

Jim Dinley
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ADMINISTRATION

Memo

To: Mayor and Assembly
From: Jim Dinley, Municipal Administrator *JED*
Date: January 4, 2011
Re: Harbor Office Upgrades

Harbor Department request must come to the Assembly for approval as all working capital projects above \$5,000 requires Assembly approval.

Recommend approval for this much needed self-help project. Harbor Department has over \$3.5 M in their working capital account. This account will be used as the CBS match when the ANB Harbor receives State funding. State requires a 50-50 match..

MEMORANDUM

To: Jim Dinley, Administrator

From: Stan Eliason, Harbormaster 

Date: 12/23/2010

Subject: Harbor Office upgrades

Mr. Dinley,

I would like to move \$6,500 of working capital to the building fixed asset fund 240-600-670-7105.

The purpose of this is to provide a sanitary place to wash and store dining utensils. We currently have one sink which is located in our very small restroom, with very limited storage space for dining utensils.

To facilitate this plan, I will have my Deputy Harbormaster and Maintenance Supervisor share the same office space. The space currently used by our Maintenance Supervisor will be the location for a small counter top and kitchen style sink.

The largest portion of work can be completed in-house. Although any plumbing or electrical will need to be done by a certified tradesman.

Electrical upgrades to maintenance shop, this is a separate project from the office upgrade \$500.00.

Additional outlets for routers and switches for the proposed office upgrade \$500.00.

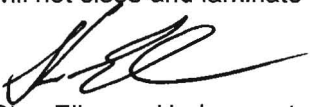
Replace section of damaged vinyl flooring in Deputy Office: \$350.00.

Counter top with kitchen type sink and cabinets \$500.00.

Plumbing for kitchen sink \$500.00.

Remodel Deputy Harbormaster office to provide space for two work stations \$1000.00

Purchase two cubicle style work stations \$1500.00 ea. The current desks came from the Alaska Lumber and Pulp Company, when the CBS took over the properties. They have reached their life span. Drawers will not close and laminate is falling of the desk tops.


Stan Eliason, Harbormaster