per pound to help residents)
  - Over **315,000** pounds of scrap metal processed
  - **94** small vehicles recycled
  - **27** refrigerators/freezers, saving residents \$700
  - **100,000+** pounds of "white goods" recycled, saving Sitkans nearly **\$9,000**
  - Free hazardous waste collection served **200+ households**, safely disposing of paint, fuel, oil, antifreeze & more

# Parks & Recreation Updates: Shaping Up for Summer!

## Blatchley Pool Makeover Underway

A major renovation of the Blatchley Pool has been in the works. Crews worked hard on long-overdue maintenance that will keep this community favorite in great shape for years to come. We are THRILLED to share; the pool is open TODAY!

If you're curious about the project details and want to connect with someone, email [Recreation@CityofSitka.org](mailto:Recreation@CityofSitka.org).



## Summer Camp in Sitka

Get ready for six weeks of summer fun! We started June 9, and plan to host 30 kids each week for a classic camp experience! Think field days, arts and crafts, volcanoes, slime (yes, all the SLIME), STEAM activities, and exciting field trips to local favorites like the Sitka Sound Science Center, Alaska State Parks, and Fortress of the Bear. Want to learn more? Email [Elle.Campbell](mailto:Elle.Campbell).



## Coming in July: Renewable Energy Camp

We're teaming up with REAP (Renewable Energy Alaska Project) and Bri Gabel, CBS's Sustainability Coordinator, to host a one-week Renewable Energy Camp for 4th and 5th graders this July.

Campers will tour Sitka's hydropower substation and dive into hands-on projects to learn where our electricity comes from. Check out these photos from last year's solar and wind powered tiny home builds in this edition. Email [Elle Campbell](mailto:Elle.Campbell) to get signed up today! Photo credit to Ryan Morse for those great shots.

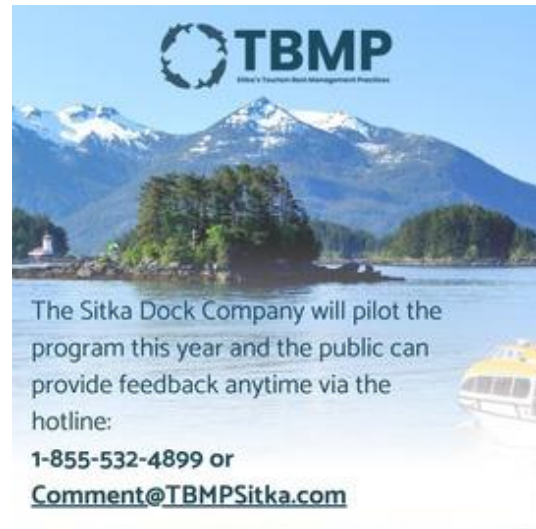


# Let's Talk Tourism

## Tourism Updates: Lincoln Street, Restrooms & More

Tourism is on everyone's mind this summer. After much discussion, Lincoln Street will remain open through the end of this month to monitor traffic and pedestrian flow, and the CBS Assembly will have further discussions on July 8. Additionally, a section of Maksoutoff Street (between Lincoln Street and the Wells Fargo driveway) will be closed through September to allow for temporary restroom facilities.

**Managing Tourism:** The Tourism Best Management Practices (TBMP) program launched its 2025 guidelines this spring. This voluntary effort encourages tourism businesses to align with community goals while delivering a great visitor experience.



## Special Election Results

For the first time in 21 years, Sitka held a Special Election on May 29, with voters turning out in record numbers to weigh in on the ballot measure related to cruise limits. The results? Ultimately, Sitkan voters rejected the cruise limits.

Please know, moving forward, CBS remains committed to supporting both residents and local businesses so they can thrive during tourism season through programs and partnerships like the Tourism Best Management Practices and the continued



recruitment of a dedicated CBS Tourism Manager to help guide and support this important work!

### **Help Wanted: Pedestrian Safety Attendant**

CBS is still seeking seasonal pedestrian safety attendants to help manage foot traffic at the entry and exit of Harrigan Centennial Hall. If you or someone you know would like a fun (and important!) summer job with competitive pay, visit [www.CityofSitka.com](http://www.CityofSitka.com) to apply.

## **Sitka Happenings**



### **Marine Haul Out: First Boat Hits the Lift**

**BIG NEWS:** The first boat, F/V *I Gotta*, was successfully hauled out for training at Sitka's new Marine Haul Out this spring! The operator contract is being finalized, and the facility is expected to open for public use later this summer. Keep an eye out for announcements about the upcoming ribbon-cutting event.

CBS has also applied for **\$5.77M in federal funding** to help support further uplands development at the site and is actively exploring more opportunities to build out this critical waterfront resource for Sitkans and visitors in the marine trades.

## Coming Soon: Airport Escalator Ribbon Cutting + Contest

Sitka's brand-new airport terminal addition is nearly ready and the community's very first airport escalator will soon be moving people up and down! Although there are several phases of this project left to complete, we want to celebrate this special milestone. A Ribbon Cutting & Terminal Open House is planned for August 16. Stay tuned via our website or social media for more details as we get closer!

For the fun part: Kids (k-5) in Sitka are invited to help mark the occasion by entering the Airport Escalator Essay & Art Contest!

Students can write a short story, draw a picture, or both, on one of these fun topics:

- Why I want to ride the airport escalator first
- How the airport helps our community
- My dream trip

Contest winners will be among the very first to ride the new escalator during the ribbon cutting event!

Entries are due by July 31, 2025. Submissions can be dropped off at: City Hall, 100 Lincoln Street, Sitka, AK 99835, OR emailed to [Melissa.Wileman@CityofSitka.org](mailto:Melissa.Wileman@CityofSitka.org). For more information and a template for the contest, visit: [www.cityofsitka.com/news/post/21326/](http://www.cityofsitka.com/news/post/21326/).



**Help Shape Sitka's Energy Future — In Just 5 Minutes!**

The Sitka Community Renewable Energy Strategy (SCRES) team wants to hear from you, and it only takes 5 minutes to complete the [Energy Action Survey](#). You can also share your feedback via our interactive EnergyQuest boardgame too! Learn more about SCRES and explore Sitka's renewable energy goals at:

[www.CityofSitka.com/SCRES](http://www.CityofSitka.com/SCRES)



### **Mark Your Calendar for Municipal Election Candidate Filing**

Candidate filing for Sitka's October 7 Municipal Election will be opening soon!

The City and Borough of Sitka will hold its next regular municipal election on Tuesday, October 7, 2025. The following seats will be on the ballot:

- Two Assembly Member seats (3-year terms)
- Two School Board Member seats (one 3-year term and one 2-year term)

Candidate filing opens Monday, July 21 at 8:00 a.m. Candidate packets will be available at that time. The deadline to file is Friday, August 8 at 5:00 p.m.

Qualifications:

- Assembly candidates must be qualified voters who have resided continuously in the municipality for 12 months immediately prior to the election.
- School Board candidates must be qualified voters in the municipality for at least 30 days immediately prior to the election.
- For more information, contact the Municipal Clerk's Office at 907-747-1826 OR 907-747-1811.

### **Sitka Community Garden in Bloom**

On May 17, about 25 community members gathered to celebrate the groundbreaking of Sitka's new Community Garden-- a big step forward in



addressing CBS Strategic Plan Goal 1.5: “Continue to facilitate community partners to address the challenges of food security.”

Located on City-owned land leased through a public RFP process, the site is being designed with a bear-resistant fence, solar power, and both walk-in and drive-in gates to keep deer and bears at bay. Plots will be assigned this winter and will operate as a cooperative model, with shared rules, work hours, and the option for gardeners to build either raised or mounded beds.

Questions? Contact: [SitkaCommunityGardens@gmail.com](mailto:SitkaCommunityGardens@gmail.com)



## CBS Strategic Plan

All of these exciting projects and programs from recreation programs, energy initiatives, to tourism management and public improvements, are guided by the CBS Strategic Plan. A plan that was shaped by YOU, the Sitka community in 2022. Our strategic plan acts as a compass and it helps our organization stay focused on

a set of shared goals, rooted in community priorities and informed by current trends. At CBS, we truly eat, sleep, and breathe the vision our community created. And as we move through year three of this plan, we remain committed to carrying that vision forward and helping Sitka thrive. You can explore the full plan anytime at [www.CityofSitka.com](http://www.CityofSitka.com).



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