

QUARTERLY REPORT

November 7, 2023
August to October 2023

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📍 100 Lincoln Street



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

PEOPLE | INNOVATION | INTEGRITY | SUSTAINABLE | SERVICE

2023 ANNUNAL REPORT TO THE COMMUNITY

GENERAL
New Template

SCHEDULE
Presentation in January

BUDGET
N/A

Project Status Updates

- New structure for the report

Future Milestones:

- Create template
- Ask Departments for contributions

Background: Strategic Plan goal #2

The annual report is a comprehensive document and presentation to provide the community with a transparent and detailed overview of the city's financial performance, achievements, and key activities over the past year. This year it will focus on progress made toward the strategic plan goals and aims to foster greater engagement, accountability, and communication between local government and the Sitka community.

FY 2025 LEGISLATIVE PRIORITIES

GENERAL
Reviewing FY 2024 priorities

SCHEDULE
Assembly approval 1/23

BUDGET
Approval in the FY25
needed

Project Status Updates

- Formatting/structure

Future Milestones:

- Identify needs, review FY 2024 priorities, prioritization with Department Head input
- Assembly approval at the 1/23 meeting

Background: Strategic Plan goal #1 & 4

Legislative Priorities guide efforts in working with our state and national legislatures to advocate for and shape laws and regulations that will directly affect our local community.



Outgoing Assembly Member Duncan



Sister City student, staff, teacher visit 10/16/23

PIDP GRANT APPLICATION

GENERAL
Application not successful

SCHEDULE
Award notice delayed

BUDGET
\$1,177,850 match
committed

Project Status Updates

- **NOT AWARDED - Notified 11/3/2023**

Future Milestones:

- Request a debrief with DOT and CBS Team

Background: Strategic Plan goal #4.1; FY2024 Legislative Priority; Sitka Harbor System Master Plan

The Port Infrastructure Development Program (PIDP) is a discretionary grant program administered by the Maritime Administration. Funds for the PIDP are awarded on a competitive basis to projects that improve the safety, efficiency, or reliability of the movement of goods into, out of, around, or within a port.

Eliason Harbor electrical system requires substantial rehabilitation to replace main service equipment, main distribution panelboards and load centers on the floats, and main cables between these components and the new pedestals.

LAND AND WATER CONSERVATION FUND (LWCF) GRANT FOR CRESCENT HARBOR PARK COURTS REHABILITATION AND ENHANCEMENTS

GENERAL
Grant Submitted

SCHEDULE
Award notification
scheduled for Fall 2024

BUDGET
Approval in the FY25
needed

Project Status Updates

- Assembly approval 10/24
- Grant application and supporting documents submitted 10/31

Future Milestones:

- In April, the State will forward eligible application to NPS
- Project award announcement from NPS expected Fall of 2024

Background: Strategic Plan goal #4.1

This grant opportunity is to provide a nationwide legacy of high-quality outdoor recreation. The Crescent Harbor Park Courts Rehabilitation and Enhancements project include resurfacing, painting, and other enhancements to create a more multi-purpose facility that expands community recreation opportunities for people of all ages and for multi-user groups.



Government to Government Dinner STA and CBS October 2023

CTP GRANT APPLICATION

GENERAL
Application submitted

SCHEDULE
Award notice unknown

BUDGET
24.13% match committed



Project Status Updates

- Katlian Avenue Paving and Improvements project submitted
- 4/27 - Project moved forward in the scoring process to the statewide PEB to compete for funding

Future Milestones:

- Project award announcement unknown.

Project Cost / Budget Information:

- Project estimated by DOT&PF at \$8.7 million
- Assembly approved a 24.13% match commitment of \$2,555,126 for 5 points from Existing/VEF/CPV/GV

Background: Strategic Plan goal #4.1

The Community Transportation Program (CTP) is a competitive surface transportation program held every three years and is administered by the Alaska Department of Transportation & Public Facilities (DOT&PF). Awarded projects will be developed and managed by DOT&PF as this program does not issue grants to communities directly.

Katlian Street from Lincoln Street to Halibut Point Road (~4000') to include pavement rehabilitation, drainage improvements, and sidewalk replacement. Widening to be considered where possible within limited right-of-way with priority on meeting ADA requirements.

DOT GRANT - CONDITION ASSESSMENT / BRIDGES

GENERAL
Application Submitted

SCHEDULE
Waiting on Award
announcement

BUDGET
No match required



Project Status Updates

- Grant application submitted 8/16

Future Milestones:

- Project award announcement expected soon

Project Cost / Budget Information:

- Cost estimate \$150,000 for the condition assessment with zero match commitment

Background: Strategic Plan goal #4.1

This program is intended to advance transportation infrastructure projects by supporting development-phase programs and increase organizational capacity in communities that may not have resources to evaluate and develop projects.

Condition assessment for the Granite Creek Landfill Bridge and the Sawmill Creek Powerplant Access Bridge.

FERC POWER SITE SECTION 24 WITHDRAWAL

GENERAL
Application drafted

SCHEDULE
Application submitted to
FERC for preliminary review

BUDGET
Costs expended

Project Status Updates

- Application draft preliminarily submitted for review by FERC
-

Future Milestones:

- Collect support letters
 - Review suggested edits from FERC
 - Agency 30-day review
 - Submit amendment to FERC in accordance with 18 C.F.R. 4.201(c)
-

Project Cost / Budget Information:

- No further costs anticipated for the boundary line adjustment.
-

Background: Strategic Plan goal #1.2

Federal withdrawal for the Green Lake project encompasses 1,281 acres, the facility itself, including reservoir occupies approximately 200 acres. CBS would like the option to develop of the lands outside the area occupied by the hydro project.

P&GR POLICIES

GENERAL
Legal review required

SCHEDULE
Low priority

BUDGET
N/A

Project Status Updates

- Policy needs identified
 - American with Disabilities Act (ADA) Complaint Procedure
 - Policy written / waiting for legal review
 - Media Response Policy
 - Draft policy and procedure written
 - Grant Management Policy
 - **COMPLETED / New internal process is working well.**
-

Future Milestones:

- ADA Policy
 - Implement
 - Media Response Policy
 - Complete form
 - Grant Management Policy
 - Application updates
-

Background: Strategic Plan goal #5.4

An updated external ADA policy. An administrative policy for responding to media inquiries for staff efficiency. Policies and procedures for grant opportunities internal and external/grant management policy.



Expense Budget Performance Report

Fiscal Year to Date 11/07/23

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 100 - General Fund										
Division 500 - Administrative										
Department 001 - Administrator & Assembly										
EXPENSE										
5110										
5110.001	Regular Salaries/Wages	425,903.40	.00	425,903.40	7,909.52	.00	73,680.16	352,223.24	17	209,079.17
5110.002	Holidays	.00	.00	.00	960.40	.00	2,881.20	(2,881.20)	+++	7,141.24
5110.003	Sick Leave	.00	.00	.00	.00	.00	.00	.00	+++	1,529.28
5110.010	Temp Wages	27,600.00	.00	27,600.00	.00	.00	10,550.00	17,050.00	38	36,650.00
5110 - Totals		\$453,503.40	\$0.00	\$453,503.40	\$8,869.92	\$0.00	\$87,111.36	\$366,392.04	19%	\$254,399.69
5120										
5120.001	Annual Leave	25,591.00	.00	25,591.00	734.08	.00	5,872.64	19,718.36	23	35,981.92
5120.002	SBS	28,922.63	.00	28,922.63	588.73	.00	5,706.08	23,216.55	20	17,765.61
5120.003	Medicare	6,946.87	.00	6,946.87	139.26	.00	1,349.73	5,597.14	19	4,202.35
5120.004	PERS	93,698.80	.00	93,698.80	2,112.88	.00	17,959.48	75,739.32	19	52,344.07
5120.005	Health Insurance	94,724.76	.00	94,724.76	.00	.00	12,467.64	82,257.12	13	33,463.51
5120.006	Life Insurance	50.52	.00	50.52	.00	.00	9.44	41.08	19	28.32
5120.007	Workmen's Compensation	4,196.20	.00	4,196.20	26.89	.00	261.08	3,935.12	6	824.10
5120.011	PERS on Behalf	18,938.09	.00	18,938.09	.00	.00	.00	18,938.09	0	6,191.00
5120 - Totals		\$273,068.87	\$0.00	\$273,068.87	\$3,601.84	\$0.00	\$43,626.09	\$229,442.78	16%	\$150,800.88
5201										
5201.000	Training and Travel	79,600.00	.00	79,600.00	.00	.00	7,406.09	72,193.91	9	46,292.73
5201 - Totals		\$79,600.00	\$0.00	\$79,600.00	\$0.00	\$0.00	\$7,406.09	\$72,193.91	9%	\$46,292.73
5204										
5204.000	Telephone	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,115.52
5204.001	Cell Phone Stipend	600.00	.00	600.00	.00	.00	100.00	500.00	17	300.00
5204 - Totals		\$2,600.00	\$0.00	\$2,600.00	\$0.00	\$0.00	\$100.00	\$2,500.00	4%	\$1,415.52
5206										
5206.000	Supplies	9,000.00	.00	9,000.00	.00	.00	566.86	8,433.14	6	3,470.80
5206 - Totals		\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$566.86	\$8,433.14	6%	\$3,470.80
5211										
5211.000	Data Processing Fees	67,129.00	.00	67,129.00	.00	.00	22,376.32	44,752.68	33	49,091.04
5211 - Totals		\$67,129.00	\$0.00	\$67,129.00	\$0.00	\$0.00	\$22,376.32	\$44,752.68	33%	\$49,091.04
5212										
5212.000	Contracted/Purchased Serv	250,700.00	131,672.25	382,372.25	.00	145,272.25	50,400.00	186,700.00	51	225,639.88
5212 - Totals		\$250,700.00	\$131,672.25	\$382,372.25	\$0.00	\$145,272.25	\$50,400.00	\$186,700.00	51%	\$225,639.88
5222										
5222.000	Postage	100.00	.00	100.00	.00	.00	9.65	90.35	10	.00
5222 - Totals		\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$9.65	\$90.35	10%	\$0.00
5224										
5224.000	Dues & Publications	17,765.00	.00	17,765.00	.00	.00	15,823.61	1,941.39	89	16,772.44



Include Rollup Account and Rollup to Account

Run by Melissa Henshaw on 11/07/2023 11:18:40 AM