



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly

Thru: John Leach, Municipal Administrator 

From: Kevin Knox, Parks & Recreation Manager 

Date: July 2, 2026

Subject: Supplemental Appropriation for Additional Support to SRF for Parks and Recreation Master Plan

Purpose

Request for additional support to the Sitka Recreation Foundation (SRF) for the Sitka Parks and Recreation Master Plan. This funding will support the immediate execution of a newly finalized professional services contract with Corvus Design to complete a comprehensive, 20-year Parks and Recreation Master Plan.

Background

In 2019, the City of Sitka Parks and Recreation Committee partnered with the National Park Service's Rivers, Trails, and Conservation Assistance (RTCA) program to launch a community-driven park planning process. Over the course of two years, the project successfully mapped some of Sitka's recreational assets, evaluated facility conditions, and identified opportunities for future upgrades. Ultimately, the initiative fell short of completion due to the withdrawal of RTCA's consulting support and the limited capacity of the Parks and Recreation volunteer subgroup to manage the substantial extra workload.

In FY23, the Assembly appropriated \$35,000 for a Parks and Recreation Master Plan to support long-term asset management and capital improvement prioritization. After completing foundational technical milestones, the project stalled due to internal municipal capacity constraints.

SRF in partnership with CBS was able to regain momentum for the project goals and entered into a project-specific agreement which was fully executed on February 5, 2026. Under this MOA, CBS contributed the remaining \$14,900 from the original appropriation as a "seed" contribution to allow SRF to spearhead professional planning procurement and leverage outside fundraising.

SRF subsequently issued an RFQ under CBS procurement guidelines on March 20, 2026, and successfully received competitive qualifications by May 1, 2026. Following a comprehensive

evaluation, SRF has selected Corvus Design to lead the planning process.

SRF and Corvus Design have entered into a contract covering a comprehensive scope of work and timeline, beginning work June of 2026 with a plan to have a draft document to present the community and Assembly January 2027.

Analysis of Consultant Selection & Work Plan

The selection of Corvus Design provides SRF and the community of Sitka with an exceptionally qualified team. Corvus Design brings 20 years of specialized Alaskan recreation planning experience, having successfully developed master plans for similar coastal communities, including Ketchikan, Kodiak, Cordova, and Valdez.

To ensure localized accountability and technical precision, Corvus Design has assembled a specialized team of sub-consultants:

Anderson Land Planning (Monique Anderson, PLA, ASLA): A Sitka-based landscape architect and former Parks Superintendent for the Municipality of Anchorage. She provides essential local oversight and a deep administrative understanding of public asset management.

R&M Engineering-Ketchikan (Trevor Sande, PE): Provides civil engineering expertise for athletic fields and localized Southeast Alaska cost-estimating support.

Project Scope and Schedule

The consultant team has established a definitive, multi-phase work plan structured as a 20-year strategic roadmap. The project actively launched last month with project initiation, site assessments, and initial public outreach.

Schedule of work spans from June 2026 – January 2027. It is anticipated that we will have draft plans for SRF and Parks and Recreation Committee review in late 2026 and a plan to present to the Assembly in January 2027.

Corvus Design has provided SRF with cost estimates that range from \$61,795 – \$76,150, with a potential allowance for splitting payments over the course of the contract. With the funding from CBS and SRF's current available funds they have about half of the potential contract funding necessary at this time. Initial plan is to pursue the simple plan outline in a two-phase contract payment under the \$61,795 estimate. If able, SRF and contractor will add additional project scope to provide analysis, planning and conceptual design of additional parks and/or recreation sites. Ongoing fundraising efforts are optimistic though no firm commitments have been secured for the additional \$27-40,000 necessary to complete.

Justification Requesting Additional Budget Funds

The initial seed funding of \$14,900 was designated to demonstrate municipal commitment and trigger procurement. However, as noted, that amount along with SRF's current available unrestricted funding will be insufficient to sustain a multi-phase contract involving intensive public engagements, community-wide mapping, and graphic design conceptualizations.

Active community discussions have highlighted a pressing need for the Grounds and Parks and Recreation divisions to address existing infrastructure deficiencies. Specifically, residents and stakeholders have pointed out critical deficiencies of athletic fields, overall dog park accessibility, and the modernization of various recreational facilities. The Assembly has

previously noted that a completed Master Plan is a prerequisite for launching major individual projects.

SRF has currently allocated just over \$20,000 to the project, with plans to raise an additional \$27,000 in the coming month. Meanwhile, the Parks and Recreation Division ended Fiscal Year 2026 under budget, primarily due to staffing vacancies. While directly committing a portion of this surplus to the current master plan project is not technically feasible, waiting until September or October to appropriate the funds would negatively impact project timelines. Ultimately, securing additional support for the Master Plan remains highly valuable to both the Parks and Recreation Division and the community.

Fiscal Note

This action requires a supplemental appropriation in the amount of \$20,000 from General Fund working capital to the Parks and Recreation budget for Contract and Purchased Services to complete the Parks and Recreation Master Plan, as established in the MOA between the City and Borough of Sitka and the Sitka Recreation Foundation.

Recommendation

Approve this supplemental appropriation for an additional contribution of \$20,000 to the Sitka Recreation Foundation to complete the vital visioning, community engagement, and conceptual design phases of the Parks and Recreation Master Plan.

Encl: ORD 2026-17

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2026-17
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2027
(Additional Sitka Recreation Foundation Support – Parks and Recreation Master Plan)

BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska as follows:

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to make a supplemental Operations appropriation for FY2027.

4. **ENACTMENT.** In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2026 and ending June 30, 2027.

<u>FISCAL YEAR 2027 EXPENDITURE BUDGETS</u>
GENERAL FUND
Parks and Recreation – Operations: Increase appropriations in contracted/services by \$20,000 for the additional Sitka Recreation Foundation (SRF) support.

EXPLANATION

Additional support of \$20,000 from the General Fund is requested to complete the Parks and Recreation Master Plan.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th day of July 2026.

ATTEST:

Steven Eisenbeisz, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading: 07/14/26

2nd and final reading: 07/28/26

Sponsor: Administrator