

City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

June 4, 2013

Dear Sitka Assembly Members,

As you are aware from the previous work sessions held with the Tourism Commission and Destination Sitka Working Group, we feel that completing a comprehensive and combined branding and signage project is in the best interest of the City and Borough of Sitka. Benefits include increasing awareness of Sitka as a destination, pinpointing Sitka's features that are truly unique, finding and targeting visitors who most appreciate Sitka's unique assets, focusing the message of local organizations to increase return on our marketing investments, immersing visitors in our destination promise while in town, and enhancing their experience while in Sitka through branded wayfinding and interpretive signage.

We are requesting that the City and Borough of Sitka allocate a total of \$300,000 for the combined branding and signage project at this time. Please note that \$250,000 was already earmarked from CPET funds by Assembly, in response to the signage estimates in the Sitka Passenger Fee Fund Implementation Plan created by MRV Architects in April of 2010.

We estimate that the first phase of the project will cost \$100,000. The actual amount will be contingent on actual proposals received. Our desire is to hire one company who can do both the branding and signage, which will result in cost savings and ensure a completely streamlined process in regards to design. This phase would include completed destination identity with implementation plan (branding) and a finalized wayfinding/signage locations with complete fabrication blueprints.

The second phase of the project is estimated at \$200,000. This amount is for the actual fabrication and associated costs of having the signs made. This final number is a broad estimate, as the final cost will vary based on signage density and the final materials used.

It is our desire that the project be moved forward as soon as possible, as we would like wayfinding signs installed before the 2014 visitor season. If you have any questions or there is anything we can do to help in this process, please don't hesitate to contact either one of us.

Best Regards,

Jennifer Robinson
Sitka Tourism Commission, Chair
(907) 738-2664

Tonia Rioux
Destination Sitka Working Group
Sitka Convention & Visitors Bureau, Executive Director
(907) 738-5940

Colleen Ingman

From: Mim McConnell
Sent: Thursday, June 06, 2013 10:31 AM
To: Colleen Ingman; Jay Sweeney
Cc: Michael Harmon; tonia Rioux; Jennifer Robinson; Phyllis Hackett; Michelle Putz; Matthew Hunter; Mike Reif; Pete Esquiro; Thor Christianson
Subject: funding for signs
Attachments: 1-10 and 26-2011-emails with Harmon- RE_ downtown visitor signs.pdf; CIP 5-Year Workload Plan 10-20-10.pdf

Hi Colleen and Jay,

Thank you for the discussion yesterday about funding for signage. My understanding now is that too many projects are making demands on limited CPET funds and that the Assembly will need to make a decision, or reinforce what was decided before, about what projects receive funding. I stated that the Tourism Commission, and I believe the Assembly members, have been under the impression that the signage project was going to be funded. I did some looking this morning for documents that support that understanding and found what I was looking for.

Initial proposal in the 2011 CPET Projects/Proposals booklet: If you look in the Marine Passenger Fee Fund Projects/Proposals for 2011 you will see just before the first tab Attachment F called 'Administrators Recommendations.' The signs project is item 10 and is approved by Administrator Jim Dinley. Tab 10 has Rebecca Poulson's proposal with the dollar amounts referred to in the CPET Project Implementation Master Plan (MRV Architects and Jones and Jones, April 2010). The dollar amounts proposed in the Master Plan were \$175,000 for designing/creating directional signs and \$75,000 for interpretive signs.

Emails from Harmon with attached CIP 5 yr Workload Plan: I also did some more looking in my paperwork from Tourism Commission meetings and have attached a PDF of a string of emails with Michael Harmon, which enforces the competition and conflicting needs for those funds. It also shows Assembly support for the signage project. His 1/26/11 email in this document refers to the CIP 5 yr Workload Plan with the Signage project in Tier I as a part of the 'Cruise Ship Passenger Excise Tax Projects' being funded. He states, "[The Assembly voted and approved this project to be a "Tier 1" project. Nothing has changed to overruled the Assembly vote to fund this project as a first tier project to be implemented within the first tier of projects."](#)

Tourism Commission meeting minutes: I also refer you to Minutes from two Tourism Commission meetings, 3/4/11 and 12/7/11. The 3/4 meeting has a reference by member Allen Turner to \$250,000 funding being allocated for signage. It also has notes on a meeting held with Mr. Harmon on 2/23/11. The 12/7 meeting was attended by city staff Gary Baugher, Lynne Brandon and Lance Henrie. The minutes state, "Money has been set aside from the visitor head tax fund to help with assistance on the project." (I think Gail Johanson-Peterson was the recording secretary or I can supply you with copies of these minutes.)

I hope this helps bring some clarity to this issue.

Mim

Mim McConnell, Mayor
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
907-747-2860 (p/f) 907-738-2888 (c)
www.cityofsitka.com
Coast Guard City, USA

RE: downtown visitor signs

Michael Harmon [michael@cityofsitka.com]

Sent: Wednesday, January 26, 2011 11:27 AM

To: patajones1960@gmail.com

Cc: James Dinley; Cheryl Westover; Mim McConnell

Attachments: CIP 5-Year Workload Plan 1~1.pdf (18 KB)

Pat,

Way-finding and interpretive signage remains one of the key projects identified in the Cruise Passenger Excise Tax (CPET) Master Plan. The Assembly voted and approved this project to be a "Tier 1" project. Nothing has changed to overruled the Assembly vote to fund this project as a first tier project to be implemented within the first tier of projects.

The overall capital plan for Public Works is well defined and specifies what projects will be done each year based on current staffing levels and funding deadlines. We believe setting priorities is very important and should be transparent. To that end, I recently presented this plan to the public with coverage by the radio, TV, and newspaper. We then took this plan to the Assembly so it could be discussed/changed and approved (it was approved 7-0 with no changes). In having a detailed plan, it is my goal for folks to have a good sense of our direction for Public Works capital projects and have the opportunity to rally in support, against, or indifferent on the current priorities. Attached you will find the 5-year plan. Line 5 shows a workload placeholder for the CPET funded projects, yet to be defined. The 2013 placeholder could be signage, but I do not have the authority to dictate that one way or another. By ordinance these decisions are made by the Marine Passenger Committee and the Assembly.

Based on the comments we received, there appears to be good support for way-finding and interpretive signage in Sitka (there were very strong opinions and a large range regarding what this should entail). The difficulty will be with the details of aesthetics, location, wording, etc. Based on my past involvement with way-finding projects (done for other communities), these details typically do not get consensus and are highly controversial. I would guess Sitka will be very similar to my past experience, especially when it comes to interpretative signage. Regardless of these hurdles, signage is important and needed.

I have not been directly involved in setting up or running the Marine Passenger Committee meetings. Public Works is simply a guest to receive direction, answer questions, and give updates. I believe the Administrator is setting up a meeting in February, but a date has not yet been confirmed. The Marine Passenger Committee is set by ordinance which specifies the positions. Some committee personnel have come and gone. I received a list of current members yesterday afternoon. The list is as follows:

- Bruce Conine
- Fred Reeder
- Grant Miller
- John Dunlap
- Jim Dinley

- Dave Wolff

If you have further questions, I may be of better service to you in answering most of your questions in one shot by way of a phone call or setting a time to meet. You can contact me at 747-1823.

Thank you

MICHAEL K. HARMON

Public Works Director
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
Office 907-747-1823
Fax 907-747-3158
michael@cityofsitka.com

From: Mim McConnell [mailto:assemblymcconnell@cityofsitka.com]
Sent: Tuesday, January 25, 2011 3:10 PM
To: patajones1960@gmail.com
Cc: michael@cityofsitka.com; Jim Dinley; Cheryl Westover
Subject: downtown visitor signs

Hi Mr. Jones,

Did your most recent questions get answered yet?

Best wishes,

Mim

Mim McConnell, Vice-Deputy Mayor, CBS Assembly, 204 Observatory St, Sitka, AK 99835, 907-747-2860/907-738-2888

—— Forwarded message ——

From: **Pat Jones** <patajones1960@gmail.com>
Date: Thu, Jan 20, 2011 at 5:12 PM
Subject: Re: downtown visitor signs
To: Michael Harmon <michael@cityofsitka.com>
Cc: Mim McConnell <sheltercovepublishing@gmail.com>, assemblywestover@cityofsitka.com

Thank you for the information.

I would think that this was an Assembly decision to change this since they already approved to go ahead with it but I don't remember seeing head tax projects on their agenda.

Is the steering committee a regular city commission? Who was on the steering committee when that decision was

made. Are the minutes of that meeting available on the city website? I would like to contact the members directly to tell them that the signs downtown are very important to keeping tourists happy and spending time downtown shopping. They need to get built.

Will it be advertised when this group meets again to make these important decisions?

Thank you,

Pat

On Mon, Jan 10, 2011 at 3:54 PM, Michael Harmon <michael@cityofsitka.com> wrote:

Mr. Jones,

That is correct, way finding and interpretive signage was one of the key projects identified in the Cruise Passenger Excise Tax (CPET) Master Plan. The Assembly voted and approved this project to be a "Tier 1" project. Tier 1 projects are defined as projects that are stand alone, can be constructed in the near future, and have an obvious benefit to the full build out of the plan.

Public Works takes direction from a CPET steering committee in regards to moving forward on projects. Last spring, the steering committee directed Public Works to stand-down on all new projects and focus our efforts on immediate improvements to Centennial Hall and the emergency repairs needed to the Crescent Harbor Shelter. A 60-day schedule was implemented on Centennial Hall to paint the exterior and perform some much need cosmetic upgrades in time for the 2010 cruise passengers. Following this work, we recently completed the Crescent Harbor rot repairs.

By ordinance, the Administrator must advertise for comments on CPET projects each year. This "call for projects" has ended and the CPET steering committee will be meeting in the near future to discuss the comments received.

Due to number of projects identified on the Public Works 5-year capital plan (48 projects totaling \$138 million), we must be strategic in moving forward on projects to ensure things keep moving on schedule. In terms of the cruise passenger improvements, we have elevated the State funded projects in priority to ensure these projects are completed timely due to the grant funding. That puts Centennial Hall Upgrades, Crescent Harbor Parking lot, and the Sea-Walk in priority order. We have over \$5-million in funding from the State for these projects. Tier 1 projects are programmed into the capital plan to start construction in 2013. To accomplish this timeline, Public Works will be looking for feedback from the steering committee regarding which Tier 1 project should go first and how that should be decided.

I hope this helps clarify. Thank you for the questions and please let me know if you have any additional comments.

Michael K. Harmon

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Office 907-747-1823
Fax 907-747-3158
michael@cityofsitka.com

From: Mim McConnell [mailto:sheltercovepublishing@gmail.com]
Sent: Thursday, December 30, 2010 10:11 AM
To: Pat Jones
Cc: Michael Harmon
Subject: Re: downtown visitor signs

Dear Pat,

It is also my understanding that improved sign-age is on the list for downtown. I don't know what the schedule is or the sign details, however. I'm including the Public Works director, Michael Harmon, in this email as that department is in charge of these improvement projects.

Best wishes for the new year,

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Is the head tax money going to be used for improving the signs downtown to help visitors get around? I seem to remember that the Assembly voted last year to spend money on this since it is very important and needed thing. What is happening with this?

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PUBLIC WORKS
DRAFT 5-Year Capital Workload Outlay
Updated 10/19/10

			5-Year Capital Outlay Plan ¹												
#	Project Title (Sorted by Construction Year & Proj. Man.)	Funding ¹ Expires	Proj ⁴ Manager	2011		2012		2013		2014		2015		5-Year Project Cost	
				PE ²	CN ³	PE ²	CN ³	PE ²	CN ³	PE ²	CN ³	PE ²	CN ³		
1	Street Paving		SE-1	\$ 100,000	\$ 499,000	\$ 700,000	\$ 3,184,000	\$ 1,100,000	\$ 995,000	\$ 100,000	\$ 995,000	\$ 100,000	\$ 995,000	\$ 5,893,000	
2	Major Water Distribution System Upgrades		SE-2			\$ 100,000	\$ 705,000	\$ 50,000	\$ 500,000	\$ 50,000	\$ 1,000,000	\$ 500,000	\$ 2,000,000	\$ 4,905,000	
3	Major Waste Water Collection Upgrades		SE-2	\$ 150,000	\$ 500,000			\$ 500,000	\$ 100,000	\$ 800,000	\$ 500,000	\$ 2,000,000	\$ 4,550,000		
4	Major Subdivision Drainage Upgrades		Muni Eng	\$ 30,000				\$ 100,000		\$ 100,000		\$ 200,000		\$ 500,000	
5	Cruise Ship Passenger Excise Tax Projects		SE-1	\$ 200,000				\$ 100,000	\$ 1,000,000	\$ 100,000	\$ 2,000,000	\$ 100,000	\$ 2,000,000	\$ 5,500,000	
6	Harbor Study and Condition Assessment		Muni Eng	\$ 10,000		\$ 100,000		\$ 100,000		\$ 100,000		\$ 100,000		\$ 400,000	
7	Hospital Roof Replacement		FM		\$ 1,100,000									\$ 1,100,000	
8	Airport Hold Room Restroom		FM		\$ 200,000									\$ 200,000	
9	Airport Lighting		FM		\$ 180,000									\$ 180,000	
10	MSC Replace dock levelers		FM		\$ 55,000									\$ 55,000	
11	Monastery Street Upgrades - Sewer, Water, Storm	DEC	Muni Eng	\$ 80,000	\$ 1,286,000									\$ 1,366,000	
12	Japonal Island Lift Station Upgrades	DEC	Muni Eng	\$ 70,000	\$ 1,212,000									\$ 1,282,000	
13	UV Disinfection Facility	Operating by 10/2014	Muni Eng	\$ 100,000	\$ 569,000	\$ 100,000	\$ 3,175,000	\$ 70,000	\$ 4,999,000					\$ 8,713,000	
14	Whitcomb Heights Development	2/2011	Muni Eng	\$ 250,000	\$ 400,000					\$ 250,000	\$ 1,344,000			\$ 1,594,000	
15	Blatchley Middle School (All Projects)	2011	PM	\$ 200,000	\$ 5,743,000	\$ 50,000	\$ 5,628,000							\$ 11,521,000	
16	Stateboard Park	12/31/2009	SE-1	\$ 50,000	\$ 180,000									\$ 230,000	
17	Moller Park Ball Field Upgrades	6/30/2011	SE-1	\$ 50,000	\$ 50,000		\$ 380,000							\$ 480,000	
18	SCIP Paving -JTA	11/1/2010	SE-2		\$ 500,000									\$ 500,000	
19	Swan Lake Dock & Pedestrian Improvement **	6/30/2013	SE-2	\$ 30,000	\$ 70,000	\$ 349,000	\$ 3,604,000							\$ 4,053,000	
20	O'Connell Lighting Visitors Shelter	2013	SE-2	\$ 50,000	\$ 950,000									\$ 1,000,000	
21	Centennial Hall Upgrades	2015	Muni Eng	\$ 20,000		\$ 40,000	\$ 1,940,000							\$ 2,000,000	
22	WWTP Control System		Muni Eng			\$ 20,000	\$ 70,000							\$ 90,000	
23	SCIP Multipurpose Deepwater Dock	2014	Muni Eng	\$ 500,000		\$ 395,000	\$ 7,099,000	\$ 200,000	\$ 4,899,000					\$ 12,000,000	
24	Pacific High School Upgrades	2015	PM	\$ 167,000		\$ 100,000	\$ 2,405,200							\$ 2,672,200	
25	Sea Walk Part B - O'Connell to Harbor Way	2013	SE-1	\$ 100,000		\$ 50,000	\$ 1,850,000							\$ 2,000,000	
26	Centennial Hall Parking Lot Reconstruction	2015	SE-1	\$ 20,000		\$ 20,000	\$ 980,000							\$ 1,000,000	
27	Sea Walk Part C - Sage Building to National Historic Park	2015	SE-2	\$ 100,000		\$ 80,000	\$ 1,500,000							\$ 1,680,000	
28	Cross Trail - Baranof to Yaw Drive	2015	SE-2	\$ 55,000			\$ 871,000							\$ 926,000	
29	City/State Upgrades (Remodel, Paint, Flooring)		FM					\$ 995,000		\$ 995,000		\$ 995,000		\$ 2,985,000	
30	City Hall Upgrades (Paint, Carpet)		FM					\$ 200,000						\$ 200,000	
31	Library Roof		FM		\$ 95,000			\$ 125,000						\$ 220,000	
32	ANB Harbor		Muni Eng		\$ 255,000			\$ 299,000	\$ 4,500,000					\$ 4,854,000	
33	Library Reconstruction/Expansion		PM	\$ 16,000		\$ 192,000	\$ 2,500,000	\$ 2,500,000	\$ 1,500,000	\$ 10,000,000				\$ 14,390,000	
34	Seaplane Base EA/Design	2015	SE-1	\$ 200,000		\$ 100,000		\$ 200,000	\$ 7,800,000					\$ 8,300,000	
35	Nelson Logging Road		SE-1					\$ 100,000	\$ 3,112,000					\$ 3,212,000	
36	Sea Walk Part D - Harbor Way to Crescent Harbor Shelter	2015	SE-2					\$ 1,810,000						\$ 1,810,000	
37	Sawmill Creek Rd. Bypass Trail to Raptor Center		SE-2		\$ 105,000			\$ 1,294,000						\$ 1,399,000	
38	Public Service Center HVAC		FM							\$ 125,000				\$ 125,000	
39	Waste Water Plant Bldg (Mech, Floor, Gen)		FM							\$ 125,000		\$ 130,000		\$ 255,000	
40	Senior Center HVAC		FM							\$ 125,000				\$ 125,000	
41	Airport Terminal Major Upgrades	2011	Muni Eng			\$ 50,000				\$ 40,000	\$ 1,899,000	\$ 18,000	\$ 1,899,000	\$ 2,017,000	
42	New Police Station		SE-1	\$ 100,000		\$ 200,000		\$ 200,000	\$ 5,000,000	\$ 100,000	\$ 5,000,000			\$ 10,600,000	
43	Waterline Loop System Japonal (Bridge Rehab)		SE-1		\$ 100,000		\$ 175,000		\$ 2,895,000					\$ 3,170,000	
44	Granite Crk. Gravel Pit Expansion		SE-2	\$ 6,180,000		\$ 8,283,000		\$ 4,720,000		\$ 10,000,000				\$ 19,183,000	
45	MSC Bulkhead Reconstruction		SE-2	\$ 80,000				\$ 245,000		\$ 4,280,000				\$ 4,505,000	
46	Fisherman's Work Boat Expansion		Muni Eng							\$ 299,000		\$ 1,900,000		\$ 2,199,000	
47	Sea Walk Part A - Crescent Harbor Park	2015	PM									\$ 50,000	\$ 800,000	\$ 850,000	
48	Granite Crk. Biosolids Expansion		SE-2									\$ 800,000		\$ 800,000	
				\$ 2,702,000	\$ 13,427,000	\$ 2,995,000	\$ 32,184,200	\$ 2,390,000	\$ 33,741,000	\$ 2,170,000	\$ 29,674,500	\$ 1,440,000	\$ 16,031,000		
				\$ 16,129,000	\$ 35,139,200	\$ 36,131,000	\$ 31,844,500	\$ 19,471,000	\$ 138,714,700						

Workload Distribution Summary Table:

		Const. Count (4 Mar)	2011	Const. Count (4 Mar)	2012	Const. Count (4 Mar)	2013	Const. Count (4 Mar)	2014	Const. Count (4 Mar)	2015	5-Year Totals
PM#	Workload Totals Engineering											
1	Muni Eng (Stephen - Municipal Engineer)	4	\$ 4,989,000	4	\$ 13,445,000	4	\$ 14,318,000	4	\$ 6,070,000	4	\$ 4,880,000	\$ 43,112,000
2	SE-1 (Lance - Senior Engineer)	3	\$ 1,380,000	4	\$ 6,010,000	4	\$ 11,882,000	4	\$ 11,200,000	3	\$ 8,200,000	\$ 38,772,000
3	SE-2 (Daniel - Senior Engineer)	4	\$ 2,485,000	4	\$ 7,381,000	4	\$ 4,195,000	4	\$ 3,860,000	3	\$ 5,800,000	\$ 23,471,000
4	PM (Kelli - Project Manager)	1	\$ 6,180,000	2	\$ 8,283,000	1	\$ 4,720,000	1	\$ 10,000,000	1	\$ 880,000	\$ 29,983,000
		12	\$ 14,994,000	14	\$ 35,079,200	13	\$ 35,116,000	13	\$ 31,320,000	11	\$ 19,240,000	\$ 135,348,200
PM#	Workload Totals Facilities											
5	FM (Chris - Facility Maintenance)	4	\$ 1,535,000	0	\$ 80,000	3	\$ 1,015,000	4	\$ 824,000	2	\$ 231,000	\$ 3,265,000
	TOTALS	16	\$ 16,129,000	14	\$ 35,139,200	16	\$ 36,131,000	17	\$ 31,844,500	13	\$ 19,471,000	\$ 138,714,700

Key Notes:

- This list includes all current projects (by PM) above \$50k for construction biddi
- PE = Professional Engineering/Architecture Services
- CN = Construction
- Currently there are 21 projects with grants or funding deadlines
- Construction is prioritized by Project Manager, Construction Year, and funding deadlines
- Workload distribution is based on projected staffing including two Senior Engineers
- Unsecured funding is identified by **BOLD WHITE FONT**