




# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members

**Thru:** John Leach, Municipal Administrator 

**From:** Robert Baty, Police Chief and Craig Warren, Fire Chief

**Date:** September 12, 2024

**Subject:** **Approve Supplemental Appropriation Replace Emergency Response Vessel Electronics**

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### **Background and Analysis**

The Emergency Response Vessel (ERV), that is utilized by Sitka Fire and Police Department, as well as Search & Rescue, electronics have reached their end of life. The electronics were installed prior to the ERVs delivery to Sitka in 2006 and software is failing and gives off false readings. The replacement cost for the electronics bundle is estimated at just under \$6,000.

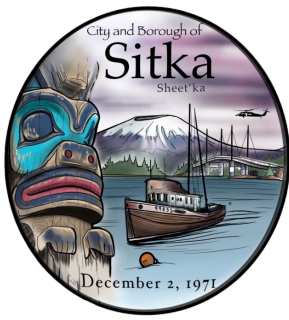
Funding is available in the operating budget for the ERV, however, given the total cost and nature of this expense, an appropriation for a fixed asset is needed. The City and Borough of Sitka Home Rule Charter requires that fixed assets be appropriated separately, the need for a supplemental appropriation.

### **Fiscal Note**

Operating appropriations will be reduced in the ERV operating budget by \$6,000 (\$3000 from Tools and Equipment and \$3000 from Supplies) and appropriations for fixed assets for the police department will be increased by \$6,000. The net impact of the appropriation on the General fund is \$0.

### **Recommendation**

It is recommended that the Assembly approve a supplemental appropriation reducing operation expenses and increasing police department fixed assets for the ERV new electronics, in the amount of \$6,000.



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## MEMORANDUM

**To:** Mayor Eisenbeisz and Assembly Members

**Thru:** John Leach, Municipal Administrator

**From:** Stan Eliason, Harbormaster

**Date:** September 18<sup>th</sup>, 2024

**Subject:** Purchase of Trimble TSC7 Handheld

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### **Background**

The Trimble TSC7 handheld is used for vessel inventory. Data from the handheld is uploaded daily into our marina management system. The data is used for billing of transient and waitlisted vessels. The Harbor Department has 2 of these devices and are rotated periodically. One of the devices has failed after 3 years of use.

### **Analysis**

It is critical that we have 2 of these devices on hand. I also intend on budgeting for a second replacement in FY26, since the remaining handheld is out of its warranty period by one year.

### **Fiscal Note**

The replacement cost for a new handheld is \$5,800.00. As this is over the fixed asset threshold, a supplemental appropriation is needed. It is proposed that the operating budget be decreased by \$5,800.00 and the fixed asset budget for the Harbor Fund be increased by \$5,800.00, so the net impact on the fund is zero.

### **Recommendation**

Authorize reducing the harbor fund's operation budget by of \$5,800.00 increase the budget for fixed assets by the same amount to purchase a new handheld.