



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, March 26, 2024

6:00 PM

Assembly Chambers

WORK SESSION

5:00 P.M. - WORK SESSION - GREATER SITKA CHAMBER OF COMMERCE & VISIT SITKA

[24-045](#)

Visit Sitka - FY25 Annual Workplan & Budget Request

Attachments: [Visit Sitka FY25 Supplemental Budget Narrative 2024.03.26](#)

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[24-042](#)

Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[Service Award Carol Voisin](#)

[Memo Summer Operations](#)

[HR Quarterly Report](#)

[IT Quarterly Report](#)

VI. CEREMONIAL MATTERS

[24-044](#) Service Award - Mo McBride

Attachments: [Service Award Mo McBride](#)

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[24-036](#) Sitka Community Land Trust - Randy Hughey, Executive Director

Attachments: [Sitka Community Land Trust](#)

VIII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A [24-037](#) Approve the minutes of the March 12 Assembly meeting

Attachments: [Consent](#)
[Motion Minutes](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B [24-038](#) Appoint 1) Thomas D'Uva to an unexpired term on the Tree and Landscape Committee, and 2) Gerry Hope to an unexpired term on the Sustainability Commission

Attachments: [Motion](#)
[D'Uva Tree and Landscape Committee](#)
[Hope Sustainability Commission](#)

C [24-043](#) Reappoint Dionne Brady-Howard to a three-year term on the Historic Preservation Commission under the category of Sitka Tribe of Alaska representative

Attachments: [Motion](#)
[Howard Historic Preservation Commission](#)

XI. UNFINISHED BUSINESS:

- D [ORD 24-06](#) Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)
- Attachments:** [Motion Ord 2024-06](#)
 [Assembly Memo -Thomsen Harbor Lift Station Supplemental_ 2nd](#)
 [Ord 2024-06 Thomsen Harbor Lift Station](#)

XII. NEW BUSINESS:

New Business First Reading

- E [ORD 24-07](#) Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"
- Attachments:** [Motion Ord 2024-07](#)
 [Memo and Ord 2024-07](#)

Additional New Business Items

- F [RES 24-09](#) Authorizing the Municipal Administrator to apply for the Denali Commission Grant in the amount of \$510,251.50 under the Infrastructure Fund Program Area to use as leverage for future grant opportunities for the Gary Paxton Industrial Park (GPIP) North Boat Yard Electrical Project
- Attachments:** [Motion Res 2024-09](#)
 [Memo and Res 2024-09](#)
 [GPIP Vessel Haulout Project](#)
- G [24-039](#) Approve the Sustainability Commission 2024-2025 Goals and Work Plan
- Attachments:** [Motion](#)
 [Sustainability Commission 2024-2025 WorkPlan FINAL](#)
- H [24-040](#) Discussion / Direction the development of a RFP for management of the Sitka Performing Arts Center
- Attachments:** [Discussion Direction](#)
 [Memo and MOA Performing Arts Center](#)
- I [24-041](#) Discussion / Direction / Decision on the commercial passenger vessel tax fund balance
- Attachments:** [DDD](#)
 [Memo CPV Fund](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. REPORTS**a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other****XV. EXECUTIVE SESSION**

Not anticipated.

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Jessica Earnshaw, CMC, Acting Municipal Clerk
Publish: March 22*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-045 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 3/20/2024 **In control:** City and Borough Assembly
On agenda: 3/26/2024 **Final action:**
Title: Visit Sitka - FY25 Annual Workplan & Budget Request
Sponsors:
Indexes:
Code sections:
Attachments: [Visit Sitka FY25 Supplemental Budget Narrative 2024.03.26](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|



Annual Workplan & Budget Request

FY25

March 26, 2024

PRESENTED BY THE GREATER SITKA CHAMBER OF COMMERCE
104 Lake Street, Sitka, Ak 99835

Introduction

The Greater Sitka Chamber of Commerce is currently in contract with the City of Sitka to provide Convention & Visitor Services. The initial contract began Oct. 2015; current contract began Jan. 1, 2019, and we are in our three of five one-year renewals. The Sitka Chamber as Visit Sitka will undertake the process to create a 3-year Strategic Marketing Plan 2025-2027 to include industry and community input. The Annual Marketing Workplan FY25 is prepared for the Assembly and presented in a work-session on March 26, 2024.

Exhibit B CVS Contract: "The annual contract amount shall be a minimum of \$300,000. Annual budget to be determined by the Sitka Assembly following an annual work session, with first payment in next fiscal year. If the contribution is increased by Assembly action, the annual contract amount will be adjusted accordingly. The Contractor is encouraged to request additional funding for specific projects above and beyond those included in this contract, pursuant to approval by the Assembly."

The Sitka Chamber has prepared the Visit Sitka program based on the contracted deliverables with consideration of the requests of the Assembly. The items detailed in the following document provide a framework for how Visit Sitka will carry out the scope of services including visitor information, convention sales and services, and marketing to reach the independent travel market.

Highlights

In 2023 tourism accounted for 15% of SE AK's jobs, and in non-pandemic years tourists spent \$800 million in Alaska.

Sitka hosted the largest number of cruise ship passengers we have seen to date, which brought new challenges and opportunities within the industry and community.

Transient Lodging Tax collected its largest ever amount with \$798,000 brought into the fund!

FY25-Q1-Q4

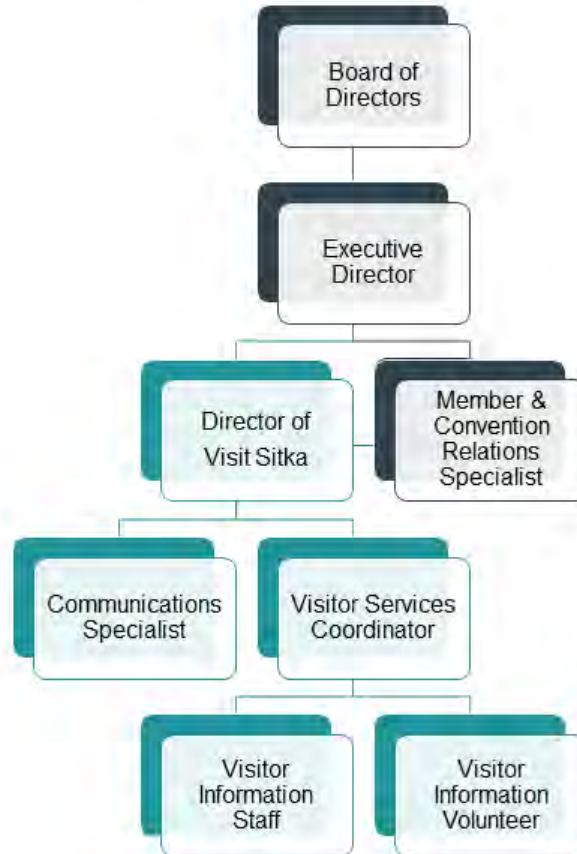
Budget request \$575,000

Base \$300,000 Supplemental \$275,000

FY24 request \$676,180 | funding level \$525,000
FY23 request \$575,000 | funding level \$525,000
FY22 request \$458,600 | funding level \$458,600
FY21 request \$500,200 | funding level \$500,200

Organization Chart

Visit Sitka’s team is partially funded with the funding requested in this annual submission. There are four full-time year-round positions and a team of 10 employees who join the program during the summer months. Below is the staffing structure. The Greater Sitka Chamber of Commerce’s Board of Directors provide policy and fiscal oversight throughout the year. More information about the Board and staff can be found [here](#). At this time, the Director of Visit Sitka position is vacant and the Executive Director is serving in that capacity while recruitment efforts are underway.



Marketing & Promotion

Tourism Promotion

Following the contract, Visit Sitka’s primary focus remains serving independent travelers and the meetings & conventions market. This is accomplished through a number of ways, primarily the following:

- **Official Visitor’s Guide:** Visit Sitka conceptualizes, designs, and prints an Official Visitor’s Guide every year, with the new versions becoming available every February. The 2024-25 Visitor’s Guide is focused on Sitka year-round. More information about the Visitor’s Guide is available in sections to follow.
- **Meetings & Conventions Guide:** Visit Sitka has a digital Meetings & Conventions Guide available

online. This collateral piece, designed to be updated every two years, sells Sitka as a premier destination to hold a meeting, event, conference, or staff retreat. The Meetings & Conventions Guide is undergoing an update for 2024, and the goal is to produce a small print run to mail out to convention planners across the state. More information on the Meetings & Conventions Guide is available in sections to follow.

- **Destination Marketing Website:** Visit Sitka developed and currently maintains our website, visitsitka.org. The website acts as an informative guide for potential travelers, with focus on local business through highlighting available things to do and places to stay. General visitor information and a Sitka blog is also available for visitors. Additionally, each of our collateral pieces including our library of digital interactive Official Visitor's Guides are available. There is also a form for visitors to request a printed and mailed visitor's guide. More information on the website, including metrics, is available in sections to follow.
- **Social Media:** Visit Sitka believes social media is a critical source to engage visitors and collect feedback in real-time. Visit Sitka is active on Facebook, Instagram, YouTube, TikTok, and Pinterest. More information on social media is available in sections to follow.
- **Media Relations:** Visit Sitka works closely with the State of Alaska's PR firm, Thompson & Co. to host media throughout the year. Visit Sitka's doors also remain open to assisting independent media as appropriate. More information on media relations, including metrics and media hosting counts for 2023 is available in sections to follow.
- **Blog:** Visit Sitka staff has been actively working towards publishing two blog posts on visitsitka.org per month. Blog posts are a great way to answer frequently asked questions, give insider tips, and promote independent travel and convention interest. Blog posts are shared on Social Media and loaded to the website resulting in increased search engine optimization (SEO). More information about the Visit Sitka blog is available in sections to follow.
- **Consumer Shows:** Following feedback from City & Borough of Sitka Assembly members, Visit Sitka will be reducing the number of consumer shows attended going forward. In 2025, Visit Sitka will not attend Travel & Adventure Consumer Shows, or Holland America's Travel Show. Visit Sitka will instead seek out different opportunities to partner regionally and reach independent travelers.

Cruise/Yacht

Maintaining relationships with cruise line partners is key to keeping cruise market share and Sitka's economic health. Visit Sitka will continue to maintain positive relationships with existing cruise lines by attending inaugural ship visits, ensuring cruise staff have accurate information on Sitka and the things to do, and maintaining the live cruise ship calendar.

Cruise Line Agencies International (CLIA) hosted its first Pacific Northwest Cruise Symposium in Seattle in February. Visit Sitka attended, along with 300 others, to have a regionally focused discussion on cruise tourism. This event allowed Alaska to be one of the primary destinations and a more intimate connection with the cruise industry leadership. With the success of this event, Visit Sitka will not attend Seatrade Cruise Global as we have in previous years.

Services for cruise ship passengers are limited to serving information verbally in-person, through email/phone calls, and through printed information materials, as Visit Sitka's primary focus remains on independent travelers.

Visit Sitka will continue to increase engagement with the independent yacht market, including membership with the US Superyacht Association. Visit Sitka will offer visitor guides to be distributed through the Yacht Services of Alaska and the Sitka Harbormasters office, and actively supply service information to encourage yacht staff to shop for their needs in Sitka.

Local & State Tourism Partners

Visit Sitka's participation in the Alaska Travel Industry Association annual conference gives the team access to hundreds of travel industry professionals, advocates, and vendors for Alaska's Tourism Industry. Networking with other Alaska tourism professionals creates a strong network of advocates for Sitka for referrals. Attending both meetings at Southeast Conference is an important tool for keeping abreast of economic issues in southeast Alaska and develops important partnerships for economic growth in Sitka and across the region. Participation with the Southeast Alaska Tourism Council allows us to connect as a region and strategically plan for marketing with focus on independent travelers.

Visitor's Guide

Visit Sitka's 2024-25 Official Visitors' Guide has a very intentional theme focused on Sitka year-round. The magazine-style format allows us to tell Sitka's stories and this year, readers will learn about "Sitka year-round". This underlying theme is reflected throughout in editorial content, imagery, and highlighted by the herring spawn displayed in the cover is intended to inform potential independent travelers that there are reasons to visit Sitka in all four seasons.

Visit Sitka is proud that our magazine design layout has inspired other DMO's across the state, and each year we receive compliments on our layout, stories, and content. In 2022, Element Agency, our partner in creating the guide, was awarded best in category and a gold award for our publication at the American Institute of Graphic Arts (AIGA) Big One design awards.

This year, we have ordered 20,000 guides to be distributed to independent travelers across the country. Approximate metrics of guide distribution can be seen here:

- ~6,000 mailed directly to prospective visitors (*through request form on visitsitka.org and phone call/email requests for mailed copies*)
- ~ 4,000 mailed to other visitor centers across the state, mailed to travel agents, and distributed at trade shows
- ~10,000 distributed locally to independent travelers through hotels, Visit Sitka and Harrigan Centennial Hall visitor centers, ferry terminal, and taken to trade show events by Visit Sitka and tourism business partners

The interactive digital, online version includes video inserts, scrolling photo galleries and direct website links. The current issue and prior five year's issues are available for readers on the Digital Visitors' Guide Library and can be viewed [here](#).

External Advertising

Digital

Digital marketing spans content creation, social media marketing (video & image creation, paid promotion, and ads) including online advertising with search & display ads plus email marketing. Precise targeting of sponsored content on the web gives Visit Sitka the ability to quickly respond to changes in market conditions and other data. This will also give us access to the mobile phonemarket where a multitude of leisure travelers continue to use their mobile phones to plan their adventures. 96% of leisure travelers regularly use a mobile phone and the use of mobile phones in trip planning before leaving home has become consumers preferred method of research.

Print

Print advertising continues to be a pricier investment across the market. With fluctuating advertising prices and changing times, Visit Sitka continues to prefer digital marketing over print. Print marketing presents ROI tracking challenges and is often difficult to track audiences. Visit Sitka will continue to search out the best publications for our potential visitors and ensure that those ad buys also include a strong digital component. We will continue to advertise in the Alaska Map and the Alaska Milepost, as these are iconic publications that visitors consider to be reliable sources of information.

Social Media

Visit Sitka is currently active on Facebook, Instagram, TikTok, YouTube, and Pinterest, and our social media presence continues to reach large audiences worldwide. Consistency on social media and interacting with comments and messages establishes Visit Sitka as the expert for both visitors and partners, and allows us to improve customer service with real-time feedback. Visit Sitka works with the PR firm Element Agency to contract out consistent, branded social media content. Visit Sitka works closely with Element Agency to create an annual calendar of must-post topics, primarily surrounding prominent year-round events and holidays, as well as sharing our Digital Official Visitor's Guide- a great resource for pre-trip planning and visitor education.

Current social media "wins":

- Instagram followers – 16,000
- Facebook followers – 69,000
- On 8/25/2023, a post featuring Sitka's airport runway went viral with over 10,000 lines and a reach of over 6 million Facebook users.

Branded Content

Branded content is content that does not involve traditional advertising. It can include articles, videos, podcasts, and even live elements that bring relevant value to the consumer. It is not advertising in the way most people think of advertising (commercials, banner ads, social media ads, etc...). Branded content can work better than traditional advertising because it feels organic and authentic rather than ads that are in our face. When a consumer watch branded content, their brand recall is up to 59% higher than it is with display ads. Visit Sitka will continue to maintain relationships with media and influencers to remain open to opportunities for branded content.

Visit Sitka plans to complete a project started in 2024 for an educational video to be played on cruise ships and at the Sitka Sound Cruise Terminal, intended to set visitor expectations and foster a deeper understanding of how to honor and respect the community and culture.

Website

Destination Marketing Organization websites are trusted and valuable resources for travel planning. Visit Sitka continues to maintain our website to include the most up-to-date information, and act as a trustworthy and educational resource for incoming visitors. visitsitka.org has continued to gain traction through analytics, showing that visitors are recognizing Visit Sitka as the reliable resource for planning out their days in our community.

In 2023:

- 123,032 sessions (website visits)
- 389,569 page views
- 54% engagement rate

Moving forward, Visit Sitka will continue updating visitsitka.org with the latest information on traveling to Sitka. We continue to develop fresh content from professional photoshoots and through our annual photo contest. Goals for 2024-25 include building out each directory section with a welcoming narrative, expanding the yacht and wedding sections to gear towards independent travelers, and continuing to expand the Sitka blog with frequently asked questions and hot topics.

For the website to maintain functionality it is necessary to invest in maintenance, including software updates and bug fixes, security scans, minor modifications, and maintaining overall site health. Included in this cost are annual costs such as domain hosting, database support, and online support services.

Driftscape – Interactive Mobile App

Visit Sitka has partnered with the web app developer Driftscape to bring Sitka to visitor's fingertips. The app is free for users to download on iOS and Android, and has an internet-free option for those without connection in Sitka, and to cut down on bandwidth usage. A mobile app for Sitka has been a long-requested item by the CBS Assembly, and we are excited to bring this option to the table to cut down on printed map costs and paper waste.

Visit Sitka supplies printed promotional materials to interested businesses, including printed signage ranging from sandwich board size, all the way to business card-sized QR codes to download the app. We expect interest in Driftscape to rise in 2024 through additional promotion, resulting in additional need for printed promotional materials, outside of the cost of participating on the platform and maintaining the app's content.

Media Hosting

Connecting and working with media outlets and public relations allows us to maintain control in the message spread about Sitka. It is important to continue to build and maintain relationships over time with journalists, influencers, and other media to ensure Sitka is displayed in an accurate and consistent manner throughout media platforms. Visit Sitka will attend Alaska Media Roadshow, held by the Alaska PR firm Thompson & Co. This event is a fantastic opportunity to meet with up to 25 of the most influential travel media in the United States who are working on Alaska projects. This event is a great opportunity to meet face-to-face with these media and tell them about important Sitka updates and begin forming relationships.

Visit Sitka also hosts visiting travel writers in Sitka throughout the year through partnerships with Thompson & Co. Last year Visit Sitka hosted 10 unique journalists, which included hotel nights, guided tours, meals in

local restaurants, and logistical support. Many more media members were supported via telephone and email. Visit Sitka will continue to open its doors to media and journalists to continue the consistency of messaging surrounding Sitka as a destination.

In 2023, Visit Sitka began working with the service Critical Mention, which allows us to see any article, tv show, or radio service that mentions Sitka. Visit Sitka has created a monthly internal Media & Mentions Report of monthly tourism-related mentions, estimated publicity value, and mentions by sentiment.

A comprehensive document of all Media & Mentions Reports with an explanatory introduction page can be viewed by [clicking here](#). Some quick metrics:

Since August 2023, Sitka has:

- Been mentioned in 5,308 tourism-related articles, TV productions, and radio shows
- Received an estimated publicity value of \$146,279,420

Visitor Services

Public Inquiries & Visitor Information Center Operations

Visit Sitka keeps our doors open to the public through walk-ins, phone calls, and emails. Visit Sitka keeps the Visitor Center open from 9:00 am – 4:00 pm Monday through Friday, as well as additional weekend hours throughout the heavy visitor season.

Visit Sitka hires a seasonal, full-time Visitor Services Coordinator and approximately 10-12 part-time, seasonal Visitor Information Staff to keep a healthy rotation of personnel ready to provide quality information to visitors. Visit Sitka keeps at least one Visitor Information Staff (in addition to the Visitor Services Coordinator) at the Visitor Center during all open business hours to ensure each visitor receives a quality experience, and leaves feeling that their needs were met. The Visitor Services Coordinator schedules and manages all Visitor Information Staff, is the first point-of-contact for all visitor calls and emails, maintains the live cruise ship calendar, and maintains a level of organization and order in the Visitor Center throughout the season.

Additional stats and metrics on visitor walk-ins, emails, and calls can be found in sections to follow.

- **Visitor Information at Cruise Terminal**

As part of the contract deliverable, Visit Sitka staff provides at the visitor information shed at the Sitka Sound Cruise Terminal every day that a ship with over 1,000 berth capacity is in port. Depending on needs, this can be anywhere from 1 – 3 staff members to ensure all passengers receive a quality experience. Staff tasks include distributing attractions maps, directing to shore excursions, connecting visitors with the Driftscape App, and answering general questions.

Visit Sitka staff make contact with at least half of all cruise ship passengers exiting ships at the Sitka Sound Cruise Terminal, with the other half heading directly to shore excursions. Visit Sitka goes through anywhere from 500 – 1500 attractions maps per day at the cruise terminal. Also displayed at the terminal are two sandwich boards and a pop-up sign advertising Driftscape, Visit Sitka's mobile app platform. Important to note: Visit Sitka utilized unrestricted funds to both increase the staff at the terminal and the increased printing costs related to this increase in cruise visitors. In 2024, we expect to see more visitors utilizing Driftscape, slightly reducing the need for printed maps at the terminal.

Collateral Supply

Visit Sitka supplies collateral on an as-needed basis for Harrigan Centennial Hall, including attractions maps, pocket guides, hiking guides, visitor guides, and Driftscape promotional materials. In addition to this, Visit Sitka also supplies a reasonable amount of collateral as-needed for various high-traffic businesses in town, such as e-bike companies, hotels, restaurants, Fortress of the Bear, Alaska Raptor Center, and more.

In addition to primary collateral pieces, Visit Sitka also developed and maintains a restaurant guide. The guide is displayed in a flip-stand at high-traffic hotels, Harrigan Centennial Hall, and at the Visitor Information Center. Visit Sitka also keeps a rack card system with flyers for local businesses at the Visitor Information Center.

It is important for Visit Sitka to continue to supply collateral items around Sitka to provide a sense of consistency in visitor services throughout the community.

Directory of Tourism Related Business

Each year, Visit Sitka advertises an opportunity for tourism-related businesses to be listed on a directory that is then published on visitsitka.org. The advertising for businesses is run for 30 days through Visit Sitka newsletters and an advertisement in the Daily Sitka Sentinel. In addition to being available on the website, a printed copy of the directory is available at the Visitor Information Center, the Sitka Sound Cruise Terminal information shed, and delivered to Harrigan Centennial Hall for usage at their visitor desk.

Convention Sales & Services

Meetings & Conventions Supported in 2023 & 2024:

Heritage & Cultural Tourism Conference

April 11-13, 2023, 120 attendees

Yaaw Koo.eex

April 15, 2023, 200 attendees

Sustainable Southeast Partnership Annual Spring Retreat

April 26-28, 2023, 75 attendees

North Pacific Fishery Management Council Meeting

April 5-11, 2023, 50+ attendees

Southeast Conference Annual Meeting

Sept. 19-21, 2023, 275 attendees

Region V Basketball Championships

March 6-10, 2024, 1,000 attendees

Heritage & Cultural Tourism Conference

March 19-21, 2024, 120 attendees

Lowell Wakefield Fisheries Symposium

April 16-18, 2024, 100 attendees

Alaska Telecom Association Annual Conference

May 20-22, 2024, 150 attendees

Meetings & Conventions Strategy:

Relationship building and face-to-face interactions with decision makers is essential to building our Meeting & Convention business in Sitka. Visit Sitka has identified incentive travel and C-suite retreats as the best fit for Sitka's strengths and location along with in-state trade, government, and school travel. Projects to complement this strategy include advertising to business-to-business (B2B) meeting planners and

maintaining a physical and digital meeting planner to offer easy access to information and tools for planners.

Promotional items are especially important for our emphasis on enhancing visitor experience and taking advantage of word-of-mouth marketing, which research shows is still the number one driver of travel. Event groups are supplied with items to support their meetings including pens, notepads, lanyards, maps, programs, and staff support to create successful events.

The amount of staff support varies with each event, but this may include in-person or virtual meetings with event planners to discuss the logistics, provide recommendations, and execute action plans. Our team will attend recurring meetings leading up to the event to ensure their experience is smooth and easy.

An important part of our strategy is making sure local businesses are being supported. We often act as a liaison for Sitka's business community and connect event planners with partners during the planning process. Our Show Your Badge program is offered to large events. The program lets local businesses offer special deals and discounts to event attendees. It encourages them to shop local while they're in town, and gives exposure to local businesses. We also keep local businesses informed when events are in town through word-of-mouth, email, and flyers.

Recent Meetings & Conventions Successes:

Southeast Conference (SEC) held their annual meeting in Sitka on September 19th-21st, 2023. The meeting brought over 250 business leaders, delegates, and elected officials to Sitka. The Visit Sitka team worked with SEC throughout the year leading up to the event. Visit Sitka provided support with lodging, catering, transportation and more. During the event Visit Sitka staff supported SEC with their event needs including set-up, recruiting volunteers, and on-site activities. As part of hosting SEC, Visit Sitka coordinated a community-sponsored reception (special project). This event gave Sitka the opportunity to sponsor an important networking event as well as showcase the community to the attendees. We held the reception at Halibut Point Crab & Chowder, located at the Cruise Ship Terminal. The reception included local artists, dancers, and businesses.

The Region V Basketball Championships were held in Sitka on March 6th-10th, 2024. The tournament brought in over 1,000 visitors from across the state. The economic impact the tournament had on our lodging, restaurant, and small business industries was tremendous. In November of 2023, the tournament coordinator reached out and asked Visit Sitka for support. The tournament was in jeopardy of being moved out of Sitka if more lodging was not secured. The Visit Sitka team offered support by working with our lodging partners to find solutions. Adequate lodging was secured, and Visit Sitka's efforts played a large role in keeping the tournament in Sitka. In addition to lodging support, Visit Sitka donated water bottles to tournament participants, visitor guides and maps, and distributed flyers for the tournament throughout town.

Reporting

Quarterly Reports

Visit Sitka meets quarterly with the CBS Municipal Administrator to provide updates on activities throughout the year and get feedback on activities Visit Sitka is undertaking that quarter. Meetings, emails, and phone conversations also provide an opportunity for collaboration with City staff on a regular basis.

Annual Scope of Service Report

As part of the contract renewal process, CBS Municipal Administrator has requested the Scope of Services report be provided by Visit Sitka. This report has been completed directly reporting on each of the deliverables in the contract.

Other Services

Maintaining Current Information & Collateral

Infrastructure projects help visitors and locals find the resources they need to fully experience Sitka. To continue to give excellent service Visit Sitka will maintain visitor information locations, update signage, maintain visitsitka.org, and to encourage visitation to local eateries with menu stands in high traffic areas.

With the significant increase in visitors, additional branded collateral including larger quantities of attractions maps, hiking guides, and downtown pocket guides will be needed. Visit Sitka also supplies maps and collateral for Harrigan Centennial Hall’s visitor desk, as well as local businesses as requested. Due to extremely popular demand, the Attractions Map was reordered 7 times throughout the season, at around 20,000 maps per order. Hiking Guides were reordered three times, and Downtown Pocket Guides were reordered twice. With another raise in anticipated visitor count for 2024, we anticipate printing needs and costs to rise again.

See chart below for what was budgeted for the 2023 season, the actual cost, the quantity ordered in 2023, and the projected need for 2024.

| Collateral | 2023 Budgeted | 2023 Actual | Quantity ordered in 2023 | Projected quantity needed for 2024 |
|-----------------|---------------|-------------|--------------------------|------------------------------------|
| Attractions Map | 5400 | 7,466 | 130,000 | 150,000 |
| Pocket Guide | 3960 | 6,912 | 18,000 | 20,000 |
| Hiking Guide | 4060 | 5,006 | 10,000 | 10,000 |

NEW Collateral Piece: Visit Sitka is partnering with Sitka Trail Works, Sitka Bike Club members, and local bike rental companies to develop a critically-needed new collateral piece, the Sitka Biking Map. The map is intended to help bikers and e-bikers learn the rules of the road and what trails/locations are best suited for biking. The goal of the piece is to cut down on undesirable behaviors on visiting bikers and e-bikers, educate users and protect local trails and users. The map will be a similar style to the attractions map, and will be ordered through the same printing platform, costing approximately 6¢/map. In previous years, local biking and e-biking companies relied on Visit Sitka’s Hiking Guide for their daily business operations. Moving forward, Visit Sitka intends to supply these companies with the Biking Map instead, and we anticipate

needing to order a few thousand of these new maps to start.

Newsletters & Business Support

Visit Sitka sends out monthly newsletters to over 450 local business contacts that include updates and opportunities with Visit Sitka's programs, cruise schedule updates, and key tourism opportunities, such as upcoming conferences. Visit Sitka also sends e-blast email notifications in addition to the newsletters as-needed for important events and tourism updates. City news releases are included in these communications to help share important CBS updates and project development information directly to the business community.

Visit Sitka's partners are highly engaged with us and rely on the value of the content provided in email newsletters and e-blasts. Performance indicators for Visit Sitka newsletters over the previous calendar year:

- Average click-through rate: 47% (*industry average: 39%*)
- Average open rate: 5.2% (*industry average: 1.38%*)

Source: Constant Contact Email Performance Analytics

Visit Sitka is dedicated to not only the visitor experience but enhancing the overall tourism experience in Sitka. To reach this goal Visit Sitka continues to develop training and experiential events for locals and tourism businesses. This includes the Sitka Summer Expo, where locals are encouraged to learn about Sitka's tourism industry: Alaska Host trainings, and visitor industry meetings. Visit Sitka has encouraged community members and visitor industry professionals to engage with programs provided by the Sitka Chamber such as the Sitka's Emerging Leaders workforce development group and pertinent topics at their Speaker Series which include industry trends and community issues such as housing and childcare.

Cruise Calendar

Visit Sitka develops and maintains a live cruise ship calendar throughout each season. The calendar is managed through Google Calendar, allowing us to update it live for all viewers instantly when cruise ship changes arise. The calendar contains the ship, its arrival and departure time, its docking location, and its berth capacity. The calendar is widely used across the Sitka community due to its convenience of having real-time, updated information.

Visit Sitka monitors emails over the weekends throughout the cruise season to check for changes that may happen over off-days. For major changes such as docking locations or arrival/departure changes, Visit Sitka deploys e-blast email notifications on a timely basis to local businesses, city staff, and Harrigan Centennial Hall staff.

Additional Contracts

In the summers of 2022 and 2023, Visit Sitka bid on and received an additional contract to perform short-term operational and communication support for the cruise ship seasons. It is anticipated that Visit Sitka will provide communication support services during the 2024 season.

Metrics

Conventions

With the addition of a team member with focus on convention support and outreach, VS has begun working processes for gathering data and metrics to include convention bookings, total number of convention attendees, number of room nights, and estimated direct attendee spending. A survey be conducted to gather data directly from convention attendees on an on-going basis. It can be difficult to measure full impact because when convention attendees come to Sitka, they create economic activity that ripples throughout the community. We will provide an update in the next quarter with preliminary data points and trends found as part of the survey results.

There were 2,100 attendees for the conventions and meetings we directly supported in FY24. Information sharing on convention bookings at the Harrigan Centennial Hall has not been shared with Visit Sitka. We are working to establish a process for getting this information in order to report a more comprehensive number of overall convention bookings.

In an effort to provide the metric specifically on room bookings, Visit Sitka is in conversation with Smith Travel Report who work with national brand hotels to provide hotel occupancy rates. DMOs, such as Explore Fairbanks, are able to purchase reports to better understand trends in hotel bookings. Currently, none of the Sitka based hotels are reporting to this agency so our hope is to partner with them to work towards reporting. The feedback we have received from lodging partners for the upcoming summer season is that there is room for growth in early May with occupancies nearly sold out from Mid-May through August. This information helps us as we seek visitors and conference attendees to fill in the weeks with space available.

- Total # of meetings and conventions Visit Sitka supported since January 2023: 9
- Total # of meetings and conventions attendees since January 2023: 2,100
- Percentage of total meetings and conventions attendees that came during October-April: 79%
 - The majority of meetings and conventions attendees stay in hotels. Meetings and conventions that occur during non-peak season months provide significant economic benefit for hotels in Sitka.

Visitor Inquiries

Emails & Calls

Visit Sitka receives approximately 250 emails/year from visitors seeking additional information.

Visit Sitka receives a very large amount of calls from visitors. In the off-season, Visit Sitka receives anywhere from 5-7 calls per day. During peak visitor season, Visit Sitka can receive anywhere from 10-15+ calls per day.

Visitors to the Visitor Information Center

In 2023, approximately 3,000 visitors signed Visit Sitka's guestbook. Guestbook sign-in is not required, so it is estimated that approximately 1 in 5 visitors sign-in. For 2024 and beyond, Visit Sitka is investigating other ways to track visitor foot traffic to provide a more accurate count. Due to extremely busy days at the visitor center, using a clicker or tally system has proven to be an unviable method while still providing a pleasant experience to all guests.

Visits to Website

In 2023:

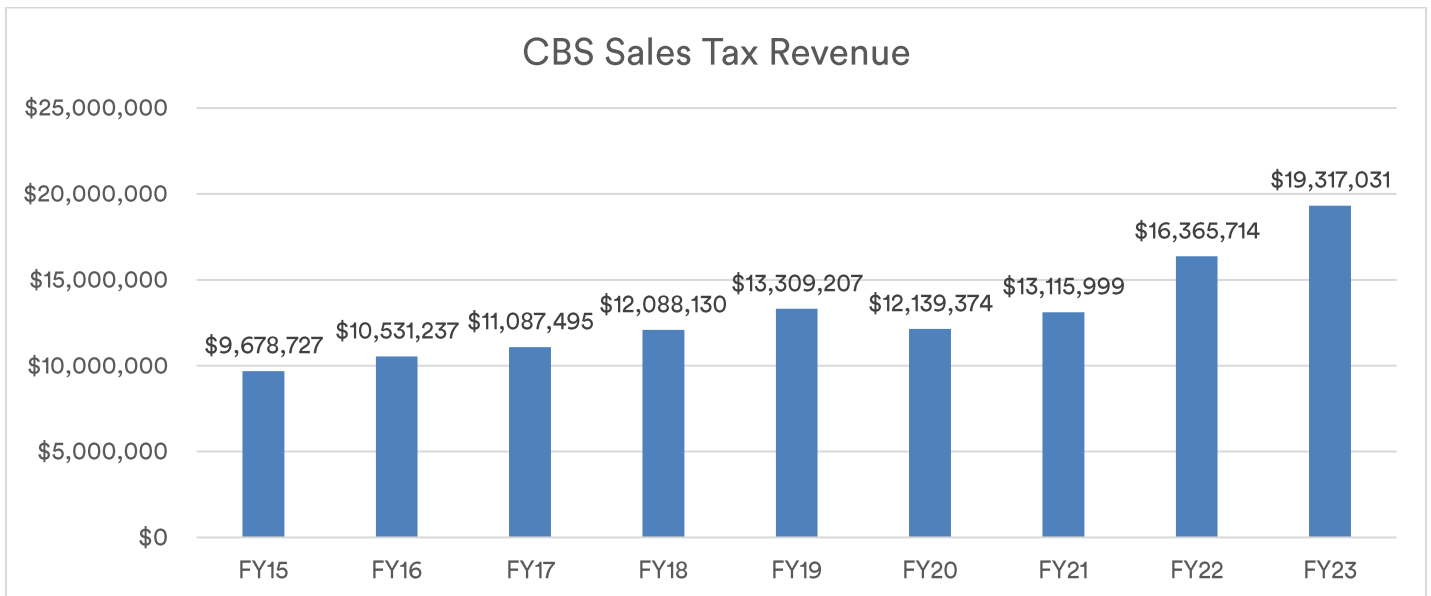
- 123,032 sessions (website visits)
- 389,569 page views
- 54% engagement rate

Economic Indicators

Sales Tax Revenue

The City and Borough of Sitka’s sales tax revenues have seen consistent increases aligned with the growth in the visitor industry. These tax increases allow for additional funds to support city services, pay for projects and infrastructure improvements.

In FY19, sales tax receipts were \$13.3 million which fell to \$12.1 million in FY20. The approximate \$1 million of reduction of revenue that was seen in FY20 was nearly fully recovered in FY21 with revenues of \$13.1 million. In FY23, \$19.3 million was collected with Retail trade and services being the two highest industries.



Source: CBS 23 ACFR

Transient Lodging Tax Revenue

The Transient Lodging tax has also seen growth over the past several years with large increases in FY23 seen as a result of the increase of independent travelers and the 5-day ATIA Convention of over 500 attendees hosted in Sitka Oct. 2022. The Transient Lodging Tax Revenues are expected to have a full recovery in FY23 with the return of meetings and conventions and a strong independent traveler season.

| Fiscal Year | Transient Lodging Tax Revenue |
|-------------|-------------------------------|
| 2023 | 792,950 |
| 2022 | 669,958 |
| 2021 | 458,600 |
| 2020 | 398,187 |

| | |
|------|---------|
| 2019 | 557,048 |
| 2018 | 540,875 |
| 2017 | 503,439 |
| 2016 | 472,900 |
| 2015 | 411,916 |

Potential on Investment (POI)

Potential on Investment of a DMO’s social media activities is one way to measure the effectiveness but should also keep in mind the economic factors that are outside the control of the DMO that can affect potential demand. Examples of these include the weather, economy, natural disasters, industry’s ability to convert and pandemics (i.e., COVID-19). This metric is a new fluid concept and is still being explored by DMOs throughout the world. Below is a description of the equation and each of the factors that can be used in calculations.

The Formula:

$$POI = Cv \times Ci \times Mq$$

Calculation of POI

Instagram: \$917 (Cv) x 4.51% (Ci) x 16,000 followers (Mq) = \$661,707

Facebook: \$917 (Cv) x 2.21% (Ci) x 68,109 followers (Mq) = \$1,341,388

Net Promoter Score

Sitka has seen a positive rating in customer satisfaction over the past several years. Sitka was chosen as a Top 5 Alaskan Cruise Destination by Cruise Critic for the four years prior to the COVID-19 pandemic (2016 through 2019). Sitka’s satisfaction rating, based on the results of the 2017 AVSP, was 78% Very Satisfied, 20% Satisfied.

Net Promoter Score is calculated by: **Subtracting the percentage of detractors from the percentage of promoters.** (The percentage of passives is not used in the formula.) For example, if 10% of respondents are detractors, 20% are passives and 70% are promoters, your NPS score would be 70-10 = 60.

78% satisfaction is the benchmark set by Alaska Visitor Statistics Program 7 (Summer 2016) – Alaska Dept. of Commerce, Community, and Economic Development (DCCE). This is the last year that AVSP was funded by Alaska.

Visitors were asked how likely they were to recommend Alaska as a vacation destination. Virtually all visitors said they were or highly likely to recommend Alaska to others, **including 79 percent** who said they were highly likely, and 18 percent who said they were likely. Just 1 percent said they were unlikely to recommend Alaska. - AVSP 7 – Section 6: Visitor Profile - Satisfaction, Repeat Travel, and Trip Planning (2016).

Total Visitors to Sitka

The chart below displays total visitors to Sitka with distinctions for how they arrive. In the years before 2020, Sitka was seeing consistent growth in total visitors, topping 300,000 in 2019. In 2022, travel to Sitka made a

full recovery from the COVID-19 Pandemic with more than 450,000 total visitors. By the end of 2023, Sitka saw more than 550,000 total visitors.

There has been an upward trend in air passengers into Sitka since 2009. While the pandemic hit the travel industry hard in 2020, air travel is back into full swing. In 2022, Sitka surpassed the highest total air travelers with 93,550 passengers and in 2023, growth was seen with over 95,000 passengers, 66,00 of which were visitors.

Number of passengers to SIT Airport

| <i>Year</i> | <i>Airport passengers</i> | <i>Independent Travelers</i> |
|-------------|---------------------------|------------------------------|
| 2023 | 95,794 | 66,673 |
| 2022 | 93,550 | 65,111 |
| 2021 | 79,604 | 55,404 |
| 2020 | 38,235 | 26,612 |
| 2019 | 89,518 | 62,305 |
| 2018 | 87,782 | 61,096 |
| 2017 | 85,375 | 59,421 |

*69.6% of Domestic Air passengers are visitors

Source: https://www.transtats.bts.gov/Data_Elements.aspx?Data=1

Personnel

3.5 FTE year-round, 10 Seasonal positions, payroll taxes, worker's comp insurance

Market/Industry Promotion

1 consumer travel show, SE Conference

Occupancy

Rent, utilities, phone, internet, insurance

Advertising

Social media contract, TravelAlaska, Milepost, Alaska map + more

Website, internet services

Website maintenance & development, required subscription services

Promotion

Branded collateral, hosting for meetings, VIPS, familiarization trips

Contracted Services

Contracts for visitor guide design, photo & video, graphic design, accounting, dues/subscriptions

Supplies, Printing & Postage

Office supplies, visitor staff support, collateral printing, shipping & postage +

Professional Development

Staff attendance at industry & business trainings in-person & via web

Media & Public Relations

On-site hosting of visiting journalists & media

**Greater Sitka Chamber of Commerce
Proposed Budget
FY25**

| | | <u>200 - Visit Sitka Contract</u> |
|--------------------------------------|--|-----------------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| 4200 - Contract Revenue | | 575,000.00 |
| Total Income | | <u>575,000.00</u> |
| Gross Profit | | <u>575,000.00</u> |
| Expense | | |
| 5000 - Personnel Expenses | | |
| 5010 - Salaries & Wages | | 231,775.00 |
| 5015 - FUTA | | 1391.00 |
| 5020 - Social Security | | 14,370.00 |
| 5025 - Medicare | | 3,361.00 |
| 5030 - ESC | | 3013.00 |
| 5040 - Worker's Comp Insurance | | 1,043.00 |
| Total 5000 - Personnel Expenses | | <u>254,953.00</u> |
| 6200 - Promotion | | |
| 6210 - Airfare | | 4,850.00 |
| 6220 - Travel | | 2,950.00 |
| 6230 - Industry/Market Promotion | | 1,900.00 |
| Total 6200 - Promotion | | <u>9,700.00</u> |
| 6300 - Occupancy | | |
| 6310 - Rent | | 26,100.00 |
| 6320 - Utilities | | 6,000.00 |
| 6330 - Telephone & Internet | | 5,000.00 |
| 6300 - Occupancy - Other | | 0 |
| Total 6300 - Occupancy | | <u>37,100.00</u> |
| 6400 - Professional Services | | |
| 6410 - Advertising | | 45,315.00 |
| 6420 - Accounting Fees | | 4,900.00 |
| 6435 - Internet Svcs & Web Maint | | 33,660.00 |
| 6440 - Promotion | | 9,750.00 |
| 6450 - Contracted Services | | 75,700.00 |
| 6400 - Professional Services - Other | | 0 |
| Total 6400 - Professional Services | | <u>169,325.00</u> |
| 6500 - Supplies | | |
| 6510 - Office Supplies | | 7,896.00 |
| 6530 - Postage & Freight | | 11,240.00 |
| 6540 - Printing and Copying | | 43,560.00 |
| 6580 - Decorations/Other | | 1,500.00 |
| Total 6500 - Supplies | | <u>64,196.00</u> |
| 6710 - Dues & Subscriptions | | 8,415.00 |
| 6720 - Professional Development | | 12,312.00 |
| 6730 - Catering | | 3,250.00 |
| 6740 - Media & PR | | 11,500.00 |
| 6780 - Bank Fees | | 0 |
| 6790 - Miscellaneous Expense | | 0 |
| Total Expense | | <u>575,000.00</u> |
| Net Ordinary Income | | <u>0</u> |
| Other Income/Expense | | |
| Other Expense | | |
| 8950 - Bad Debt Expense | | 0 |
| Total Other Expense | | <u>0</u> |
| Net Other Income | | <u>0</u> |
| Net Income | | <u>0</u> |
| Visit Sitka Unrestricted Revenue | | 157,250.00 |



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-042 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Reminders, Calendars, and General Correspondence

Sponsors:

Indexes:

Code sections:

Attachments: [Reminders and Calendars](#)
[Service Award Carol Voisin](#)
[Memo Summer Operations](#)
[HR Quarterly Report](#)
[IT Quarterly Report](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

REMINDERS

| <u>DATE</u> | <u>EVENT</u> | <u>TIME</u> |
|-------------------|---|-------------|
| Tuesday, March 26 | Annual Work Session <i>Chamber/Visit Sitka</i> | 5:00 PM |
| Tuesday, March 26 | Regular Meeting | 6:00 PM |
| Thursday, April 4 | Special Budget Meeting | 6:00 PM |
| Tuesday, April 9 | Regular Meeting | 6:00 PM |
| Tuesday, April 16 | Special Meeting: <i>Evaluations for Administrator and Attorney</i> | 6:00 PM |



March 2024

| Sunday | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|--------|-----|---|--|--|--|--------|----------|----|
| 25 | Feb | 26 | 27 | 28 | 29 | 1 | Mar | 2 |
| | | 6:00am <u>Tourism Task Force-Liaison Carlson</u> | 6:00pm <u>Regular Assembly Mtg</u> | 5:30pm <u>Police and Fire Commission-Liaison Pike</u> | 6:00pm <u>Special Budget Meeting</u> | | | |
| 3 | | 4 | 5 | 6 | 7 | 8 | | 9 |
| | | 6:00pm <u>Sustainability Commission-Liaison Mosher</u> | | 6:00pm <u>School Board-Liaison Mosher</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u> | 6:00pm <u>Work Session: Convention and Visitor Bureau Services</u> | | | |
| 10 | | 11 | 12 | 13 | 14 | 15 | | 16 |
| | | | 12:00am <u>Parks and Recreation Committee-Liaison Mosher</u> 6:00pm <u>Regular Assembly Mtg</u> | 5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u> | 12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u> | | | |
| 17 | | 18 | 19 | 20 | 21 | 22 | | 23 |
| | | 6:00pm <u>Tourism Task Force Work Session-Liaison Carlson</u> | | 12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u> | 3:00pm <u>Investment Committee-Liaison Christianson</u> | | | |
| 24 | | 25 | 26 | 27 | 28 | 29 | | 30 |
| | | | 5:00pm - 5:50pm <u>Annual Work Session: Chamber/Visit Sitka</u> | 5:30pm <u>Police and Fire Commission-Liaison Pike</u> | | | | |

Assembly Calendar

[2023](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2025](#)

April 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|---|---|---|-------------------|----------|
| 31 Mar | 1 Apr | 2 | 3 | 4 | 5 | 6 |
| | 6:00pm <u>Sustainability Commission-Liaison Mosher</u> | | 6:00pm <u>School Board-Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u> | 6:00pm <u>Special Budget Meeting</u> | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | <u>Eisenbeisz</u> | <u>Eisenbeisz</u> 12:00am <u>Parks and Recreation Committee-Liaison Mosher</u> <u>6:00pm Regular Assembly Mtg</u> | <u>Eisenbeisz</u> 5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u> | <u>Eisenbeisz</u> 12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u> | <u>Eisenbeisz</u> | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| | | <u>Special Meeting: Evals - Administrator and Attorney</u> | 12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u> | 6:00pm <u>Special Budget Meeting</u> | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| | | <u>6:00pm Regular Assembly Mtg</u> | 5:30pm <u>Police and Fire Commission-Liaison Pike</u> | | | |
| 28 | 29 | 30 | 1 May | 2 | 3 | 4 |
| | | | | | | |

Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Carol Voisin

*this expression of grateful acknowledgment for your one year and five months of
valued service rendered in the public interest while serving on the
Sustainability Commission. Thank you!*

Signed and sealed this 26th day of March 2024

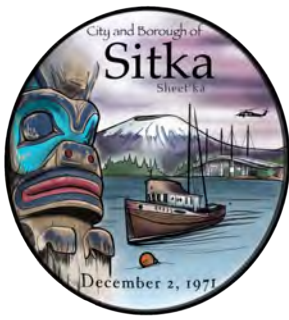




Mayor, Steven Eisenbeisz



ATTEST: Deputy Clerk, Jessica Earnshaw





CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Amy Ainslie, Planning & Community Development Director 

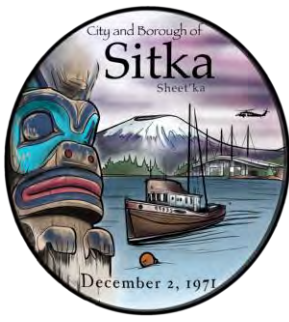
Date: March 20, 2024

Subject: Summer Tourism Operations – Lincoln Street Closures

In accordance with the Short-Term Tourism Plan, CBS staff is working to implement its summer tourism operations. 2024 operations will largely be consistent with 2023 including:

- Lincoln Street will be closed to vehicular traffic between Lake and Katlian Streets on days when 5,000 or more passengers are scheduled to be in town (based on the lower-berth capacity published on the Cruise Line Agencies of Alaska calendar). No parking will begin at 9AM, and the street will be closed to vehicular traffic from 10AM – 4PM. Street signage and closure procedures will remain the same.
- The standard-size portable restroom unit will be placed on Lincoln Street near the intersection of Barracks Street. As the access stairs utilize the roadway, the restroom will only be open when the street is closed. CBS will continue to make the restroom available for rental in conjunction with other community events in which Lincoln Street is closed.
- Communications will also be consistent with 2023, including a published cruise ship calendar with street closures noted, email notifications, and a phone line and email address available for citizen questions and concerns.
- Increased trash service in the downtown area.

Additionally, staff will be looking to augment the temporary streets crew with staff positions dedicated to pedestrian safety along Harbor Drive and at the Lake/Lincoln intersection. Staff is also continuing to advocate for additional improvements to traffic flow at the intersection, including striping and signage, and work proactively on plans for 4th of July to better preserve local festivities. The FY24 budget includes appropriations for these expenses.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

HUMAN RESOURCES DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

www.cityofsitka.com

hr@cityofsitka.org

907-747-1816

To: City and Borough of Sitka Assembly

From: Human Resources Department

Date: March 20, 2023

Subject: Human Resources Department Overview

Staff and Hours

- Human Resource Department (“HR”) staffing consists of a Human Resources Generalist II and a Temporary HR Assistant, reporting to the Municipal Administrator.
- HR office hours are normally 8:00 a.m. to 4:30 p.m. The HR office is open during the normal lunch hour, Noon to 12:30 p.m. for the convenience of both employees and citizens.

Duties and Responsibilities

Legal Compliance:

Sitka is subject to federal, state, local laws, supreme court case decisions and executive orders.

- Wage and Hour Laws
- Immigration Reform and Control Act
- E m p l o y m e n t L a w
- Equal Employment Opportunity
- Family and Medical Leave and Alaska Family Leave Act
- Workers Compensation
- Benefits (Voluntary and Mandatory)
- Storing, protecting and maintaining sensitive, confidential and medical information

Policies and Procedures:

- Personnel Policies Handbook (adopted by ordinance) 2021
 - Preparing for annual review

Compensation / Job Classification Review:

- In progress
 - Job Description Workshop for all Department heads is scheduled for March 21, 2024
 - Agreement from REDW is being reviewed to complete Comp study

Labor Relations

- Collective Bargaining was enacted by a vote of the citizens on October 4, 2005, and enacted into local law with Ordinance No. 2005-30. The law is found in the Sitka General Code at Section 2.08.125. Most employees who work for Sitka are represented by a union.
- Four (4) unions represent employees in Sitka.
 - Alaska State Employees Association (75 general government positions)
 - Public Safety Employees Association (26 positions)
 - International Brotherhood of Electrical Workers (20 positions)
 - Sitka Fire Fighters Union, International Association of Fire Fighters (8 positions)
- Unions: Contract Expiration:

| | |
|--------|---------------|
| ○ ASEA | June 30, 2025 |
| ○ PSEA | June 30, 2025 |
| ○ IBEW | June 30, 2025 |
| ○ IAFF | June 30, 2025 |
- Contracts require Assembly approval prior to implementation.
- HR is responsible for day-to-day contract administration, assisting employees and managers with contract interpretation, grievances, etc.

Recruitment and Onboarding

- HR is primarily responsible for managing recruiting and onboarding processes.
- Currently there are 23 vacancies: 20 Full-time, 3 Temporary.
- Hired: 10 since 01/01/2024
- Interview in progress for the following positions: none at this time
- Most difficult recruitment areas continue to be in the following areas and departments:
 - Police – police officers and dispatchers
 - Electric Utility – Lineman
 - Skilled and Professional Positions

Performance Management and Employee Development

- HR is responsible for maintaining and managing City job descriptions. Assists leaders with updates to ensure that all job descriptions are accurate. Current job descriptions are available for public review on the Municipal web. We are in the process of a citywide job description review.
- HR partners with people leaders to arrive at respectful and mutually beneficial solutions to correct and/or enhance performance. Coaches and counsels team members.

HRIS System

- HRIS Implementation with NEOGOV is currently underway

Benefit Administration

Sitka has several benefit programs, some mandated by law others by policy or collective bargaining agreement. They include the following:

- Blue Cross Health, Vision and Dental
- Supplemental medical, life and EAP
- Coordination of Annual Open Enrollment
- Provides input with respect to rates, coordination and plan design.

Personnel Files

- Active Personnel Files will be moved from Laserfische and held in the new NEOGOV HRIS portal



Budget Performance Report

Fiscal Year to Date 03/20/24

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 |
|--|------------------------|---------------------|----------------------|---------------------|----------------------------|--------------------|--------------------|---------------------------|---------------|
| Fund 100 - General Fund | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| Division 500 - Administrative | | | | | | | | | |
| Department 001 - Administrator & Assembly | | | | | | | | | |
| Sub-Department 900 - Human Resources | | | | | | | | | |
| 5110 | | | | | | | | | |
| 5110.001 | Regular Salaries/Wages | 168,126.40 | (75,000.00) | 93,126.40 | 2,971.10 | .00 | 16,437.85 | 76,688.55 | 18 |
| 5110.002 | Holidays | .00 | .00 | .00 | 321.20 | .00 | 2,889.20 | (2,889.20) | +++ |
| 5110.003 | Sick Leave | .00 | .00 | .00 | .00 | .00 | 1,908.40 | (1,908.40) | +++ |
| 5110.004 | Overtime | .00 | .00 | .00 | 602.25 | .00 | 782.93 | (782.93) | +++ |
| 5110.010 | Temp Wages | .00 | .00 | .00 | 1,596.00 | .00 | 33,558.50 | (33,558.50) | +++ |
| 5110 - Totals | | \$168,126.40 | (\$75,000.00) | \$93,126.40 | \$5,490.55 | \$0.00 | \$55,576.88 | \$37,549.52 | 60% |
| 5120 | | | | | | | | | |
| 5120.001 | Annual Leave | .00 | .00 | .00 | .00 | .00 | 4,247.42 | (4,247.42) | +++ |
| 5120.002 | SBS | 10,306.13 | .00 | 10,306.13 | 336.57 | .00 | 3,671.82 | 6,634.31 | 36 |
| 5120.003 | Medicare | 2,437.83 | .00 | 2,437.83 | 79.61 | .00 | 840.16 | 1,597.67 | 34 |
| 5120.004 | PERS | 36,987.85 | .00 | 36,987.85 | 856.80 | .00 | 5,743.93 | 31,243.92 | 16 |
| 5120.005 | Health Insurance | 53,843.16 | .00 | 53,843.16 | .00 | .00 | 9,621.37 | 44,221.79 | 18 |
| 5120.006 | Life Insurance | 14.16 | .00 | 14.16 | .00 | .00 | 4.37 | 9.79 | 31 |
| 5120.007 | Workmen's Compensation | 470.62 | .00 | 470.62 | 15.37 | .00 | 167.69 | 302.93 | 36 |
| 5120.011 | PERS on Behalf | 9,326.45 | .00 | 9,326.45 | .00 | .00 | .00 | 9,326.45 | 0 |
| 5120 - Totals | | \$113,386.20 | \$0.00 | \$113,386.20 | \$1,288.35 | \$0.00 | \$24,296.76 | \$89,089.44 | 21% |
| 5201 | | | | | | | | | |
| 5201.000 | Training and Travel | 17,465.00 | .00 | 17,465.00 | .00 | .00 | 1,090.85 | 16,374.15 | 6 |
| 5201 - Totals | | \$17,465.00 | \$0.00 | \$17,465.00 | \$0.00 | \$0.00 | \$1,090.85 | \$16,374.15 | 6% |
| 5204 | | | | | | | | | |
| 5204.001 | Cell Phone Stipend | 300.00 | .00 | 300.00 | .00 | .00 | 75.00 | 225.00 | 25 |
| 5204 - Totals | | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$75.00 | \$225.00 | 25% |
| 5206 | | | | | | | | | |
| 5206.000 | Supplies | 6,100.00 | .00 | 6,100.00 | .00 | .00 | 532.57 | 5,567.43 | 9 |
| 5206 - Totals | | \$6,100.00 | \$0.00 | \$6,100.00 | \$0.00 | \$0.00 | \$532.57 | \$5,567.43 | 9% |
| 5211 | | | | | | | | | |
| 5211.000 | IT Fees | 21,381.00 | .00 | 21,381.00 | .00 | .00 | 14,254.00 | 7,127.00 | 67 |
| 5211 - Totals | | \$21,381.00 | \$0.00 | \$21,381.00 | \$0.00 | \$0.00 | \$14,254.00 | \$7,127.00 | 67% |
| 5212 | | | | | | | | | |
| 5212.000 | Contracted Services | 36,569.00 | 190,000.00 | 226,569.00 | 5,039.08 | 25,562.50 | 69,367.62 | 131,638.88 | 42 |
| 5212 - Totals | | \$36,569.00 | \$190,000.00 | \$226,569.00 | \$5,039.08 | \$25,562.50 | \$69,367.62 | \$131,638.88 | 42% |
| 5222 | | | | | | | | | |
| 5222.000 | Postage | 300.00 | .00 | 300.00 | .00 | .00 | .00 | 300.00 | 0 |
| 5222 - Totals | | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 | 0% |



Budget Performance Report

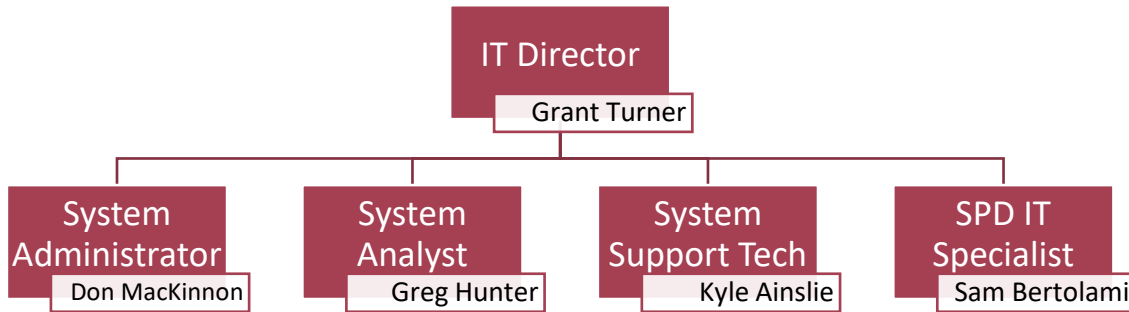
Fiscal Year to Date 03/20/24

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 |
|---|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------|----------------------|-----------------------|---------------------------|---------------|
| Fund 100 - General Fund | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| Division 500 - Administrative | | | | | | | | | |
| Department 001 - Administrator & Assembly | | | | | | | | | |
| Sub-Department 900 - Human Resources | | | | | | | | | |
| 5224 | | | | | | | | | |
| 5224.000 | Dues and Publications | 7,759.00 | .00 | 7,759.00 | .00 | .00 | 74.71 | 7,684.29 | 1 |
| 5224 - Totals | | \$7,759.00 | \$0.00 | \$7,759.00 | \$0.00 | \$0.00 | \$74.71 | \$7,684.29 | 1% |
| 5226 | | | | | | | | | |
| 5226.000 | Advertising | 19,110.00 | .00 | 19,110.00 | .00 | .00 | 3,177.95 | 15,932.05 | 17 |
| 5226 - Totals | | \$19,110.00 | \$0.00 | \$19,110.00 | \$0.00 | \$0.00 | \$3,177.95 | \$15,932.05 | 17% |
| Sub-Department 900 - Human Resources Totals | | \$390,496.60 | \$115,000.00 | \$505,496.60 | \$11,817.98 | \$25,562.50 | \$168,446.34 | \$311,487.76 | 38% |
| Department 001 - Administrator & Assembly Totals | | \$390,496.60 | \$115,000.00 | \$505,496.60 | \$11,817.98 | \$25,562.50 | \$168,446.34 | \$311,487.76 | 38% |
| Division 500 - Administrative Totals | | \$390,496.60 | \$115,000.00 | \$505,496.60 | \$11,817.98 | \$25,562.50 | \$168,446.34 | \$311,487.76 | 38% |
| EXPENSE TOTALS | | \$390,496.60 | \$115,000.00 | \$505,496.60 | \$11,817.98 | \$25,562.50 | \$168,446.34 | \$311,487.76 | 38% |
| Fund 100 - General Fund Totals | | | | | | | | | |
| REVENUE TOTALS | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ |
| EXPENSE TOTALS | | 390,496.60 | 115,000.00 | 505,496.60 | 11,817.98 | 25,562.50 | 168,446.34 | 311,487.76 | 38% |
| Fund 100 - General Fund Totals | | (\$390,496.60) | (\$115,000.00) | (\$505,496.60) | (\$11,817.98) | (\$25,562.50) | (\$168,446.34) | (\$311,487.76) | |
| Grand Totals | | | | | | | | | |
| REVENUE TOTALS | | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ |
| EXPENSE TOTALS | | 390,496.60 | 115,000.00 | 505,496.60 | 11,817.98 | 25,562.50 | 168,446.34 | 311,487.76 | 38% |
| Grand Totals | | (\$390,496.60) | (\$115,000.00) | (\$505,496.60) | (\$11,817.98) | (\$25,562.50) | (\$168,446.34) | (\$311,487.76) | |

IT QUARTLY REPORT

IT DEPARTMENT ORG CHART:



All FTEs are currently filled for the IT department

CURRENT PROJECTS STATUS:

Key Card Access to SSD and City Buildings

- Revised RFP is in review and will be going out soon
- Working with Sitka School District in planning for eventual expansion of system

City Network Infrastructure

- Current ACS managed internal network contract is up next summer.
- Budgeted plan for replacing ACS infrastructure with city-owned fiber network

Server OS Upgrades

- Over 90% complete with server upgrades

IT Helpdesk Statistics

- Average First response time: 33.7 minutes: 0.4% Faster than previous quarter
- Average Resolution Time: 24.06 Hours: 1.5% Faster than previous quarter



Budget Performance Report

Fiscal Year to Date 03/08/24

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 300 - Information Technology Fund | | | | | | | | | | |
| EXPENSE | | | | | | | | | | |
| Division 600 - Operations | | | | | | | | | | |
| Department 630 - Operations | | | | | | | | | | |
| 5110 | | | | | | | | | | |
| 5110.001 | Regular Salaries/Wages | 438,984.00 | .00 | 438,984.00 | 14,013.67 | .00 | 239,824.46 | 199,159.54 | 55 | 336,994.29 |
| 5110.002 | Holidays | .00 | .00 | .00 | 1,695.12 | .00 | 17,930.16 | (17,930.16) | +++ | 17,563.47 |
| 5110.003 | Sick Leave | .00 | .00 | .00 | 875.93 | .00 | 9,819.77 | (9,819.77) | +++ | 16,627.24 |
| 5110.004 | Overtime | .00 | .00 | .00 | 103.05 | .00 | 1,673.84 | (1,673.84) | +++ | 1,629.53 |
| 5110 - Totals | | \$438,984.00 | \$0.00 | \$438,984.00 | \$16,687.77 | \$0.00 | \$269,248.23 | \$169,735.77 | 61% | \$372,814.53 |
| 5120 | | | | | | | | | | |
| 5120.001 | Annual Leave | 15,210.00 | .00 | 15,210.00 | 872.28 | .00 | 29,091.71 | (13,881.71) | 191 | 39,185.19 |
| 5120.002 | SBS | 27,842.12 | .00 | 27,842.12 | 1,076.43 | .00 | 18,304.73 | 9,537.39 | 66 | 24,462.26 |
| 5120.003 | Medicare | 6,585.81 | .00 | 6,585.81 | 254.59 | .00 | 4,329.83 | 2,255.98 | 66 | 5,786.34 |
| 5120.004 | PERS | 96,576.71 | .00 | 96,576.71 | 3,863.21 | .00 | 65,518.04 | 31,058.67 | 68 | 87,528.66 |
| 5120.005 | Health Insurance | 82,670.64 | .00 | 82,670.64 | .00 | .00 | 79,344.00 | 3,326.64 | 96 | 98,302.06 |
| 5120.006 | Life Insurance | 52.44 | .00 | 52.44 | .00 | .00 | 34.96 | 17.48 | 67 | 49.76 |
| 5120.007 | Workmen's Compensation | 1,229.03 | .00 | 1,229.03 | 49.16 | .00 | 835.96 | 393.07 | 68 | 1,195.54 |
| 5120.011 | PERS on Behalf | 26,113.02 | .00 | 26,113.02 | .00 | .00 | .00 | 26,113.02 | 0 | 22,752.00 |
| 5120 - Totals | | \$256,279.77 | \$0.00 | \$256,279.77 | \$6,115.67 | \$0.00 | \$197,459.23 | \$58,820.54 | 77% | \$279,261.81 |
| 5201 | | | | | | | | | | |
| 5201.000 | Training and Travel | 15,500.00 | .00 | 15,500.00 | .00 | .00 | .00 | 15,500.00 | 0 | 7,083.91 |
| 5201 - Totals | | \$15,500.00 | \$0.00 | \$15,500.00 | \$0.00 | \$0.00 | \$0.00 | \$15,500.00 | 0% | \$7,083.91 |
| 5204 | | | | | | | | | | |
| 5204.000 | Telephone | 392,400.00 | .00 | 392,400.00 | 5,340.20 | .00 | 151,768.89 | 240,631.11 | 39 | 304,539.98 |
| 5204.001 | Cell Phone Stipend | 1,500.00 | .00 | 1,500.00 | .00 | .00 | 800.00 | 700.00 | 53 | 1,200.00 |
| 5204 - Totals | | \$393,900.00 | \$0.00 | \$393,900.00 | \$5,340.20 | \$0.00 | \$152,568.89 | \$241,331.11 | 39% | \$305,739.98 |
| 5205 | | | | | | | | | | |
| 5205.000 | Insurance | 25,000.00 | .00 | 25,000.00 | 2,849.85 | .00 | 24,962.29 | 37.71 | 100 | 20,980.00 |
| 5205 - Totals | | \$25,000.00 | \$0.00 | \$25,000.00 | \$2,849.85 | \$0.00 | \$24,962.29 | \$37.71 | 100% | \$20,980.00 |
| 5206 | | | | | | | | | | |
| 5206.000 | Supplies | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 2,392.27 | 12,607.73 | 16 | 836.11 |
| 5206 - Totals | | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$0.00 | \$2,392.27 | \$12,607.73 | 16% | \$836.11 |
| 5207 | | | | | | | | | | |
| 5207.000 | Repairs and Maintenance | 266,450.00 | .00 | 266,450.00 | 461.85 | 35,320.38 | 157,195.02 | 73,934.60 | 72 | 168,306.59 |
| 5207 - Totals | | \$266,450.00 | \$0.00 | \$266,450.00 | \$461.85 | \$35,320.38 | \$157,195.02 | \$73,934.60 | 72% | \$168,306.59 |
| 5208 | | | | | | | | | | |
| 5208.000 | Bldg Repair & Maint | 11,673.00 | .00 | 11,673.00 | .00 | .00 | 7,782.00 | 3,891.00 | 67 | 10,380.00 |
| 5208 - Totals | | \$11,673.00 | \$0.00 | \$11,673.00 | \$0.00 | \$0.00 | \$7,782.00 | \$3,891.00 | 67% | \$10,380.00 |
| 5212 | | | | | | | | | | |
| 5212.000 | Contracted Services | 397,750.00 | 188,893.63 | 586,643.63 | 32,723.91 | 247,056.25 | 388,650.28 | (49,062.90) | 108 | 239,131.25 |



Budget Performance Report

Fiscal Year to Date 03/08/24

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 300 - Information Technology Fund | | | | | | | | | | |
| | EXPENSE | | | | | | | | | |
| | Division 600 - Operations | | | | | | | | | |
| | Department 630 - Operations | | | | | | | | | |
| | 5212 - Totals | \$397,750.00 | \$188,893.63 | \$586,643.63 | \$32,723.91 | \$247,056.25 | \$388,650.28 | (\$49,062.90) | 108% | \$239,131.25 |
| 5214 | | | | | | | | | | |
| 5214.000 | Interdepartment Services | 147,449.00 | .00 | 147,449.00 | .00 | .00 | 98,299.36 | 49,149.64 | 67 | 156,860.04 |
| | 5214 - Totals | \$147,449.00 | \$0.00 | \$147,449.00 | \$0.00 | \$0.00 | \$98,299.36 | \$49,149.64 | 67% | \$156,860.04 |
| 5221 | | | | | | | | | | |
| 5221.000 | Transportation/Vehicles | 2,700.00 | .00 | 2,700.00 | .00 | .00 | .00 | 2,700.00 | 0 | .00 |
| | 5221 - Totals | \$2,700.00 | \$0.00 | \$2,700.00 | \$0.00 | \$0.00 | \$0.00 | \$2,700.00 | 0% | \$0.00 |
| 5222 | | | | | | | | | | |
| 5222.000 | Postage | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 232.84 |
| | 5222 - Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$232.84 |
| 5223 | | | | | | | | | | |
| 5223.000 | Tools & Small Equipment | 153,400.00 | .00 | 153,400.00 | .00 | 42,310.18 | 7,517.84 | 103,571.98 | 32 | 148,891.58 |
| | 5223 - Totals | \$153,400.00 | \$0.00 | \$153,400.00 | \$0.00 | \$42,310.18 | \$7,517.84 | \$103,571.98 | 32% | \$148,891.58 |
| 5226 | | | | | | | | | | |
| 5226.000 | Advertising | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 27.20 |
| | 5226 - Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$27.20 |
| 5227 | | | | | | | | | | |
| 5227.002 | Rent-Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (16,686.24) |
| | 5227 - Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | (\$16,686.24) |
| 5290 | | | | | | | | | | |
| 5290.000 | Other Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1.63 |
| | 5290 - Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$1.63 |
| 5400 | | | | | | | | | | |
| 5400.000 | OPEB Expense | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (117,190.00) |
| | 5400 - Totals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | (\$117,190.00) |
| | Department 630 - Operations Totals | \$2,124,085.77 | \$188,893.63 | \$2,312,979.40 | \$64,179.25 | \$324,686.81 | \$1,306,075.41 | \$682,217.18 | 71% | \$1,576,671.23 |
| | Division 600 - Operations Totals | \$2,124,085.77 | \$188,893.63 | \$2,312,979.40 | \$64,179.25 | \$324,686.81 | \$1,306,075.41 | \$682,217.18 | 71% | \$1,576,671.23 |
| | EXPENSE TOTALS | \$2,124,085.77 | \$188,893.63 | \$2,312,979.40 | \$64,179.25 | \$324,686.81 | \$1,306,075.41 | \$682,217.18 | 71% | \$1,576,671.23 |
| Fund 300 - Information Technology Fund Totals | | | | | | | | | | |
| | REVENUE TOTALS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | EXPENSE TOTALS | 2,124,085.77 | 188,893.63 | 2,312,979.40 | 64,179.25 | 324,686.81 | 1,306,075.41 | 682,217.18 | 71% | 1,576,671.23 |
| Fund 300 - Information Technology Fund Totals | | (\$2,124,085.77) | (\$188,893.63) | (\$2,312,979.40) | (\$64,179.25) | (\$324,686.81) | (\$1,306,075.41) | (\$682,217.18) | | (\$1,576,671.23) |
| | Grand Totals | | | | | | | | | |
| | REVENUE TOTALS | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| | EXPENSE TOTALS | 2,124,085.77 | 188,893.63 | 2,312,979.40 | 64,179.25 | 324,686.81 | 1,306,075.41 | 682,217.18 | 71% | 1,576,671.23 |



Budget Performance Report

Fiscal Year to Date 03/08/24

Include Rollup Account and Rollup to Account

| | | | | | | | | |
|--------------|------------------|----------------|------------------|---------------|----------------|------------------|----------------|------------------|
| Grand Totals | (\$2,124,085.77) | (\$188,893.63) | (\$2,312,979.40) | (\$64,179.25) | (\$324,686.81) | (\$1,306,075.41) | (\$682,217.18) | (\$1,576,671.23) |
|--------------|------------------|----------------|------------------|---------------|----------------|------------------|----------------|------------------|



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-044 Version: 1 Name:
Type: Ceremonial Status: AGENDA READY
File created: 3/20/2024 In control: City and Borough Assembly
On agenda: 3/26/2024 Final action:
Title: Service Award - Mo McBride
Sponsors:
Indexes:
Code sections:
Attachments: [Service Award Mo McBride](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

Mo McBride

*this expression of grateful acknowledgment for your eighteen years of
valued service rendered in the public interest while serving on the
Employment Relations Board. Thank you!*

Signed and sealed this 26th day of March 2024



Mayor, Steven Eisenbeisz



ATTEST: Deputy Clerk, Jessica Earnshaw





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-036 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 3/19/2024 In control: City and Borough Assembly
On agenda: 3/26/2024 Final action:
Title: Sitka Community Land Trust - Randy Hughey, Executive Director
Sponsors:
Indexes:
Code sections:
Attachments: [Sitka Community Land Trust](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|



Special Report

Sitka Community Land Trust

Randy Hughey, Executive Director



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-037 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Approve the minutes of the March 12 Assembly meeting

Sponsors:

Indexes:

Code sections:

Attachments: [Consent](#)
[Motion Minutes](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEM A.

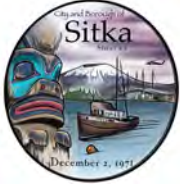
I wish to remove Item(s) _____

REMINDER – When making the motion to approve the consent agenda, please read the title of each item being voted on that is included in the consent vote.

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the March 12 Assembly meeting.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, March 12, 2024

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

V. CORRESPONDENCE/AGENDA CHANGES

[24-032](#) Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

None.

VII. **SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)**

None.

VIII. PERSONS TO BE HEARD

Jeff Feldpausch made a request to the City and Borough of Sitka to draft a letter addressed to the Forest Service Supervisor and ADF&G commissioner urging them to allocate the necessary \$26k required for the operation of Redoubt Bay Weir.

Richard Wein spoke about St. Patrick's Day, expressed concerns regarding Katlian Road, stating concerns about inadequate planning and insufficient funds for the project and inquired about Joel Collins and Roberto Hernandez.
Austin Cranford spoke on whistle-blowing laws.

IX. CONSENT AGENDA

A motion was made Mosher to approve the Consent Agenda consisting of items A & B to APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

- A** [24-033](#) Approve the minutes of the February 27 and February 29 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

- B** [24-034](#) Approve a liquor license renewal application for House of Liquors, Inc. dba House of Liquor at 705 Halibut Point Road, Suite D

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

- C** [ORD 24-06](#) Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)

Public Works Director Ron Vinson relayed expected funding for the CBS project, previously approved as a DEC loan, and would not be available until June. He mentioned the setback could potentially disrupt the project's timeline and heighten the risk of delay-related expenses. Vinson assured the chances of securing the loan were above average, but if it didn't come through, they would need to adjust their capital requests for the year.

Wein commented.

A motion was made by Christianson that this Ordinance be APPROVED on FIRST READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Mosher, Eisenbeisz, Ystad, Pike, Carlson, and Saline

XIII. PERSONS TO BE HEARD:

Richard Wein commented on CPIs, inflation in Sitka, and the necessity for transparency, especially concerning re-licensing. He also expressed curiosity about

Joel Collins and Roberto Hernandez. Austin Cranford commented on public records requests and transparency.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Mayor - Eisenbeisz informed he'll be away next week and Deputy Mosher would be charge in his absence.

Administrator - Leach mentioned he would be out of town from March 26th to March 29th to attend the Northwest Manager's Conference in Seaside, Oregon.

Attorney - Hanson stated he continues to work remotely, and his next trip to Sitka would be April 8th.

Liaison Representatives - Saline reported on the Library Commission. Carlson announced the naming of Xóots Elementary.

Clerk - Earnshaw reviewed board/commission vacancies.

Other - Christianson commented on the Katlian Road project.

XV. EXECUTIVE SESSION

D [24-035](#) Financial Matter: Employee Benefits

A motion was made by Mosher to go into executive session to discuss employee benefits, the immediate knowledge of which would adversely affect the finances of the municipality. The motion PASSED by the following vote.

Yes: 7 - Christianson, Carlson, Saline, Pike, Ystad, Mosher, and Eisenbeisz

Austin Cranford commented.

A motion was made by Mosher to reconvene as the Assembly in regular session. The motion PASSED by unanimous consent.

The Assembly was in executive session from 6:35 p.m. to 6:58 p.m.

The motion was made by Pike to reconvene as the Assembly in regular session. The motion PASSED by a unanimous consent.

XVI. ADJOURNMENT

A motion was made by Pike to ADJOURN. Hearing no objections, the meeting ADJOURNED AT 7:00p.m.

ATTEST: _____
Jessica Earnshaw, CMC
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-038 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Appoint 1) Thomas D'Uva to an unexpired term on the Tree and Landscape Committee, and 2) Gerry Hope to an unexpired term on the Sustainability Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[D'Uva Tree and Landscape Committee](#)
[Hope Sustainability Commission](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO appoint:

1. Thomas D'Uva to an unexpired term on the Tree and Landscape Committee, and
2. Gerry Hope to an unexpired term on the Sustainability Commission.



CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION
Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Tree & Landscape Community
Name: TOM D'UVA Phone Number: [REDACTED]
Mailing Address: [REDACTED]
Email Address: [REDACTED]
Length of Residence in Sitka: 2 years Registered to vote in Sitka? Yes No
Employer Business Name and your position: _____

Organizations you belong to or participate in:

Explain your main reason for applying:

I was interested in what you do

What experience or credentials will you bring to the board, commission, or committee membership?

40 years as an arborist

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. Do you have any potential conflicts of interest to disclose? Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.
I certify that the information in my application is true and accurate.
Date: 3/14/2023 Applicant Signature: Thomas J. D'Uva

Thomas J. D'Uva

E-mail: [REDACTED]

March 15, 2024

City and Borough of Sitka
100 Lincoln St.
Sitka, AK 99835
Attn: City Clerk

To Whom it May Concern,

I am interested in serving on the Tree and Landscape Committee. I recently retired, have lived in Sitka for the last two years and have spent my lifetime career as an arborist. I will bring my experience to the committee.

I have enclosed a certificate endorsing my certifications.

Thank you for your consideration. Please feel free to contact me should you have any questions or concerns.

Respectfully,



Thomas J. D'Uva

Encl:

INTERNATIONAL SOCIETY OF ARBORICULTURE CERTIFIED ARBORIST™

Thomas D'Uva

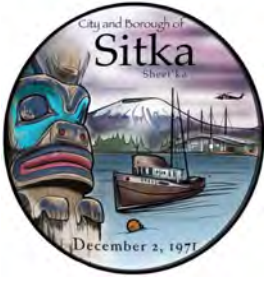
Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist®



Jim Skiera, Executive Director
International Society of Arboriculture

Certification Board, Chair
International Society of Arboriculture

| | | |
|----------------------|-----------------|-----------------|
| | Jun 06, 2009 | Jun 30, 2018 |
| Certification Number | Certified Since | Expiration Date |



TREE AND LANDSCAPE COMMITTEE

| NAME | CONTACT NUMBERS | TERM STARTS | EXPIRES | CATEGORY |
|---|--|---|---|----------------------------|
| DEB MILLER 708 Lake St. | 907-738-1175 sitkadjm@gmail.com | 10/22/13 10/25/16 11/12/19 11/9/22 | 10/22/16 10/25/19 11/12/22 11/9/25 | CHAIR |
| JOE D'ARIENZO 2219 SMC | 907-419-0213 delsenzo@live.com | 7/24/01 6/14/04 7/10/07 6/22/10 11/12/13 11/22/16 12/11/19 12/27/22 | 7/24/04 7/13/07 7/10/10 6/22/13 11/12/16 11/22/19 12/10/22 12/27/25 | VICE CHAIR |
| LISA MOORE PO Box 2943 | 907-747-5534 907-738-3614 moorelisa719@gmail.com | 7/24/01 7/10/07 9/25/07 10/26/10 11/12/13 11/22/16 11/12/19 10/25/22 | 7/24/04 7/13/07 9/25/10 10/26/13 11/12/16 11/22/19 11/12/22 10/25/25 | SECRETARY |
| LIZ MCKENZIE PO Box 144 | 907-752-7046 c liz.creativeworks@gmail.com | 12/8/15 12/20/18 12/28/21 | 12/8/18 12/20/21 12/28/24 | |
| NOLAN SCHLERETH 15 Lifesaver Dr. Apt. B | 781-420-0124 nolan124@gmail.com | 7/26/22 | 2/23/25 | |
| JOANN HUFF 102 Krestof Drive | 907-738-0213 Joannhuff37@woutlook.com | 2/28/24 | 2/9/25 | |
| <i>ELIAS ERICKSON 2908 Sawmill Creek Rd</i> | <i>907-738-0000 sitkaelias@gmail.com</i> | <i>5/11/22</i> | <i>5/11/25</i> | |
| Scott Saline PO Box 3183 | 907-738-7889 assemblysaline@cityofsitka.org | | | Assembly Liaison |
| Timothy Pike 100 Lincoln Street | 907-623-7444 assemblypike@cityofsitka.org | | | Alternate Assembly Liaison |

MUNICIPAL STAFF SUPPORT

| | | | |
|-------------------------------------|--------------|-------------------------------|---|
| Connor Dunlap 100 Lincoln Street | 907-747-4039 | connor.dunlap@cityofsitka.org | Building, Grounds and Parks Supervisor |
|-------------------------------------|--------------|-------------------------------|---|

Established by Ord. 01-1625; revised by Ord. 03-1718
 7 members 3-year terms
 Meets: 2nd Wednesday, 5:30 p.m.

Revised: March 11, 2024



**CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION**

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Sustainability Commission

Name: Gerry Hope Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 69 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: Sitka Tribe of Alaska - Transportation Director

Organizations you belong to or participate in:

Central Council of T & H Indian Tribes of AK, Sitka T&H Community Council, Alaska Tribal Transportation Work Group (ATTWG), Intertribal Transportation Association (ITA), & National Congress of American Indians (NCAI).

Explain your main reason for applying:

I have a strong interest in infrastructure, and being born & raised in Sitka, this Commission has an important potential and purpose to have a positive impact on both residents and visitors in Sitka.

What experience or credentials will you bring to the board, commission, or committee membership?

On the Sitka Community Association, now Sitka Tribe of Alaska, Tribal Council; 1979-1981. STA Tribal Council 2000-2007, elected Treasurer - NCAI 1995-1997, President ATTWG, Vice President ITA, & MTAB Central SE Rep 2008-2015, Boardmember - AK Mobility Coalition

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

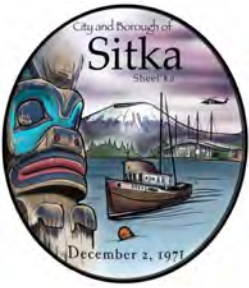
Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** Yes No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 3/8/2024 Applicant Signature: [Handwritten Signature]



SUSTAINABILITY COMMISSION

| NAME | CONTACT NUMBERS | TERM STARTS | EXPIRES | CATEGORY |
|---|--|----------------------|----------------------------------|----------------------------------|
| CATHERINE RILEY 1709 Halibut Pt Rd Spc 1 | 907-209-2019 katie.really@gmail.com | 10/11/22 | 10/11/24 | Chair At large |
| AURORA TAYLOR 179 Price Street Apt. B | 907-854-2357 aurorakathleentaylor@gmail.com | 10/11/22 | 10/11/25 | Vice Chair |
| ERIK DE JONG 2116 Sawmill Creek | 907-623-8243 Erik7431@gmail.com | 11/15/23 | 11/15/26 | Secretary |
| ELIZABETH BAGLEY 510 O’Cain Avenue | 608-358-0664 elizabeth.a.bagley@gmail.com | 10/11/22 10/25/23 | 10/11/23 10/25/26 | |
| LILLI GARZA 603 O Cain Street | 414-881-3144 lilli.y.garza@gmail.com | 11/15/23 | 11/15/26 | |
| <i>FERNANDA ZERMOGLIO 103 Rands Drive</i> | <i>907-738-7826 fernandazermoglio@gmail.com</i> | <i>10/11/22</i> | <i>10/11/24</i> | <i>Resigned 2/16/2024</i> |
| <i>CAROL VOISIN 309 Eliason Loop</i> | <i>541-531-9400 cjvoisin@yahoo.com</i> | <i>10/11/22</i> | <i>10/11/25</i> | <i>Resigned 3/1/2024</i> |
| | | | | |
| Bri Gabel 100 Lincoln Street | 907-747-1856 bri.gabel@cityofsitka.org | | | Staff |
| Kevin Mosher 100 Lincoln Street | 907-752-0467 assemblymosher@cityofsitka.org | | Assembly Liaison | Assembly Liaison |
| Thor Christianson 500 Lincoln Street A9 | 907-738-2491 assemblychristianson@cityofsitka.org | | Alternate Assembly Liaison | Alternate Assembly Liaison |

7 members will act as an advisory body to the assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the city and borough

Established by Ordinance No. 2022-16S

First Monday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: March 8, 2024



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-043 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Reappoint Dionne Brady-Howard to a three-year term on the Historic Preservation Commission under the category of Sitka Tribe of Alaska representative

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[Howard Historic Preservation Commission](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO reappoint Dionne Brady-Howard to a three-year term on the Historic Preservation Commission under the category of Sitka Tribe of Alaska Representative.



**CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION**

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Sitka Historic Preservation Commission

Name: Dionne Brady-Howard Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 24 yrs (most recently) Registered to vote in Sitka? Yes No
(46 total)

Employer Business Name and your position: Outer Coast; Indigenous Studies

Organizations you belong to or participate in:

AK Humanities Forum Board, Sitkans Against Family Violence Board, Sitka Tribe of Alaska Tribal Council, Sharing Our Knowledge Conference Organizing Committee

Explain your main reason for applying:

I was appointed by the Tribal Council to be there on behalf of the tribe. Also, having been steeped in cultural history of Sitka, this is an area of particular interest to me.

What experience or credentials will you bring to the board, commission, or committee membership?

In addition to extensive board and committee experience, I also (as previously stated) was blessed to grow up learning about the history of Sitka, particularly as it pertains to Native history.

Appointments are typically made during Assembly meeting open sessions. However, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. Do you have any potential conflicts of interest to disclose? Yes No

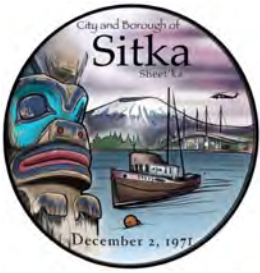
If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 3/13/24 Applicant Signature:

Dionne Brady-Howard



HISTORIC PRESERVATION COMMISSION

| NAME | CONTACT NUMBERS | TERM STARTS | EXPIRES | CATEGORY |
|--|--|--|---|---|
| ROBERTA LITTLEFIELD 4102 Halibut Point Road | 907-738-4004 c 907-747-3444 h robbylittlefield@gci.net | 7/13/10 4/24/12 5/27/15 6/26/18 | 01/27/12 4/24/15 5/27/18 6/22/24 | Chair At large |
| DIONNE BRADY HOWARD 406 Mills Street | 907-738-1838 dbradyhoward@gmail.com | 2/14/23 | 3/9/24 | Vice Chair STA |
| JAMES POULSON 1610 Sawmill Creek Road | 907-747-3219 w 907-747-6567 h james.poulson1@gmail.com | 2/22/11 2/25/14 8/30/18 8/10/21 | 2/22/14 2/25/17 9/8/18 8/11/24 | Secretary Historical Society |
| KAREN LUCAS 224 Katlian Street | 907-747-7803 karenjeanlucas@yahoo.com | 10/14/21 | 10/14/24 | At large |
| DANIELLE PENSLEY PO BOX 1644 | 202-957-7994 pensley.ds@gmail.com | 11/09/21 | 11/9/24 | At large |
| SCOTT SALINE PO Box 3183 | 907-738-7889 c shsaline@gci.net | 4/26/16 4/23/19 5/10/22 | 4/26/19 5/14/22 5/11/25 | <i>Resigned</i> 7/13/2023 |
| CHUCK MILLER 314 Katlian Street | 907-738-4025 chuck.miller@sitkatriben-sn.gov | 7/14/20 | 7/14/23 | <i>Resigned</i> 8/1/2023 |
| Amy Ainslie 100 Lincoln Street | 907-747-1814 amy.ainslie@cityofsitka.org | | | Staff |
| JJ Carlson 100 Lincoln Street | 907-738-4190 assemblycarlson@cityofsitka.org | | | Assembly Liaison |
| Scott Saline PO Box 3183 | 907-738-7889 assemblysaline@cityofsitka.org | | | Alternate Assembly Liaison |

7 members from selected categories: 3-year terms
 Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska, At-Large (4)
 Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409
 Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 17, 2023



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-06 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/6/2024 In control: City and Borough Assembly

On agenda: 3/12/2024 Final action:

Title: Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)

Sponsors:

Indexes:

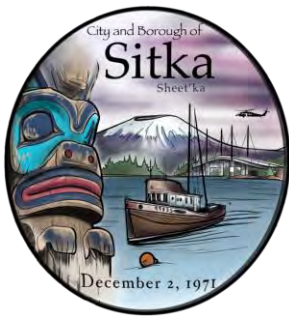
Code sections:

Attachments: [Motion Ord 2024-06](#)
[Assembly Memo -Thomsen Harbor Lift Station Supplemental 2nd](#)
[Ord 2024-06 Thomsen Harbor Lift Station](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|---------------------------|--------|--------|
| 3/12/2024 | 1 | City and Borough Assembly | | |

POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-06 on second and final reading making supplemental appropriations for fiscal year 2024 (*Thomsen Harbor Lift Station*).



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members
Thru: John Leach, Municipal Administrator
From: Ron Vinson, Public Works Director
Date: March 5, 2024
Subject: Supplemental Appropriation for Thomsen Harbor Lift Station Replacement

Background

In 2022, the Assembly granted approval for the City and Borough of Sitka to apply for a \$1.3M loan from the Alaska Department of Environmental Conservation (ADEC) to rebuild the Thomsen Harbor Lift Station. At the time of the approval, it was anticipated that the approved amount would be a sufficient amount to complete the project.

In 2023, the project's design and construction estimating process exposed areas of the project that would potentially result in cost increases beyond what was originally estimated for completion of the project. Through contractor estimates and independent-third-party estimates, a guaranteed maximum price of \$2,805,783.94 has been derived. Based upon this updated project price, an additional \$1,700,000 in ADEC loans is needed to complete the project.

In January of 2024 Ordinance 2024-04 approved increased appropriations in the amount of \$1,700,000 to allow for application and execution of additional ADEC loan funding. However, per recent coordination with ADEC, the additional ADEC loans are not expected to materialize before the project breaks ground. In order to maintain the construction schedule, a Supplemental Appropriation of \$1,700,000 from the General Fund is requested. The supplemental appropriation will be shown as working capital until the ADEC loan funds become available; at which time the working capital will be replaced in its original fund.

Fiscal Note

This project needs \$1,700,000 in temporary funding from the Wastewater Fund's available working capital. While the ADEC loan application and approval process for the loan authorized in Ordinance 2024-04 is underway, it is not expected to be completed as soon as the funding is needed. In order to initiate work in time for the optimal construction window, contractual agreements need to be signed before the loan is expected to be executed, thus the need for a temporary appropriation of working capital. When the loan funding is finalized, the working capital being appropriated in this ordinance will be returned to the Wastewater parent fund (fund 220) anticipated May 2024.

Recommendation

It is recommended that the Assembly approve supplemental appropriation of funds for the Thomsen Harbor Lift Station, in the amount of \$1,700,000.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-06
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2024
(Thomsen Harbor Lift Station Replacement)

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 Capital appropriation for FY2024.

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, 2023 and ending June 30, 2024.

Table with 2 columns and 4 rows. Headers: FISCAL YEAR 2024 EXPENDITURE BUDGETS, CAPITAL PROJECTS. Content: Fund 730 - Thomsen Harbor Lift Station Replacement: Increase appropriations in the amount of \$1,700,000 funded from the Wastewater Fund (fund 220).

EXPLANATION

This project needs \$1,700,000 in temporary funding from the Wastewater Fund's available working capital. While the ADEC loan application and approval process for the loan authorized in Ordinance 2024-04 is underway, it is not expected to be completed as soon as the funding is needed. In order to initiate work in time for the optimal construction window, contractual agreements need to be signed before the loan is expected to be executed, thus the need for a temporary appropriation of working capital. When the loan funding is finalized, the working capital being appropriated in this ordinance will be returned to the Wastewater parent fund (fund 220). In addition to the \$1,700,000 loan authorization/appropriation, previous appropriations of \$1,300,000 in loan funding and \$1,524,143 in working capital from the Wastewater Fund have previously been secured.

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 26th day of March 2024.

ATTEST:

Steven Eisenbeisz, Mayor

Jessica Earnshaw, CMC
Acting Municipal Clerk

Sponsor: Administrator

1st reading: 3/12/24
2nd and final reading: 3/26/24



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-07 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Sponsors:

Indexes:

Code sections:

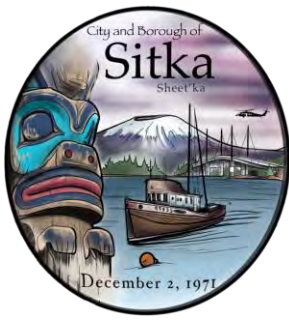
Attachments: [Motion Ord 2024-07](#)
[Memo and Ord 2024-07](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Sponsor: Administrator

POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-07 on first reading amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge".




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Ron Vinson: Director of Public Works Public Works Department
Joseph Bea: Airport Terminal Manager Public Works Department
Melissa Haley: Finance Director Finance Department

Date: March 18, 2024

Subject: Update Ordinance 4.85

Background

Ordinance 4.85.030 currently levies a Driver Facility Charge of four percent to car rental companies utilizing the airport terminal building facilities. These funds are deposited into the airport enterprise fund and are used for operating and capital expenditures of the airport terminal building.

CBS is planning to implement an increase of this rate from four to eight percent.

Analysis

CBS subleases space within the Sitka Rocky Gutierrez Airport terminal building to Alaska Rent A Car (Avis). Sitka Car Rentals operates within the parking lot without subleased space within the airport terminal building. There is interest from the community in participating in an RFP for an available space to operate an additional car rental company from within the airport terminal.

The increase in the Driver Facility Charge will primarily affect travelers from outside of Sitka and is expected to have a limited impact on local citizens. The goal of the increase to eight percent is to capture revenue from those using the city's facilities to operate and maintain our infrastructure during the increase of capacity from the improvement project and corresponding use by travelers through the airport terminal while sourcing revenues from the populations utilizing the facility.

Increasing the Driver Facility Charge to eight percent will ensure that car rental companies are paying a fair price for the use of terminal facilities by maintaining and repairing normal depreciation of the airport terminal caused by these operations. Revenue generated by ordinance 4.85 will be deposited into the airport enterprise fund which is used for operating and capital expenditures of the airport terminal building. CBS expects to see substantial increases in the airport terminal buildings operating costs and depreciation due to corresponding increases to building size and passenger traffic. Increasing

the Driver Facility Charge ensures the airport enterprise fund will have an adequate revenue stream without placing a burden on local residents. CBS must ensure that the airport enterprise fund continues to be able to maintain the equipment of the terminal building to ensure safe operations, meet the utilities and snow removal costs and be self-sustaining based on revenues generated by airport operations.

Fiscal Note

Sitka Rocky Gutierrez Airport Terminal operations continue to primarily rely on revenue generated from terminal rentals and ordinance 4.85: Driver Facility Charge. Operating costs will increase as the airport terminal building expands. Passenger Facility Charges continue to be collected and exclusively service the annual debt.

Current Revenue:

The following is a financial summary of the last five years of revenue for terminal operations:

| TERMINAL REVENUE | 2019 | 2020 | 2021 | 2022 | 2023 |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Driver Facility Charges | \$ 61,211.88 | \$ 56,517.90 | \$ 26,765.59 | \$ 53,136.40 | \$ 72,077.33 |
| Terminal Leases | \$ 464,160.72 | \$ 424,721.73 | \$ 459,908.54 | \$ 418,972.06 | \$ 429,759.71 |
| Total Terminal Revenue | \$ 525,372.60 | \$ 481,239.63 | \$ 486,674.13 | \$ 472,108.46 | \$ 501,837.04 |

Projected Revenue:

Revenue generated from an increase from four to eight percent is projected to increase Driver Facility Charge revenue to approximately \$150,000 per fiscal year. This Non-operating Revenue will be an important component of the airport’s enterprise fund going forward.

Airport Budget:

| Account | Account Description | 2020 Actual Amount | 2021 Actual Amount | 2022 Actual Amount | 2023 Amended Budget | 2024 Budget |
|---------|--|--------------------|--------------------|--------------------|---------------------|----------------|
| | Fund 250 - Airport Fund Totals Net Grand | \$1,031,726.22 | \$928,622.99 | \$724,658.30 | \$1,078,693.38 | \$1,285,144.38 |
| | Totals | \$1,031,726.22 | \$928,622.99 | \$724,658.30 | \$1,078,693.38 | \$1,285,144.38 |

Expenses:

The margin between the revenue and operating costs of the airport terminal is close and current financial projections show an expected deficit going forward. Increases in the terminal operating expenses, capital expenses and maintenance could necessitate a subsidy from the general fund. Implementing an increase to ordinance 4.85 can be a part of the terminal maintaining self-sustainability.

| TERMINAL EXPENSE | 2019 | 2020 | 2021 | 2022 | 2023 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| Utilities | \$ 87,060.54 | \$ 90,548.12 | \$ 90,498.65 | \$ 96,994.70 | \$ 110,310.08 |
| Heating Fuel | \$ 15,167.50 | \$ 17,031.41 | \$ 18,968.62 | \$ 36,518.76 | \$ 37,571.16 |
| Telephone | \$ 4,303.04 | \$ 4,445.12 | \$ 4,259.34 | \$ 4,234.02 | \$ 4,226.45 |
| Insurance | \$ 9,366.22 | \$ 11,210.02 | \$ 15,897.55 | \$ 16,615.40 | \$ 18,761.23 |
| Supplies | - | - | - | \$ 850.48 | |
| Bldg Repair & Maint | \$ 64,758.84 | \$ 68,938.42 | \$ 68,244.00 | \$ 74,562.96 | \$ 74,430.24 |
| Contracted/Purchased Serv | \$ 80,023.95 | \$ 82,005.61 | \$ 80,797.83 | \$ 81,782.04 | \$ 87,502.86 |
| Interdepartment Services | \$ 112,616.63 | \$ 111,013.06 | \$ 95,374.66 | \$ 87,756.32 | \$ 95,435.93 |
| Advertising | | - | - | | \$ 494.00 |
| Rent-Equipment | \$ 494.92 | \$ 11,202.93 | \$ 16,025.68 | \$ (4,874.19) | \$ 881.94 |
| Credit Card Expense | \$ 1,047.30 | \$ 891.75 | \$ 1,569.63 | \$ 2,042.06 | \$ 1,566.00 |
| Average Debt Service Not Covered by PFCs | | \$ 97,474.87 | \$ 197,480.64 | \$ 10,165.15 | \$ 61,098.53 |
| Total Operating Expense | \$ 374,838.94 | \$ 494,761.31 | \$ 589,116.60 | \$ 406,647.70 | \$ 492,278.42 |

Capital Expense:

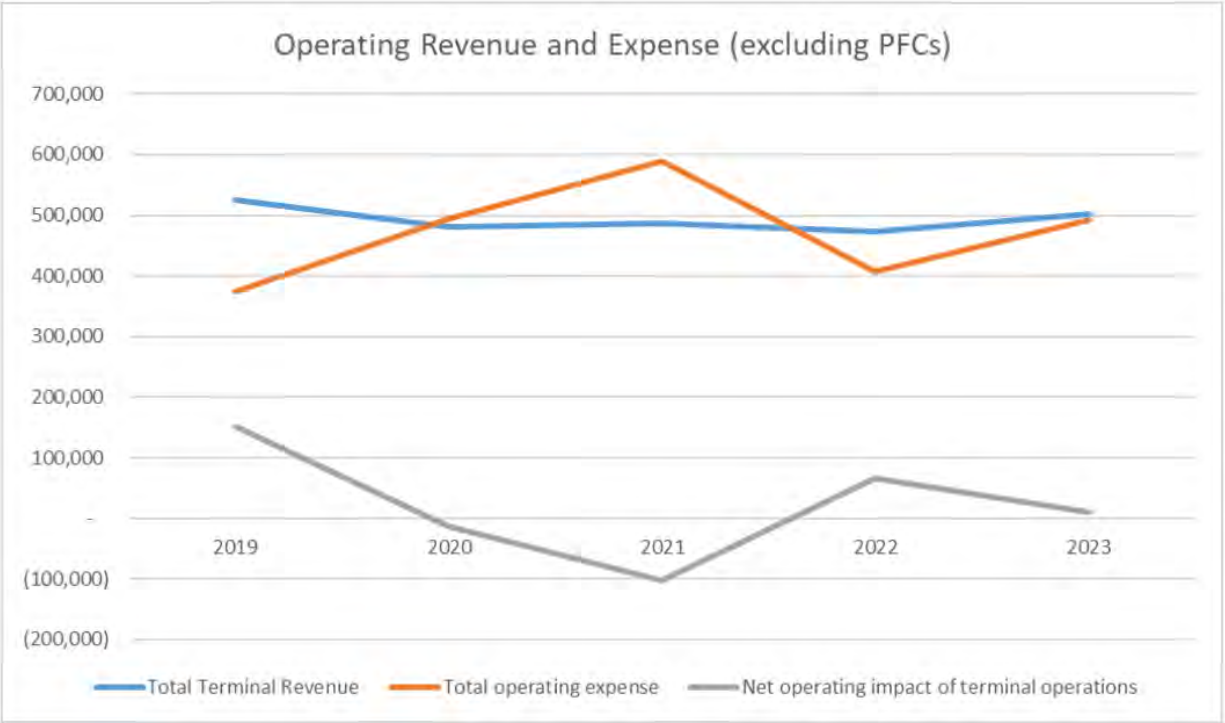
The Airport Improvement Project will cost 43 million 93.75% of which is federally funded, with a 6.25% local match under the AIP and 5% for TSA portion of the project. The ACDBE portion will not be AIP reimbursable.

| Source | Grant | Match (PFC generated bonds) | Match (non-PFC backed bonds) |
|---------------|------------------|-----------------------------|------------------------------|
| TSA | \$ 5,522,739.65 | - | \$ 290,670.50 |
| BIL-Phase 1 A | \$ 18,054,925.79 | \$ 1,203,661.72 | \$ 311,181.89 |
| BIL-Phase 1 B | \$ 5,422,813.26 | \$ 361,520.88 | \$ 93,463.76 |
| BIL-Phase 2 | \$ 11,307,774.83 | \$ 753,851.66 | - |
| | \$ 40,308,253.53 | \$ 2,319,034.26 | \$ 695,316.15 |

Maintenance to equipment and building improvements has been detailed in the Prime Lease memo and is summarized in the table and graph below:

Maintenance Schedule:

| Equipment | Maintenance Schedule | Cost |
|--------------------------|----------------------|-------------|
| HVAC Replacement | 12 – 20 years | \$100,000 |
| Roof Replacement | 25-35 years | \$1,500,000 |
| Window Replacement | 20-30 years | \$250,000 |
| Interior Finishes Refurb | 30 years | \$200,000 |
| Exterior Finishes Refurb | 15-30 years | \$200,000 |
| Flooring | 10 – 20 years | \$500,000 |
| TSA Equipment | | |



Other avenues for revenue include;

1. Paid Vehicle Parking
 - a. Will require coordination between CBS and ADOT
2. Baggage Belt use fee charged to the Airlines
3. TSA Law Enforcement Reimbursement
4. Alaska Air Security
5. Aircraft Parking fees

Risk Assessment:

Existing car rental companies operating from within the airport terminal will collect required concession fees mandated by the prime lease between the Alaska Department of Transportation and CBS which will be in addition to the proposed increase of the Driver Facility Charge. Travelers seeking to utilize car rental services here in Sitka will experience an increase in costs as the Car Rental Companies implement pass-through expenses to their customer base. We expect that the number of local citizens affected by this will be marginal, however will not be zero.

Compliance enforcement allowing, CBS could also seek to capture revenue from application-based car rentals that use our city’s facilities however do not pay the Driver Facility Charge. Due to the complexities of attempting to recover potential app-based car rental revenue, resources expended in pursuing compliance may cost the city more than the additional revenue generated by these small vendors. Enforcement efforts will not affect collection of revenue from established car rental businesses operating in Sitka.

Recommendation

It is my recommendation that the Assembly accept the proposed increase to the Driver Facility Charge from four to eight percent. This will ensure that the airport is in a strong position to continue meeting CBS' obligations of matching funds and operating costs as terminal operations continue through the Airport Improvement Project's Phases 1A/1B and Phase 2. It will ensure that the airport terminal will continue to be able to meet the increasing operating costs as the footprint of the building expands and ensure that repairs to the facility caused by normal use will be adequately funded without support from the general fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-07

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 4 "REVENUE AND FINANCE" OF THE SITKA GENERAL CODE BY UPDATING CHAPTER 4.85 "DRIVER FACILITY CHARGE"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code (SGC).

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

3. PURPOSE. The purpose of this ordinance is to change the percentage charged on rental vehicles from 4% to 8%.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 4, entitled "Revenue and Finance", be amended by updating Section 4.85.030, entitled "Levy of charge", to read as follows (deleted language stricken, new language underlined):

Title 4
REVENUE AND FINANCE

Chapters:

4.85 Driver Facility Charge

Chapter 4.85
DRIVER FACILITY CHARGE

Sections:

4.85.030 Levy of charge.

4.85.030 Levy of charge.

A consumers' driver facility charge is levied on rental sales of motorized passenger vehicles made in the city and borough at the rate of four eight percent. Normally the burden of this charge rests upon the consumer.

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

52 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
53 Sitka, Alaska, this 9th day of April, 2024.

54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 3/26/24
2nd and final reading: 4/9/24

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 24-09 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 3/20/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Authorizing the Municipal Administrator to apply for the Denali Commission Grant in the amount of \$510,251.50 under the Infrastructure Fund Program Area to use as leverage for future grant opportunities for the Gary Paxton Industrial Park (GPIP) North Boat Yard Electrical Project

Sponsors:

Indexes:

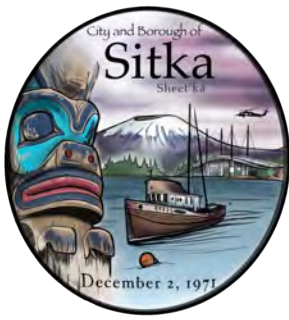
Code sections:

Attachments: [Motion Res 2024-09](#)
[Memo and Res 2024-09](#)
[GPIP Vessel Haulout Project](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO approve Resolution 2024-09 on first and final reading authorizing the Municipal Administrator to apply for the Denali Commission Grant in the amount of \$510,251.50 under the Infrastructure Fund Program Area to use as leverage for future grant opportunities for the Gary Paxton Industrial Park (GPIP) North Boat Yard Electrical Project.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Garry White, SEDA Executive Director
Melissa Wileman, Public and Government Relations Director

Date: March 20, 2024

Subject: Authorization to Apply for a FY24 Denali Commission Funding Opportunity under the Infrastructure Fund Program Area for the Gary Paxton Industrial Park (GPIP) North Boat Yard Electrical Project

Grant Background

Link to the Funding Opportunity Announcement for the Denali Commission:

<https://www.denali.gov/funding-requests/>

The Denali Commission was established in 1998 as an independent federal agency to promote rural development throughout Alaska. Every year the Commission is largely funded via its federal congressional appropriation as well as receives transfers from the State of Alaska, other federal agencies, and other funders. In addition, the Commission was provided funding in the Bipartisan Infrastructure Law – Infrastructure Investment and Jobs Act of 2021 (BIL).

The Commission makes funds available for projects on a competitive basis through a funding opportunity announcement. The statutory authority for the solicitation is Section 305 of the Denali Commission Act of 1998, which authorizes the Commission, acting through the Federal Co-Chair, to award grants.

Denali Commission funding opportunity key factors:

- Applications are due by April 12.
- The Infrastructure Fund project area via Economic Development has \$10 million in available funds.
- Applicants may request awards up to \$2 million.

Project Background

In 2018 the GPIP Board began actively planning for the construction and operation of a marine vessel haul out and related marine shipyard services. The goal of CBS is to create a marine services shipyard at the GPIP that has the capability of hauling out vessels up to 150 tons as well as hauling out larger barges for repair and refurbishment. CBS has available for long-term

lease up to 6.8 acres of GPIIP uplands and would like to create opportunities for marine tradesmen and support businesses that support Sitka's commercial and sport fishing fleets.

The community voted in October of 2022 to allocate \$8.2 million of the city's Permanent Fund to begin development of a haul out. Further funding was obtained via a Denali Commission grant awarded in January 2024 for \$1 million dollars for the purchase of equipment to lift vessels.

The GPIIP Vessel Haul Out Development project has been divided into two separate phases. Phase 1 of the Project Charter scope (attached) addresses the steps needed for the waterfront development to allow vessels to be haul out of the water. Phase 2 is for continued development of upland shipyard infrastructure.

This electrical infrastructure project is supporting the development of the uplands of the GPIIP Vessel Haul Out that provide utility power service to one of the three boat yard locations. This includes area lighting and power pedestals to serve the boat stalls. This project provides much needed electrical infrastructure to support marine service work in the shipyard properties.

The GPIIP Board met on March 18, 2024 and approved the following motion:

Motion: **M/S Goeden/Campbell** move that the Assembly apply for a Denali Commission grant for the development of electrical infrastructure for the GPIIP Haul Out and Shipyard.

Fiscal Note

Total funding allocated for Phase 1 of this project is \$9,281,040 (\$8,181,040 from the proceeds of the sale of the Sitka Community Hospital property, \$100,000 appropriated towards the development in 2021, and \$1 million dollar grant from Denali Commission). The Assembly approved an appropriation for Phase 1 estimated costs of the based bid items in the amount of \$8,187,000 at its July meeting.

To complete the additive alternative items remaining in Phase 1 an estimated ~\$5.8 million will be needed. With no readily available municipal source of working capital to fund the additive, alternate items of Phase 1, grant-funding opportunities are the most likely funding source. It is important to note that if the funding source is federal, there may be some added cost related to federal funding restrictions. Cost estimates for Phase 2 of the project have not been fully developed, but estimated to be in the \$15 million dollar range.

For this electrical project, the boat yard has been sectioned into three areas: South, North, and West for a total of \$3,061,838.

This grant is requesting \$510,251.50 to use as a 50/50 leverage/match for the North Boat Yard and to allow for the opportunity to apply for a [FY 2023 EDA Public Works and Economic Adjustment Assistance grant](#) for utility power service including area lighting and power pedestals to the North Boat Yard. The North Boat Yard cost estimate is \$1,020,503.

The EDA opportunity allows for applications to be accepted on an ongoing basis. There are no application submission deadlines. If CBS is awarded the Denali Commission grant, which is estimated to be announced in July, we would come back to the Assembly for approval to apply for the EDA opportunity for the other 50% of \$510,251.50.

\$10,000 has been contributed for the electrical rough order of magnitude estimates (ROM) from the GPIIP Operations Contracted Services budget.

Recommendation

Approve this resolution authorizing the Municipal Administrator to apply for a FY24 Denali Commission Funding Opportunity under the Infrastructure Fund project area via Economic Development for the GPIP North Boat Yard Electrical project.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2024-09

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR A DENALI COMMISSION GRANT IN THE AMOUNT OF \$510,251.50 UNDER THE INFRASTRUCTURE FUND PROGRAM AREA TO USE AS LEVERAGE FOR FUTURE GRANT OPPORTUNITIES FOR THE GARY PAXTON INDUSTRIAL PARK (GPIP) NORTH BOAT YARD ELECTRICAL PROJECT

WHEREAS, Sitka has the largest small boat harbor system and one of the biggest fishing fleets in the State and has long recognized the importance of the fishing and maritime industry to the community of Sitka; and

WHEREAS, the fishing industry is an important component in this community and furthermore, the capability to conduct repair and maintenance activity close to home and the fishing grounds enables vessel owners to be safer and more efficient; and

WHEREAS, CBS has available 6.8 acres of GPIP uplands that would create opportunities for marine tradesmen and support businesses that support Sitka's commercial and sport fishing fleets; and

WHEREAS, the Denali Commission announced a grant opportunity and CBS is eligible to apply for the North Boat Yard Electrical project through the Infrastructure Fund Program area via Economic Development to be used as leverage for other grant opportunities; and

WHEREAS, the project supports the development of the uplands of the GPIP Haul Out to provide utility power service to one of the three boat yard locations.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka to authorize the CBS Municipal Administrator to apply for a Denali Commission Grant under the Infrastructure Fund project area via Economic Development for \$510,251.50 for the GPIP North Boat Yard Electrical project.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 26th day of March 2024.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 3/26/2024
Sponsor: Administrator

PROJECT COVER SHEET – Updated March 14, 2024

Project Title/ Number: GPIP Vessel Haul-Out Development – Phase 1

Project Manager: Michael Harmon Project Sponsor: Garry White

Project Description: Planning, Environmental Permitting, Engineering Design and CMAR Construction of Phase 1 Improvements including a 150-Ton Boat Haul-Out Pier, Wash Down Pad, North Boat Yard and 150T Boat Hoist at Gary Paxton Industrial Park, Sitka, Alaska.

Design
 Construction
 Other

Project Charter Available? Yes No

| | | |
|---|-----------------|---------------|
| Project Status: <i>(highlight green, yellow, red)</i> | | |
| Scope | Schedule | Budget |

| | |
|--|---|
| Milestones: | |
| <p align="center"><u>Recently Completed</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 04.26.23 Site No. 2 Selected by GPIP BOD <input checked="" type="checkbox"/> 06.01.23 Concept 4 Pier Selected by SME <input checked="" type="checkbox"/> 06.22.23 GPIP BOD adopted Concept 4 <input checked="" type="checkbox"/> 07.25.23 Assembly Adopted Concept 4 <input checked="" type="checkbox"/> 09.07.23 Geotech NWP issued by USACE <input checked="" type="checkbox"/> 09.29.23 Geotech Field Investigation Complete <input checked="" type="checkbox"/> 02.09.24 Advertise RFP for CMAR <input checked="" type="checkbox"/> 03.14.24 CMAR Selection Scoring Completed | <p align="center"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Boat Hoist Bid March 15 (10-month lead time) <input type="checkbox"/> Q1-2 '24: Environmental Permit Applications, Prelim. Design, CMAR RFP & Contract <input type="checkbox"/> Q 2-3 '24: Final Design, Regulatory Review <input type="checkbox"/> Q2-4 '24: Material Procurement <input type="checkbox"/> Q4 '24 – Q1 '25: On Site Construction <input type="checkbox"/> Boatyard Operational: Q1 '25 |

| | |
|-------------------------------------|---------------------|
| Project Budget: | |
| Estimated Total Project Cost | \$15,058,533 |
| Working Capital | \$8,281,040.00 |
| Loans | \$0.00 |
| Grants | \$1,000,000.00 |
| Other | \$0.00 |
| Total Funded | \$9,281,040 |
| Funding Gap | \$5,777,493 |

| Contract Management: (list all contracts anticipated on the project) | | | |
|--|---------------|---------------|---------------------|
| <u>Contractor/Function*</u> | <u>Type**</u> | <u>Amount</u> | <u>% of Project</u> |
| PND – Preconstruction, Permitting and Design Services | T&M | \$1,480,340 | 16% |
| CMAR Contractor & Project Contingency (Base Bid) | CMAR | \$5,776,027 | 62% |
| Travel Hoist Purchase | LS | \$1,375,000 | 15% |
| CBS Indirect Cost and Construction Management | T&M | \$649,672 | 7% |

818

General Comments:
 The scope had to be reduced due to unexpected pile depths and the budget remains short for the full scope. Shipyard operations is not part of this project charter and are a separate development process.

Key Milestones: 3.12.24 UPDATE

| Key Tasks & Milestones | Start Date | End Date |
|---|------------|-----------|
| 1. Project Charter Approval: The Project Charter is brought to GPIIP Board for approval. | | 11/21/22 |
| 2. Project Budget Appropriation Assembly | 11/8/22 | 11/22/22 |
| 3. Prepare RFQ for PM services Port Planner SME | 11/17/22 | 12/8/22 |
| 4. Advertise PM/Port Planner RFQ | 12/12/22 | 2/1/23 |
| 5. Selection of PM/Port Planner/Engineer- PND | 2/2/23 | 3/6/23 |
| 6. Contract Execution/NTP for PM/Port Planner/Engineer | 3/7/23 | 3/29/23 |
| 7. Planning, Surveying, Public Involvement Process, Concepts, Costs, Preferred Alternative, Final Basis of Design & Charter Scope | 4/3/23 | 7/31/23 |
| 8. Geotechnical Invest. - Work Plan, Driller Contract, Drilling Permits, Fieldwork, Analyses & Geo Report | 5/22/23 | 01/31/24 |
| 9. Concept Rescoping due to Geotech Findings | 10/1/23 | 11/15/23 |
| 10. Biological Assessment, IHA & Environmental Permit Applications | 5/22/23 | 01/15/24* |
| 11. Regulatory Consultations, Permit Reviews and Authorizations | 7/15/23 | 10/15/24* |
| 12. 35% Preliminary Design | 11/15/23 | 3/1/24 |
| 13. Prepare CMAR RFP | 11/15/23 | 2/06/24 |
| 14. CMAR Solicitation & Contract Execution | 1/15/24 | 3/26/24* |
| 15. PND Final Design w/ CMAR, CBS & GPIIP | 3/27/24 | 6/28/24 |
| 16. Material Procurement | 4/15/24 | 12/1/24 |
| 17. On Site Construction | 10/15/24 | 3/15/25 |
| 18. Secure Operator for 2025 Season | 3/15/24 | 3/15/25 |
| 19. Procure 150T Boat Hoist | 12/1/23 | 2/15/25 |
| 20. Haul Out is Operational | | 3/15/25 |
| * Critical Path Items | | |
| | | |
| Milestones for Phase 2 TBD once funding is secured: | | |
| Need to masterplan uplands during the development of Phase 1 to apply for grants and position this phase to proceed. | | |
| Environmental permitting will likely need to be redone once this phase is better defined through a masterplan and funding is available. | | |
| | | |
| | | |



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-039 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Approve the Sustainability Commission 2024-2025 Goals and Work Plan

Sponsors:

Indexes:

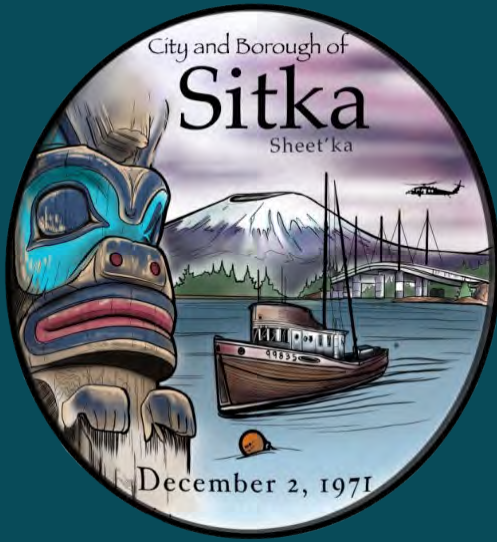
Code sections:

Attachments: [Motion](#)
[Sustainability Commission 2024-2025 WorkPlan FINAL](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

POSSIBLE MOTION

I MOVE TO approve the Sustainability Commission
2024-2025 Goals and Work Plan.



CITY AND BOROUGH OF SITKA
**SUSTAINABILITY
COMMISSION**
2024-2025 WORK PLAN



SUBMITTED FOR ASSEMBLY REVIEW ON MARCH 26th, 2024



TABLE OF CONTENTS

EXECUTIVE SUMMARY 1

THE SUSTAINABILITY COMMISSION 2

Purpose, Duties, and Responsibilities 2

Members 3

ONGOING COMMISSION RESPONSIBILITIES 4

Commission Requests & Actions 4

2023-2024 Goals 5

Updating the Goals for 2024-2025 5

2024-2025 GOALS 6

CONTINUE THE DEVELOPMENT OF THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES) 6

Milestones & Accomplishments 6

Next Steps 7

COLLABORATE WITH CITY STAFF ON MUNICIPAL SOLID WASTE ASSET MANAGEMENT PROCESS 8

Milestones & Accomplishments 8

Next Steps 9

CREATE A MUNICIPAL FLEET TRANSITION & EV INFRASTRUCTURE PLAN 10

Milestones & Accomplishments 10

Next Steps 11

APPENDICIES

A: SCRES Community Survey Results Summary 12

B: SCRES Scope of Work 13

C: Ford F150 vs. F150 Lightning Lifetime Cost-Benefit Comparison for CBS 19



CITY AND BOROUGH OF SITKA

SUSTAINABILITY COMMISSION

EXECUTIVE SUMMARY

The Sustainability Commission acts as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the City (SGC 2.31.010).

2023-2024 COMMISSION REQUESTS & ACTIONS

- RECOMMENDED THE ASSEMBLY FUND A SITKA-BASED HEAT PUMP ASSESSOR VIA ALASKA HEAT SMART
- PROVIDED A LETTER OF SUPPORT FOR THE SITKA COMMUNITY GARDEN CONCEPT
- MADE A RECOMMENDATION FOR THE SUSTAINABILITY SEAT ON THE TOURISM TASK FORCE

2024-2025 GOALS

1. CONTINUE THE DEVELOPMENT OF THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY (SCRES)

CBS was successfully selected as one of nine communities for the third cohort of the U.S. Department of Energy's Energy Transition Initiative Partnership Project (ETIPP) to support the development of the Sitka Community Renewable Energy Strategy (SCRES). The SCRES aims to establish a shared vision of Sitka's energy future to guide energy-related community decisions by shaping a roadmap for community and policy actions that advance the shared energy vision. The scope of the SCRES includes a community-wide greenhouse gas emissions inventory, public energy education, the development of future energy scenarios, and a compilation of community actions and policy recommendations based on continuous community engagement throughout the project. **Updates on the SCRES can be found on the project's website: cityofsitka.com/SCRES**

2. COLLABORATE WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE

While the original 2023-2024 goal intended to identify policy levers and actions to increase waste diversion, new leadership within the Public Works Department requested an alternative approach first be considered: use the strategic management process the City utilizes for asset management approach municipal solid waste (MSW). It was suggested that rather than just staff participating in the process, Sustainability Commissioners also be included. **In January 2024, a small group of City staff and Commissioners convened for an initial meeting to discuss the proposed approach. All were willing to commit to the novel approach and anticipate creating an MSW policy as the first step.**

3. SUPPORT THE ELECTRIFICATION OF THE MUNICIPAL FLEET

The Assembly passed Resolution 22-18: Decarbonize City Operations by 2030. To achieve this directive, this goal has been revised to encompass changes in perspective gained through discussions with the Public Works Department that indicated a formalized plan was unnecessary. This goal now focuses on answering questions and supporting implementation to incorporate the direction given by the Assembly. **Funds available through the Energy Efficiency and Conservation Block Grant Program may be considered to support the accomplishment of this goal.**



THE SUSTAINABILITY COMMISSION

PURPOSE

SGC 2.31.010

It is the intent of the Sustainability Commission to work towards catalyzing a healthy community now and in the future by proposing solutions to environmental, social, and economic concerns of the City and Borough of Sitka, its partners, and community members.

DUTIES AND RESPONSIBILITIES

SGC 2.31.060 B

The commission will act as an advisory body to the Assembly with the purpose of catalyzing and developing municipal and community-focused approaches that support the social, environmental, and economic sustainability of the city. The commission will accomplish this by working towards the following actions described below:

1. Fossil energy use reduction and development of local, renewable energy sources.
2. Responsible use of natural resources.
3. Diminution of Sitka's supply-chain fragility.
4. Food security enhancement.
5. Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.
6. Solid waste consumption, reduction, composting, recycling, and re-use.
7. Robust and healthy local ecosystems and natural communities.
8. Other matters as the Assembly or commission may deem beneficial for the city.



REPORTING

SGC 2.31.060 B

Annually, the commission will develop, identify, and present goals to the assembly for approval. The approved goals shall be the Commission's primary focus for the following year. Concurrently with presenting goals to the Assembly, the commission will submit a report to the Assembly on progress towards the previous year's goals and other activities which were approved and directed by the Assembly.



MEMBERSHIP

SGC 2.31.010

The commission is composed of seven members appointed by the assembly and, to the extent deemed advisable by the assembly and possible from the applicants, include at least one individual with background or training as a sustainability professional and at least one individual of Alaska Native heritage with understanding and appreciation of the historical importance of sustainability on Tlingit Aani'. All voting members of the commission shall be at-large members and representative of a diverse cross-section of the community.

MEMBERS

TERM

| Name | About | Apt. | Exp. |
|---|--|----------------------|----------------------|
| Katie Riley <i>Chair</i> | Born and raised in Sitka and graduated from MEHS in 2011, Katie works in policy and community development at the Sitka Conservation Society, fishes Bristol Bay in the summer, serves on the Planning Commission, and was on the Climate Action Task Force. | 10/11/22 | 10/11/24 |
| Aura Taylor <i>Vice Chair</i> | Born and raised in Eagle River on Dena'ina Elnena, Aurora moved to Sitka in 2019 after getting her B.S. in Environmental Science. She works as a fishery biologist and enjoys feeding salmon scraps to her cat, Tundra. | 10/11/22 | 10/11/25 |
| Erik de Jong <i>Secretary</i> | Originally from the Netherlands, Erik permanently moved to Sitka in 2015. He runs a boat charter business that brings scientists and filmmakers to the Arctic and other remote places. Educated as a marine engineer, he has always worked on making ships more efficient. | 10/25/23 | 10/25/26 |
| Elizabeth Bagley | Elizabeth works remotely for Project Drawdown, a climate solutions nonprofit. She uses her experience in education and science to work with community members to find win-win solutions that improve life for Sitkans and generations to come. | 10/25/23 10/11/22 | 10/25/26 10/11/23 |
| Lilli Garza | Lilli is passionate about equity and education and applies that in her job at Sitka Trail Works. Experienced in low-income energy programs, her priority is to ensure all Sitkans are included in the clean energy transition. She loves fishing, hunting, and hiking with family and friends. | 11/15/23 | 11/15/26 |
| <i>Vacant</i> | | | 10/11/24 |
| <i>Vacant</i> | | | 10/11/25 |

PREVIOUS MEMBERS

Angie Bowers, Kent Barkhau, Carol Voisin, Fernanda Zermoglio
Thank you!

ASSEMBLY LIAISONS

Kevin Mosher
Assembly Liaison

Thor Christianson
Alternate Assembly Liaison

STAFF LIAISON

Bri Gabel
Sustainability Coordinator

bri.gabel@cityofsitka.org
(907) 747-1856



ONGOING COMMISSION RESPONSIBILITIES

In addition to the prioritized goals, the Sustainability Commission has ongoing responsibilities that it will continue to enact throughout the year.

CITY AND BOROUGH OF SITKA SUSTAINABILITY SUPPORT

- Serve as a resource for city staff, other commissions, boards, committees, and task forces.
- As needed, review sustainability proposals and make recommendations during Sustainability Commission meetings.

COMMUNITY ENGAGEMENT

- Engage with community and serve as a liaison for issues, ideas, and proposals, and provide appropriate feedback.
- Cultivate relationships with residents, community groups, businesses, institutions of higher learning, faith-based organizations, non-governmental organizations, etc. to provide insight on current and future projects.

COMMISSION REQUESTS & ACTIONS

RECOMMENDED THE ASSEMBLY FUND A SITKA-BASED HEAT PUMP ASSESSOR VIA ALASKA HEAT SMART (AHS)

In April 2023, AHS requested a \$10,000 contribution from CBS to fund the Sitka-based home energy assessor position to support roughly 50 assessments for Sitka homeowners. **The Sustainability Commission unanimously supported the request and recommended the Assembly contribute \$10,000 to support the AHS Sitka Home Assessor position. Currently, the recommendation awaits two Assemblymember sponsors to take the recommended request to Assembly for full consideration.**

AHS has shifted \$100,000 of its \$500,000 Clean Heat Incentive Program (CHIP), funded by DOE, to Sitka to provide between \$1,500 and \$2,500 cash incentives to lower-to-modest income families to support heat pump conversions. \$21,000 in incentives have been paid out with \$14,000 in incentive payments awaiting agreements.

Prior to receiving an incentive, prospective recipients must receive an AHS home energy assessment to determine home readiness. A typical assessment costs \$250 but are currently free to those who qualify. AHS has facilitated this in Sitka by hiring a local resident as a 'home energy assessor', funded via private foundation money and a match from the Sitka Conservation Society. Approximately 30 energy assessments have been conducted over the past eight months. Assessor funding is anticipated to run out by fall of 2024.

PROVIDED A LETTER OF SUPPORT FOR THE SITKA COMMUNITY GARDEN CONCEPT

In April 2023, the Commission drafted a letter of support for the development of a community garden requested by the Sitka Local Foods Network and Transition Sitka. Citing that a community garden aligned with the duties and responsibilities of the Sustainability Commission, including 3) diminution of Sitka's supply-chain fragility, 4) food security enhancement, 6) solid waste consumption reduction, composting, recycling, and reuse; and 7) robust and healthy local ecosystems and natural communities (SGS 2.15.060), as well as the city's five-year strategic plan and the comprehensive plan, **the Commission drafted and unanimously approved a letter of support for the community garden concept.**



MADE A RECOMMENDATION FOR THE SUSTAINABILITY SEAT ON THE TOURISM TASK FORCE

With the establishment of the Tourism Task Force in March 2023, Resolution 2023-11 stated that Sustainability shall recommend a member for appointment. **The Sustainability Commission unanimously recommended the Assembly appoint Barb Bigham to the Tourism Task Force.**

2023-2024 GOALS

On March 28th, 2023, Chair Riley presented the 2023-2024 Work Plan to the City Assembly and summarized the evolution of municipal climate and sustainability initiatives over time, steps involved in prioritizing actions, and the goals the Commission aims to achieve. Assemblymembers and members of the public voiced their support, expressed that the goals were attainable and appreciated the ranked approach to the goals. It was noted by Chair Riley that these goals would likely take multiple years to accomplish. The City Assembly unanimously approved the goals outlined in the Sustainability Commission's 2023-2024 Work Plan (Item 23-046). **The goals set forth by the Commission included:**

1. DEVELOP A COMMUNITY RENEWABLE ENERGY STRATEGY

A Community Renewable Energy Strategy will establish a shared vision of Sitka's energy future. Components of the strategy could include but are not limited to refreshing the existing baseline assessment of community emissions; forecasting energy demands and identifying priority actions; recommending feasible renewable energy options for the city to pursue, and municipal policies for consideration to increase efficiency, such as electrifying heating and land/marine transportation.

2. ANALYZE OPPORTUNITIES FOR DIVERSION OF MUNICIPAL SOLID WASTE

The current waste management contract is slated to be renewed in 2032. In order to ensure that Sitka's waste is managed sustainably, with lower costs and fewer resulting greenhouse gas emissions, this project will identify policy levers and actions to increase waste diversion and support the long-term sustainability of Sitka. Aligned with the 2014 Interim Solid Waste Management Report, this project seeks to conduct a baseline assessment of the composition of municipal solid waste.

3. CREATE A MUNICIPAL FLEET TRANSITION & EV INFRASTRUCTURE PLAN

The City of Sitka has vowed to decarbonize city operations, which includes integrating electric and hybrid vehicles into the municipal purchasing and procurement schedule as gas/diesel-powered vehicles reach their maximum mileage or age. This plan will also help address questions, concerns, and logistics related to transitioning municipal vehicles and strengthen Sitka's ability to apply for federal EV charging infrastructure funds.

UPDATING THE GOALS FOR 2024-2025

The goals for the upcoming year support the same objectives as the 2023-2024 goals but have been reworked to reflect the updates within CBS and the evolution of the operational and feasibility landscape around each goal in the past year. Similarly, the goals will be approached sequentially with the Commission's full effort into the highest prioritized goal until there is a lull. **The Sustainability Commission unanimously approved the following updated goals at their March 4th, 2024, regular meeting.**



1. CONTINUE THE DEVELOPMENT OF THE SITKA COMMUNITY RENEWABLE ENERGY STRATEGY

SUPPORTS:



Fossil energy use reduction and development of local, renewable energy sources.



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.

SUMMARY: CBS was successfully selected as one of nine communities for the third cohort of the U.S. Department of Energy's Energy (DOE) Transition Initiative Partnership Project (ETIPP) to support the development of the Sitka Community Renewable Energy Strategy (SCRES). The SCRES aims to establish a shared vision of Sitka's energy future to guide energy-related community decisions by shaping a roadmap for community and policy actions that advance the shared energy vision. This City-led project, heavily supported by the Sustainability Commission, works in collaboration with energy experts at the National Renewable Energy Lab (NREL), Pacific Northwest National Lab (PNNL) and the Renewable Energy Alaska Project (REAP). The SCRES is funded through the ETIPP program and the Sustainability Coordinator's time.

INVOLVED DEPARTMENTS: Planning & Community Development, Electric

MILESTONES & ACCOMPLISHMENTS:

Recommended Approval of Resolution 23-18: Authorize the Municipal Administrator to Apply for the National Renewable Energy Laboratory's (NREL) Energy Transitions Initiative Partnership Project (ETIPP)

As part of the 2023-2024 Work Plan, the Commission recommended the City pursue a second round of technical assistance through the ETIPP project. The Assembly unanimously approved the resolution. This resolution also acted as the Assembly's support for the application. The Sustainability Coordinator prepared the application materials for submittal.

Assisted with Additional Stakeholder ETIPP Application Support

As required by application for the ETIPP program, additional stakeholders were required to be identified and letters of support submitted. Per the recommendation of the regional partner, supporting stakeholders for CBS's application were limited to the Sitka Tribe of Alaska (STA), CBS Electric Department, the Sustainability Commission, and the Assembly (via Resolution 23-18).

The Sustainability Coordinator and Chair Riley presented the project to STA's Natural Resource Projection Committee, who recommended approval. The Tribal Council subsequently approved.

Gathered Community Input for the Scope of Work

To help refine the scope of work, a survey was conducted that introduced participants to SCRES and help the technical team answer the following guiding questions:

- 1a.** What are the gaps in the community's understanding of Sitka's energy landscape?
- 1b.** What are gaps in the community's energy knowledge that inhibit informed decision making?
 - 2.** What are the best ways to increase understanding and share energy knowledge with the community?
 - 3.** What values does the community want to guide the development of SCRES?

The survey ran from November 28, 2023, to February 29, 2024, and gathered 152 responses. The executive summary of the results is in Appendix A.



Hosted a Technical Team Kickoff Meeting & Introduced Them to Sitka

In December, the ETIPP Technical Team visited Sitka to attend to meet the Sustainability Commission, attend their regular meeting, initialized community outreach, and familiarized them with Sitka.



Photo: As an icebreaker for SCRES, the Sustainability Commission hosted the Ginger-Build: an energy education event and competition to build energy-efficient gingerbread houses. Commissioners, their families, the technical team, and the public casually learned and enjoyed energy in its most delicious form: sugar.

Recommended Approval of Scope of Work for the SCRES

The scope of the SCRES was recommended to include a community-wide greenhouse gas emissions inventory, public energy education, the development of future energy scenarios, and a compilation of community actions and policy recommendations based on continuous community engagement throughout the project (Appendix B). The scope was approved by CBS in February 2024.

NEXT STEPS:

With the scope of work finalized, the SCRES has transitioned into the execution phase, anticipated to take place over the next 18 months. The Sustainability Commission forms ad hoc working groups to support specific requests and/or topics the technical team requires to begin planning and executing the full project. The technical team works closely with the Sustainability Coordinator to ensure that critical materials and questions are brought before the Commission at their regular meetings to provide their input, ensure alignment with the needs of the Sitka, and make recommendations to ensure the project remains community focused.

Updates on the SCRES can be found on the project's website: cityofsitka.com/SCRES



2. COLLABORATE WITH CITY STAFF ON STRATEGIC MANAGEMENT OF MUNICIPAL SOLID WASTE

SUPPORTS:



Solid waste consumption, reduction, composting, recycling, and re-use.



Responsible use of natural resources



Robust and healthy local ecosystems and natural communities.

SUMMARY: Off to a slow start due to lack of consolidated data and new City staff, goal 2 has only recently made significant progress. While the original goal intended to identify policy levers and actions to increase waste diversion, new leadership within the Public Works Department requested an alternative approach first be considered. Using the asset management program the City utilizes to strategically approach municipal solid waste (MSW), it was suggested that rather than just staff participating in the process, Sustainability Commissioners also be included. In January 2024, a small group of City staff and Commissioners convened for an initial meeting to discuss the proposed approach.

INVOLVED DEPARTMENTS: Planning & Community Development, Public Works

MILESTONES & ACCOMPLISHMENTS:

Convened for a Municipal Solid Waste Strategic Management Kickoff

In January 2024, the Public Works Director, Maintenance and Operations Superintendent, Sustainability Coordinator and the Sustainability Commission's Municipal Solid Waste Working Group convened to discuss the approach proposed by Public Works and to answer questions about the process as the endeavor was a new approach neither CBS nor the Commission had attempted before. However, with emphasis on the need for flexibility, understanding, and reflection throughout the collaboration, all were willing to commit to the novel approach.

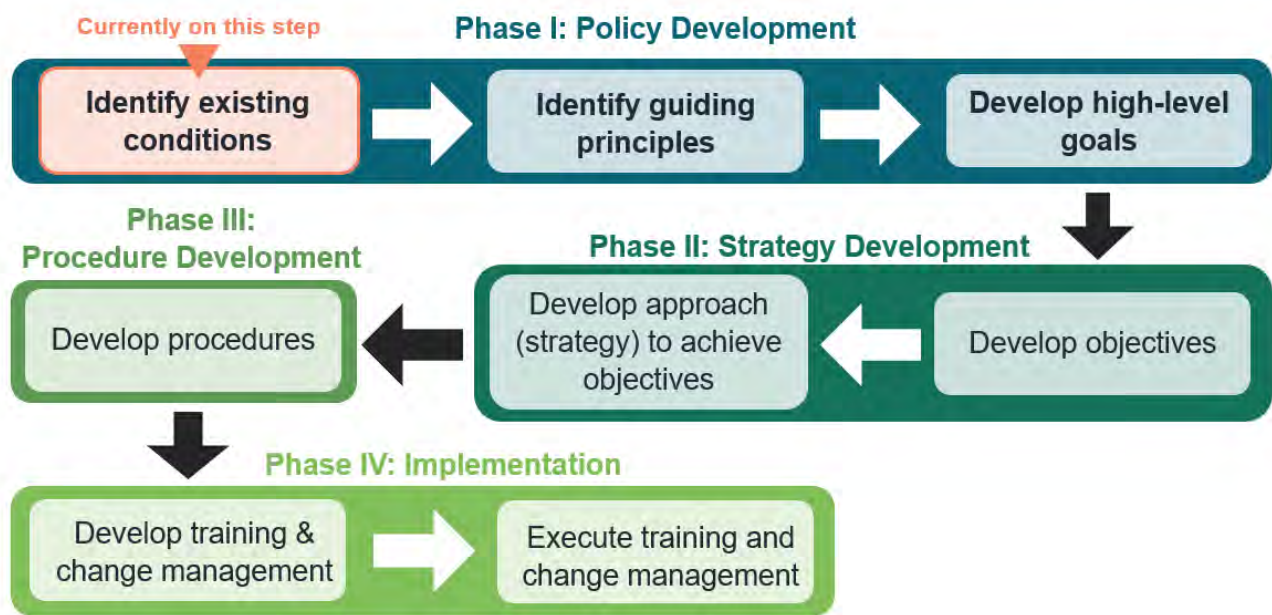


Figure 1: An outline of the strategic management steps. The team will collaborate through Phase I and create a policy that will inform Phase II: Strategy Development



NEXT STEPS:

Collaboratively Develop a Municipal Solid Waste Management Policy

The group will follow the steps outlined in Phase I of strategic management development (Fig. 1). City staff and the working group will split into parallel workstreams to delineate CBS and public perspective before coming back together to form a draft policy deliverable (Fig 2). Commissioners will inform staff when and where the full Sustainability Commission's and public's input should be sought.



Fig 2: Deliverables of each phase of the strategic management process and how each informs more specific actions. The proposed approach is to collaborate on creating deliverables from Phases I and II to CBS staff can then create procedures for specific aspects of MSW.

Evaluate the Collaborative Policy Development Process

After completing the MSW policy deliverable, the group will review the process and determine if and how it should be continued or modified, and where Commission involvement is ideally leveraged and how CBS can apply the lessons learned elsewhere. If determined to be beneficial, they will continue onto Phase II and develop a strategy (Fig. 1 & 2).

Consolidate Data

A major inhibitor to progress during the first year of this goal was the disaggregation of data and the inherent complexity of the system that currently handles solid waste. The Sustainability Coordinator and the Maintenance and Operations Superintendent will work together to develop a system that will allow for comprehensive tracking weights collected, ships, composition, and associated costs. This will allow for information about solid waste to be communicated and utilized further into the asset management process.

Learn From Other Municipalities About Potential Solid Waste Management Strategies

As an islanded community, Sitka's MSW is currently shipped to Washington State where it is landfilled. Other communities, often equally if not more isolated, manage their MSW similarly along with some other approaches. Similarly, looking at municipalities with robust solid waste management systems may provide helpful insight into what might be possible in how CBS manages MSW. Understanding these in more detail to determine applicability to Sitka will further determine potential options for Sitka's MSW when its current contract expires in 2032.



3. SUPPORT THE ELECTRIFICATION OF THE MUNICIPAL FLEET

SUPPORTS:



Sustainable transportation options that leverage Sitka's locally generated, renewable energy sources.



Fossil energy use reduction and development of local, renewable energy sources.



Robust and healthy local ecosystems and natural communities.

SUMMARY: The Assembly passed Resolution 22-18: Decarbonize City Operations by 2030. Integrating electric and hybrid vehicles into the municipal purchasing and procurement schedule as gas/diesel-powered vehicles reach their maximum mileage or age is a required step to achieve this directive. Over the past year, the Sustainability Coordinator collected questions, conducted research, and addressed concerns from City staff regarding this transition. This goal has been revised to encompass changes in perspective gained through discussions with the Public Works Department, which indicated a formalized vehicle transition and infrastructure plan was unnecessary. The goal now focuses on answering department questions, identifying funding resources, and supporting the implementation of the direction given by the Assembly.

INVOLVED DEPARTMENTS: Planning & Community Development, Electric, Public Works

MILESTONES & ACCOMPLISHMENTS:

Purchased the First Municipal Electric Vehicle

CBS purchased an Electric Transit van in 2023 for janitorial use. While a small step, the purchase allows City staff to familiarize themselves with EVs and test their use in a low-risk task while gathering valuable data that can inform future conversion and use scenarios.

Prepared a Cost-Benefit Analysis for the Ford F150 and F150 Lightning

When a Ford F150 in the Harbors Department was approaching the end of its useful life, the Sustainability Coordinator approached staff that depended on the truck to gather questions and concerns about potentially switching to an electric truck. These questions were answered and compiled and the lifetime cost per mile was calculated (Fig 1, Appendix C) The results of the analysis showed that F150 Lightning could replace an internal combustion engine (ICE) F150 during typical use with minimal disruptions to operations. Despite a larger upfront investment, because the electric utility is owned by CBS, benefits were amplified as not only is electricity cheaper than gasoline, it also is functionally cost neutral to the municipality.

Although the Harbors truck was not replaced with an EV, it was not replaced with an ICE either. Instead, a low use vehicle was reassigned to the dept. This reduced the overall size of the CBS fleet by best utilizing its current assets and will allow for more strategizing before purchasing more EVs.

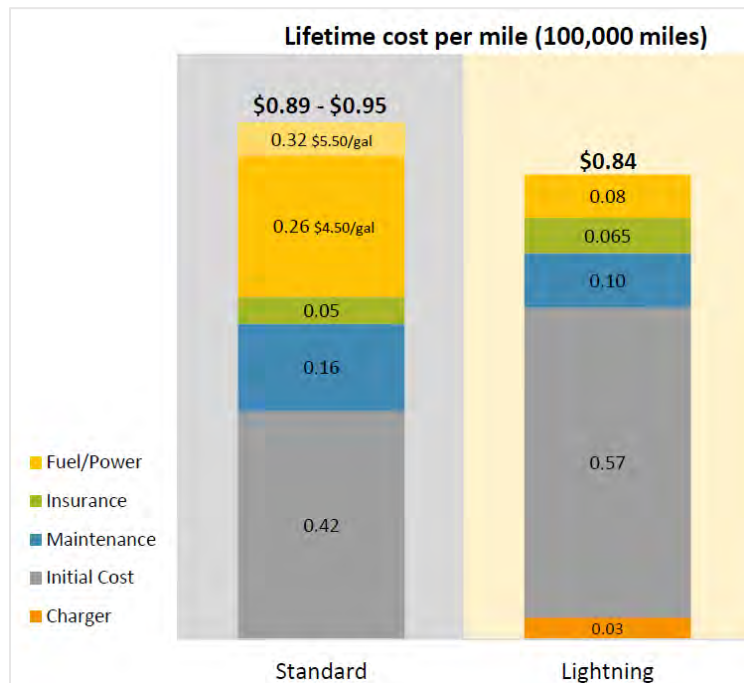


Fig 1: Lifetime Cost per Mile of a Standard (ICE) F150 and F150 Lightning for CBS. Full comparison report can be found in Appendix C.



NEXT STEPS:

Gather Feedback on E-Transit Van

With staff usage of the aforementioned E-Transit van, gathering feedback from those that have used the vehicle the most will be useful in forming recommendations for fleet conversion. While initial Cost Benefit Analysis for the F150 Lightning was informed only by questions posed by the Harbor Department, understanding real-world use of an EV for CBS use will likely uncover more concerns and questions to be answered to build confidence in the technology and the ability to transition.

Identify Conversion Candidates Within the Current Municipal Fleet

The makeup of CBS's municipal fleet ranges from light duty commuter vehicles to heavy duty snowplows and fire trucks. Depending on each use case scenario, available EVs, and scheduled replacement of the vehicle, upcoming replacements may be suitable candidates for conversion. However, no formal recommendation based on these criteria has yet to be adopted. Understanding the composition of the fleet and its use in more detail will be critical for the Sustainability to make these recommendations to CBS for fleet vehicle replacement.

Continue to Watch the EV Landscape and Identify Potential Challenges to Conversion

With the development and rapid adoption of electric vehicles across the country, supply chain issues and changes in regulations in response to Lithium-Ion batteries have developed equally rapidly. To understand the full cost of conversions and how regulations and availability may influence the pace at which CBS transitions will be critical to avoid anticipated costs or unforeseen challenges from acquisition to disposal. The Sustainability Commission along with the Sustainability Coordinator will work to keep careful watch of the developing EV landscape as they prepare formalized transition recommendations.

Recommend Use for the Energy Efficiency and Conservation Block Grant Program Award

As part of the Energy Efficiency and Conservation Block Grant (EECBG) Program, a formula-based allocation of \$75,300 is available to CBS to assist the implementation of strategies that:

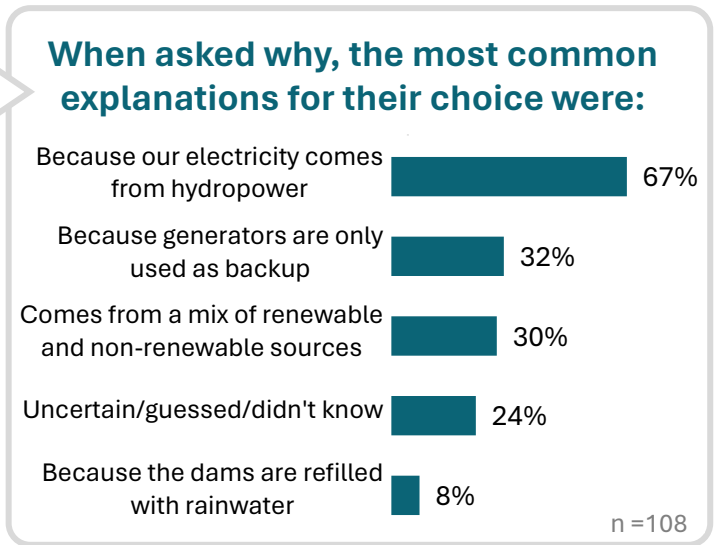
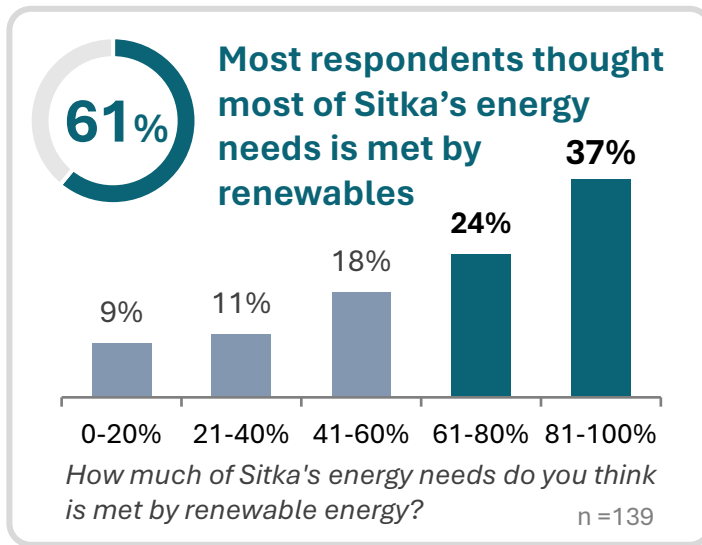
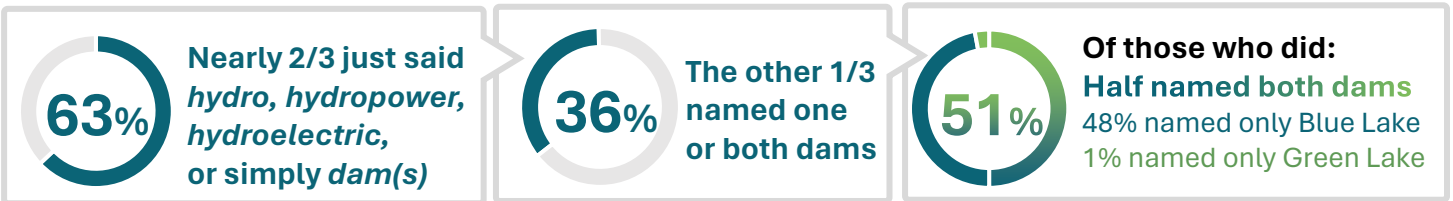
- Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities;
- Reduce the total energy use of the municipality;
- Improve energy efficiency in the transportation sector, the building sector, and other appropriate sectors;
- Build a clean and equitable energy economy that prioritizes disadvantaged communities and promotes equity and inclusion in workforce opportunities and deployment activities, consistent with the Justice40 Initiative.

The use of these funds is broad and can support a variety of initiatives. As such, the Sustainability Coordinator is developing a list of potential uses that align with the CBS strategic goals, current staff capacity and needs, and that are feasible with the allotted funding. This list will be reviewed by the Sustainability Commission and a recommendation made for the use of the EECBG funds before it is taken to Assembly for approval and submittal by staff. The deadline for the EECBG application is April 30, 2024; once approved by DOE, the EECBG funds must be used within two years.

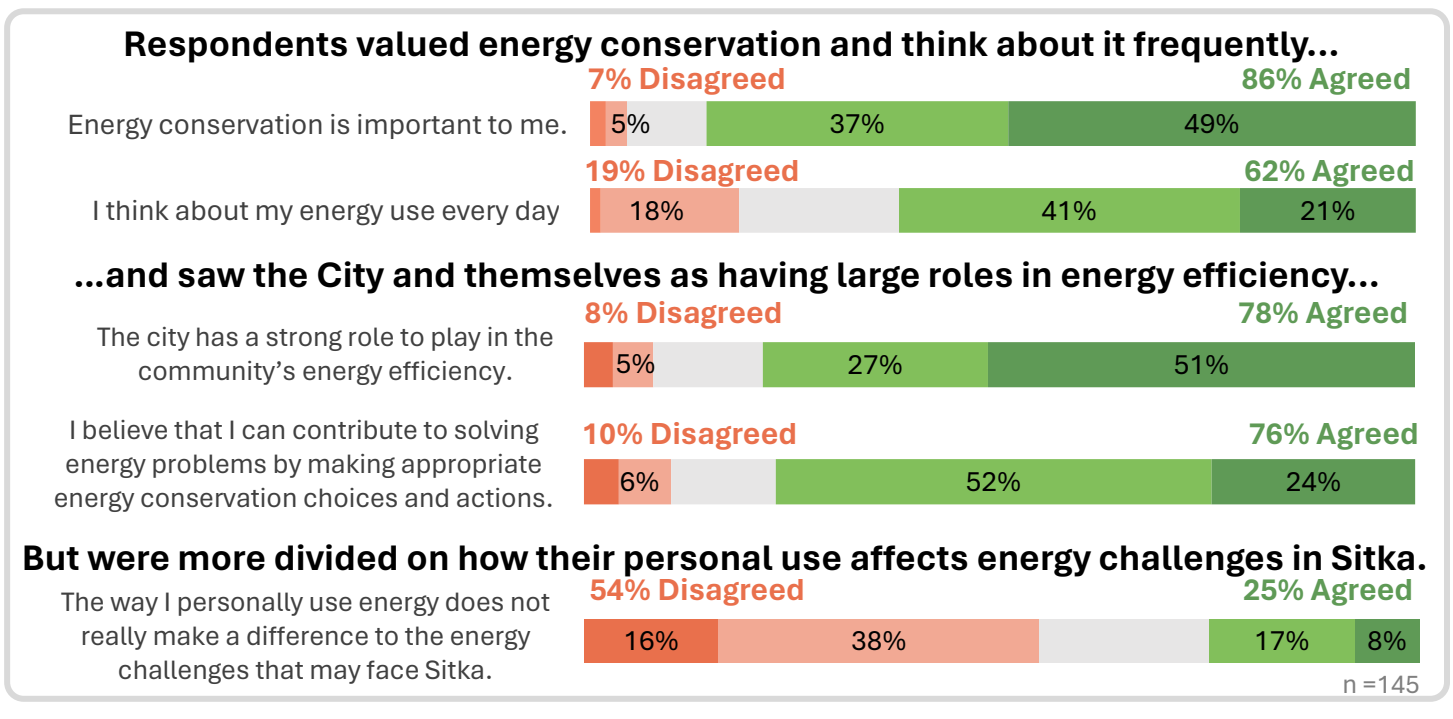


Sitka Community Renewable Energy Strategy Community Scoping Survey Report EXECUTIVE SUMMARY

When asked to describe where Sitka's electricity comes from in one sentence...



Most questions asked were about the operations and infrastructure of Sitka's electric grid (50%).



Common themes from open-ended comments were:

Affordability | Reliability | Self Sufficiency & Independence | Energy Efficiency
| Transparency | Environmental Responsibility

ETIPP Technical Assistance Project Scope

Community: Sitka, AK

Project Title

Sitka Community Renewable Energy Strategy (SCRES)

Points of Contact

Below are the individuals who can be contacted to obtain information about any aspect of the project. If the people below do not have an answer, they can ask the people who do.

- **Community Representative:** Bri Gabel, Sustainability Coordinator, City and Borough of Sitka, bri.gabel@cityofsitka.org
- **Regional Partner:** Haleigh Reed, Microgrid Project Manager, Renewable Energy Alaska Project, hreed@realaska.org
- **Technical Lead:** Molly Grear, Environmental Engineer, Pacific Northwest National Laboratory, molly.grear@pnnl.gov

Background

Community

The City and Borough of Sitka (CBS) is a remote community off the southwest coast of Alaska, accessible only by boat or plane. As a self-sustaining grid, Sitka relies almost entirely on local hydropower generated at the Green and Blue Lake dams and uses diesel as needed.

ETIPP Project Summary

The ETIPP program is a multi-organizational collaboration to provide technical assistance to Sitka for energy assessments, greenhouse gas inventories, and assist in public outreach and energy education. These projects aim to provide critical expertise in engineering, grid resilience, and energy use to understand current use, future needs, and options for meeting those needs. Sitka was part of the ETIPP Cohort 1 in 2021 which focused on renewable energy assessments in the area and is now participating in cohort 3, a more directed effort to expand public awareness around their energy use, gather public input on strategic vision, and explore opportunities for expanding and strengthening their power generation profile long-term.

Goals & Anticipated Impacts

- Establish a shared vision of Sitka's energy future to guide energy-related community decisions.
- Shape a roadmap for community and policy actions that advance the shared energy vision.

Other Key Community Contacts

| Name | Title | Email |
|--|---|---------------------------------|
| City and Borough of Sitka (CBS) | | |
| Amy Ainslie | Planning & Community Development Director | amy.ainslie@cityofsitka.org |
| Melissa Henshaw | Public & Government Relations Director | melissa.henshaw@cityofsitka.org |
| Mike Schmetzer | Interim Electric Utility Director | mike.schmetzer@cityofsitka.org |
| John Leach | Municipal Administrator | john.leach@cityofsitka.org |
| CBS Sustainability Commission | | |
| Katie Riley | Chair | katie.really@gmail.com |
| Sitka Tribe of Alaska | | |
| Gerry Hope | Transportation Director | gerry.hope@sitkatriben-sn.gov |

Implementation: Activities and Deliverables

Activity 1: Community Engagement

Pacific Northwest National Laboratory (PNNL) will assist the City and Borough of Sitka (CBS) in the development and implementation of a multifaceted approach for public engagement in Sitka while reviewing energy status, needs, energy potential, and scoping of future energy goals as they are developing the Sitka Community Renewable Energy Strategy (SCRES). This effort aims to utilize surveys, in-person events, and educational outreach materials to increase energy literacy in the community and engage as many perspectives as possible to inform a community vision for renewable energy. Community engagement will include development of scenarios to be analyzed in Activity 4.

The precise nature of what events, methods, and objectives in this process will be determined alongside the community throughout the project. As this process progresses, PNNL will provide analysis of the community’s energy portfolio or potential opportunities to inform community visioning and decision making, as well as support in facilitation and community engagement.

Deliverables:

- 3-4 site visits, including workshops, events, and working meetings
- Analysis to support data driven decision making for the community

Activity 2: Energy Education

PNNL will partner with REAP and CBS to provide materials and events to increase the energy literacy of the community. At least 4 topic areas of focus will be developed around energy education and grid resilience. These may include but are not limited to: renewable energy basics, Sitka energy grid 101, rate demystification, and a history of hydropower in Sitka. PNNL will provide analysis to support energy education on these topics, as well as instruction or trainings in collaboration with REAP and CBS. Energy education topics will be aimed at multiple demographics, including school age and the public, throughout the project.

Deliverables:

- Learning material posted to SCRES website
- On site education events

Activity 3: Greenhouse Gas Emission Inventory

PNNL will develop an updateable Greenhouse Gas Inventory. The inventory will include sources of emissions shown in the following table.

| Proposed GHG Included Sectors | | |
|--------------------------------------|---|---|
| SCOPE 1 | | |
| Sector | Details | Potential Data Source* |
| Electricity Consumption | Utility owned by the municipality | Total electricity generated from the utility annually, with percentage of diesel generation. |
| Heating Oil Combustion | Fuel is imported to Sitka | Total heating oil imported annually to Sitka from gas station data, with assumption on % that goes to heating. |
| Land Transportation | Include cars, trucks, buses, snow mobiles | Total gasoline and diesel sold annually at gas station with assumption on % to land transportation. Alternatively, utilizing NEI data. |
| Water Transportation | Ferries, boats that leave and return to Sitka | Total gasoline and diesel sold annually at gas station with assumption on % to water transportation. Use database of registered vessels and their approximate uses. |
| Wastewater | Wastewater treatment plant is owned by the municipality | Total gallons of wastewater treated annually. |

Sitka, AK ETIPP Technical Assistance Project Scope

| SCOPE 3 | | |
|---------------|---|--|
| Sector | Details | Potential Data Source* |
| Waste | Exported through shipping to Washington | Total tons of waste shipped to WA. Estimated break down on waste type by percentages |
| Air Travel | Flights to and from Sitka | # of flights in/out of Sitka, with estimates of fuel consumption on trip |
| Marine Travel | Included shipping materials such as heating oil, food, and consumer products to Sitka, as well as tourism passenger vessels | # of barges in/out of Sitka with estimates of fuel consumption on trip |

**Potential data sources may change after discussion and availability of data.*

Geographic boundaries of each sector will be further defined during the implementation of the inventory.

PNNL will also develop a case study to dive deeper into specific industry or industries and to understand the seasonality of GHG emissions.

Deliverables:

- Report detailing GHG Inventory Assumptions and methods
- Excel spreadsheet that can be updated for future year's inventory

Activity 4: Development of Community Renewable Energy Strategy

PNNL will assist in the development of the final SCRES document outlining the vision for the community's energy future. PNNL may provide inputs on the document, such as background data analysis about the community's energy portfolio, baseline GHG inventory, results of community engagement work, and modeling potential future energy scenarios for Sitka.

In the process of scenario and strategy development, PNNL will provide policy actions and recommendations to CBS.

PNNL will co-produce the strategy document, contributing significantly to the writing of the strategy, but CBS is ultimately responsible for the publication of the final strategy document. PNNL will continue engagement with the city and the strategy process through the publication of the document.

Deliverables:

- 3-4 future energy scenarios and energy generation mix

Sitka, AK ETIPP Technical Assistance Project Scope

Schedule:

The Period of Performance for this effort is 18 months

| Activity | Description | 2023 | | 2024 | | | 2025 | |
|----------|--|------|----|------|----|----|------|----|
| | | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 |
| 0 | Scoping | | | | | | | |
| 1 | Community Engagement | | | | | | | |
| 1.1 | Survey & Analysis | | | | | | | |
| 1.2 | Site Visits | | | | | | | |
| 1.2 | Analysis to support community engagement | | | | | | | |
| 2 | Energy education | | | | | | | |
| 2.1 | Development of education material | | | | | | | |
| 2.2 | On site events | | | | | | | |
| 3 | GHG inventory | | | | | | | |
| 3.1 | Data Collection | | | | | | | |
| 3.2 | Creating inventory of | | | | | | | |
| 3.3 | Community training on reusable spreadsheet | | | | | | | |
| 4 | Community Energy Strategy | | | | | | | |
| 4.1 | Scenario Planning | | | | | | | |
| 4.2 | Strategy Document | | | | | | | |

Sitka, AK ETIPP Technical Assistance Project Scope

Signatures:



Digitally signed by Bri
Gabel
Date: 2024.02.06
14:49:22 -09'00'

2/6/24

Community Lead, CBS

Date

John M.
Leach

Digitally signed by John
M. Leach
Date: 2024.02.08
12:46:08 -09'00'

2/8/24

Municipal Administrator, CBS

Date

Haleigh
Reed

Digitally signed by
Haleigh Reed
Date: 2024.02.13
17:55:20 -05'00'

2/13/24

Regional Partner

Date

Molly E
Grear

Digitally signed by Molly
E Grear
Date: 2024.02.13
15:24:36 -08'00'

2/13/24

Technical Lead

Date

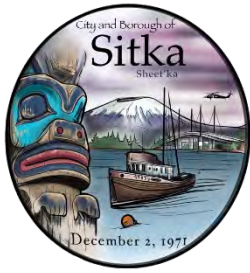
David
Martinez Biro

Digitally signed by David
Martinez Biro
Date: 2024.02.13
14:42:55 -09'00'

2/13/24

ETIPP Regional Lead

Date



Ford F150 vs. F150 Lightning Lifetime Cost-Benefit Comparison for the City and Borough of Sitka

Prepared By: Bri Gabel, Sustainability Coordinator | August 2023

Executive Summary:

The City and Borough of Sitka (CBS) is committed to thoroughly investigating electric alternatives to strategically transition its municipal fleet from carbon-based fuels by 2030 as outlined in Resolution 2022-18. With an unprecedented amount of funding available through the federal government, the vehicle landscape will rapidly evolve over the next decade to include higher performing electric and alternative fuel vehicles. As such, it is in CBS’s best interest to comprehensively evaluate each option as vehicles are scheduled to be replaced in the coming years. While EVs have become significantly more affordable, they still require significant upfront costs, and the performance comparison and total lifetime cost is not immediately clear. This report examines the replacement of CBS truck #437, a 2014 Ford 150, with either an internal combustion engine (ICE) F150, a F150 Lightning Standard Pro, or F150 Lightning XLT Extended Range. Although this report uses specific driving data from truck #437, the CBS municipal fleet includes twenty F150s, or 15% of its vehicles, and many comparisons can likely be applied to other F150s in use.

| Conversion Stipulations and Questions: | Yes | No |
|--|-----|----|
| Does it have the same or better specifications than an ICE? | ✓ | |
| Does it save money over its entire life? | ✓ | |
| Are the range and charging requirements compatible with the expected workload? | ✓ | |
| In case of a catastrophic battery failure, is replacement covered? | ✓* | |
| Can it be used in cold weather? | ✓ | |
| Is a hybrid F150 an option? | | ✗ |
| Should CBS upgrade to the extended range? | | ✗ |

Total Cost of Ownership:

| Ford F150 ICE XL 3.3L V6 | Ford F150 Lightning Standard Pro | Ford F150 Lightning XLT Extended Range |
|-----------------------------------|-------------------------------------|---|
| \$89,000-\$95,000 | \$76,000 | \$86,000 |
| \$25-27,000 on gas | ↓13-18% | ↓4-9% |
| More than 1/3 is the cost of fuel | Less than an ICE | Less than an ICE |

Both the F150 Lightning Standard and Extended Range cost less over their lifetime than an ICE F150.

Conclusion:

Over the lifetime of the vehicle, the F150 Lightning does offer substantial savings between 4-18%. The largest contributing factor to this is the price of gasoline. With minor adjustments to workflow, the Ford F150 Lightning Standard Range should be a comparable replacement for truck #437 while reducing overall lifetime cost for CBS.

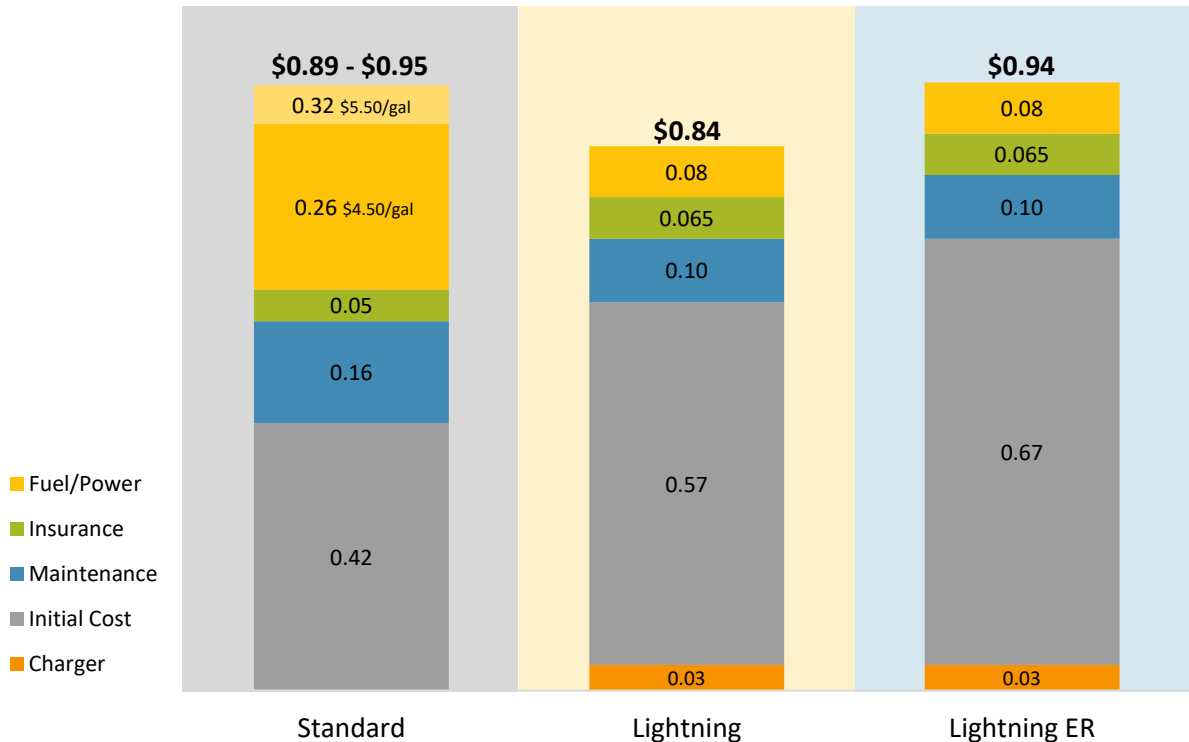
*See page 4

Truck Replacement Options

| Model | Ford F150 | Ford F150 Lightning | Ford F150 Lightning |
|--------------------------|-----------------|------------------------------------|-------------------------------------|
| | ICE XL 3.3L V6 | Standard Pro | XL Extended Range |
| Specifications | | | |
| Drive Train | 4x4 | 4x4 | 4x4 |
| Fuel Economy | City 18/Hwy 24 | City 76/Hwy 61 | City 78/Hwy 63 |
| Range | 494-592 miles | 240 miles | 320 miles |
| Seating | 6 | 5 | 5 |
| Tow Rating | 7,600 lbs | 5,000/ 7,700 lbs (max tow package) | 7,700/ 10,000 lbs (max tow package) |
| Horsepower | 290 @ 5500 RPM | 462 HP | 580 HP |
| Torque | 400 @ 5500 RPM | 775 lb-ft | 775 lb-ft |
| Battery | | 98 kWh | 131 kWh |
| Chargers and Time | | From 15% to 100% 8 hrs | From 15% to 100% 8 hrs |
| 48A | | 19 mi/hr | 20 mi/hr |
| 80A | | 19 mi/hr | 30 mi/hr |
| Price Comparison* | | | |
| Starting Price | \$43,000 | \$62,000 | \$72,000 |
| Max Tow Package | | \$,1,100 | \$1,100 |
| Charger (48A/80A) | | \$1,400 / \$2,000 | \$1,400 / \$2,000 |
| Shipping | | | |
| Federal Tax Credit | | -\$7,500 | -\$7,500 |
| Total Cost | \$43,000 | \$55,900-\$57,600 | \$65,900-67,600 |

*Based on research data, not quoted from a dealer.

Lifetime cost per mile (100,000 miles)



Assumptions and Metrics:

All Calculations were based on the 10 year or 100,000-mile replacement schedule that CBS unofficially follows and for simplicity, 10,000 annual miles was used as the baseline number for future vehicle use. Additionally, this baseline is the most commonly used within studies and allows for simple carryover.

Fuel Consumption for the internal combustion engine (ICE) F150 was only calculated at the city estimate of 19 mpg as there are no substantial highways in Sitka that would allow for the vehicle to consistently reach its 24 mpg highway efficiency rating¹. The Ford F150 Lightning has the efficiency of 49 kWh/100 miles¹.

Gasoline Price for CBS averaged at \$4.47 per gallon in FY23. For simplification, \$4.50 was set as the lowest gas price. To account for volatility in oil prices, \$5.50 per gallon was also included to provide a top end of the range. Likely, these estimates will prove to be too conservative over a ten-year span.

The Electrical Rate was set at 18.5¢/kWh which is the average seasonal rates for FY23 which are 13.4¢/kWh November-April and 21.5¢/kWh May-October.

Maintenance Costs were \$0.16 for the conventional ICE F150 and \$0.10 for the Lightning battery electric vehicle (BEV) based on new 2023 data². On average, EVs cost 40% less to maintain.

It should be noted that these do not necessarily reflect the actual cost of maintenance to CBS or any price increases due to its remote location. However, since CBS vehicles are used less than their contiguous U.S. counterparts, it is likely safe to assume that frequency these repairs in which maintenance needs to be conducted is also less, offsetting the increased initial cost with the time interval in

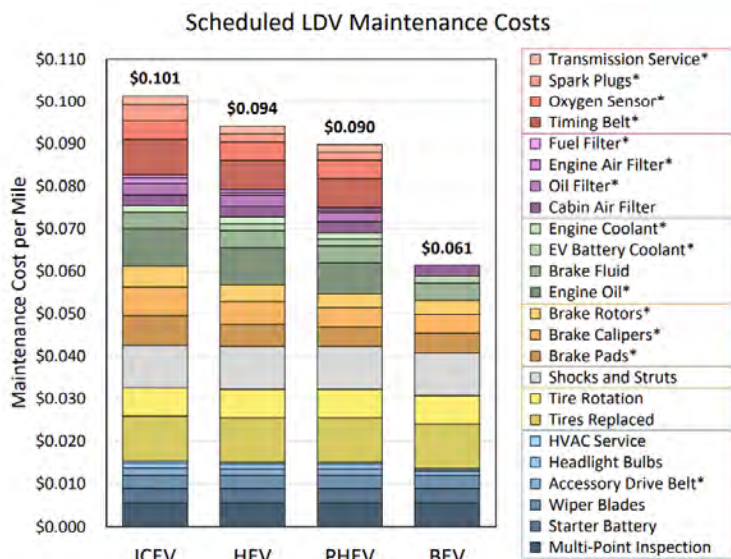


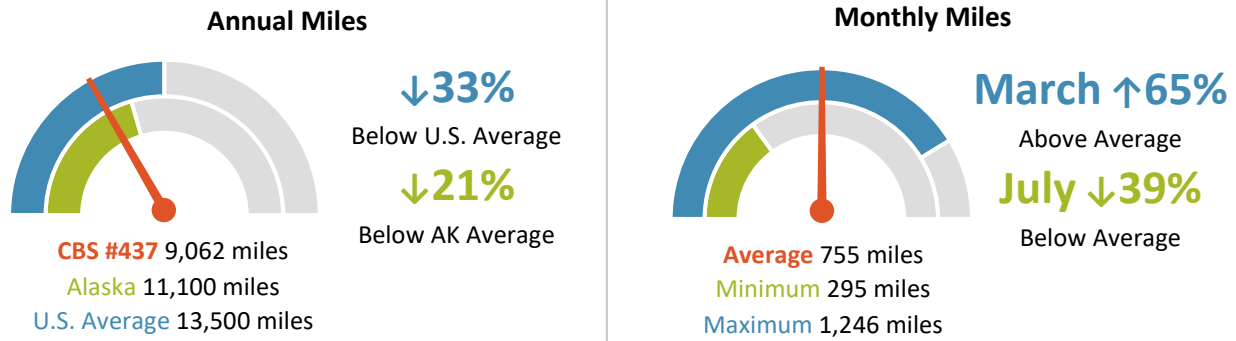
Figure 1: 2021 Per-mile maintenance costs by powertrain³. 2023 numbers are higher but EVs are still approximately 40% lower than ICEs. (*Service intervals that vary by powertrain)

between. Any adjustments made in cost would likely scale with both powertrain types, therefore not significantly changing the overall outcome of the total cost of ownership by comparison.

Annual Insurance Rate was set at \$500 per year for ICE and \$650 for the Lightning based on estimates given by Alaska Public Entity Insurance, the insurer for CBS. Rates reflect the premium for a new vehicle and do not account for adjustments for vehicle depreciation over time.

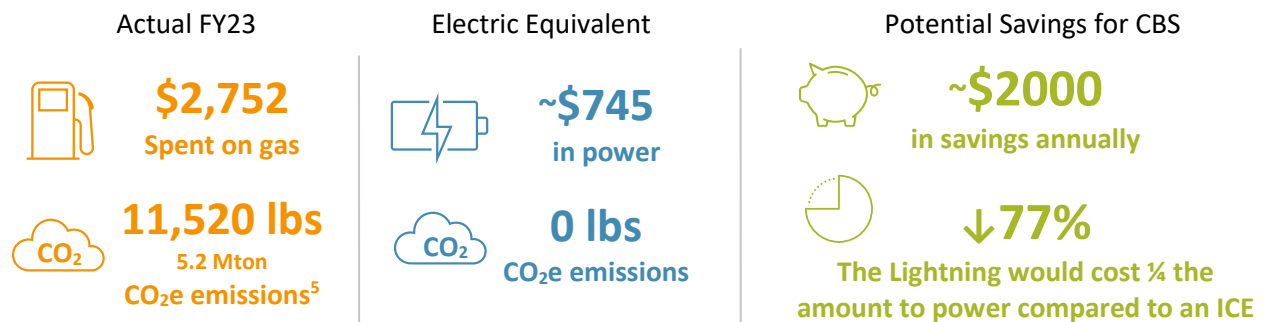
Charging Infrastructure was based on the based on the FordPro AC Charging Station 80A specifications which are \$1,999 for the base unit, approximately \$500 for installation, and a suggested \$25 annual maintenance fee for a total of approximately \$3,000 over the lifetime of the vehicle. It should be noted that every EV does not require its own charging infrastructure with a standard ratio of 3-5 vehicles depending on use per charging station. As the fleet is converted, charging infrastructure will cost less per vehicle.

CBS # 437 Driving Statistics:



Based on fuel purchase data, #437 was estimated to have driven 9,062 miles in FY23. This 33% below the national average of 13,500 miles per year and 21% below the average of 11,100 miles per year in Alaska⁴. On average, #437 was driven 755 miles per month with the maximum driving month in March with 1,246 miles and minimum in July with 295 miles. This puts the average daily use at about 25 miles per day with its maximum estimated use at 41 miles per day and its minimum use at 10 miles per day.

Fuel Savings Comparison between F150 ICE and F150 Lightning



In FY23, \$2,752 was spent on fuel for CBS # 437. The average cost of fuel was \$4.47 per gallon, and CBS # 437 created 11,520 lbs or 5.2 metric tons of CO₂ emissions equivalent. The electric power equivalent at 18.5¢/kWh would have cost approximately \$745; 77% less than conventional gasoline with no emissions as CBS operates on 100% hydroelectric power. **Since CBS owns and operates the electric utility, all money spent on electric power by CBS represents a net-zero transaction, essentially making electricity “free” and the savings in actuality 100% from the standpoint of the organization overall.**

Charging requirements:

Fuel invoices indicate that #437 refueled between one and four times per month. CBS policy is to refuel at the ½ mark of the fuel gauge which puts makes the applicable range for #437 271 miles rather than the average range of 543 miles. In consultation with CBS Harbormasters, they indicated that the truck must be readily available from 8 AM to 11 PM seven days per week year-round.

| Usage Level | Low | Average | High |
|-----------------------------------|-----|---------|------|
| Daily Miles | 10 | 25 | 41 |
| Days between charges (15-100%) | 24 | 10 | 6 |
| Days between charges ER (15-100%) | 32 | 13 | 8 |
| Days between refills (½ tank) | 27 | 11 | 7 |

This puts the charging requirements for the F150 Lightning similar to that of the conventional ICE F150. However, charging the battery from empty (15%) to full takes 8 hours, unlike refueling which takes only a few minutes. Therefore, it is in the best interest of the users to attempt to keep the car fully charged and/or charging when not in use. While there is still plenty of room to forget charging occasionally, it should be the operating standard to keep the vehicle charged/charging when not in use.

Battery Concerns:

A major concern that has been expressed is that of the lifetime of the battery and the cost of a catastrophic failure. At current prices and technology level, a replacement battery from Ford is \$28,556 for the standard range and \$35,960 for the extended range battery. This does not include installation costs or shipping costs. However, Ford states in their user manual that “the battery is covered for 8 years or 100,000 miles, whichever comes first, retaining a minimum of 70% of its original capacity over that period.” This can be compared to Ford’s warranty for ICE engines which have a powertrain warranty with 5 years or 60,000 miles.

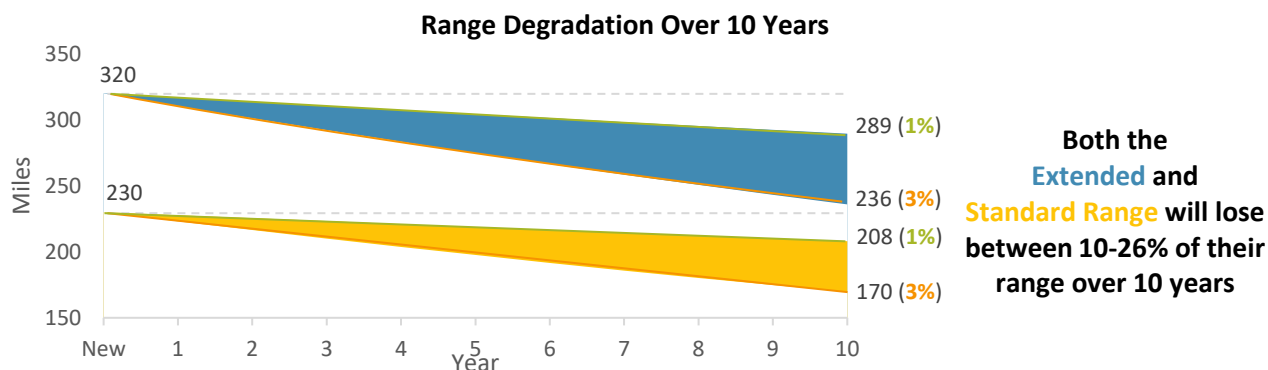
It should also be noted that Lightning batteries are modular which can be replaced at \$4,400 per module.

Comparison Between Battery and Engine Replacement

| | Ford F150 ICE XL 3.3L V6 | Ford F150 Lightning Standard Pro | Ford F150 Lightning XLT Extended Range |
|-------------------------------------|-----------------------------|-------------------------------------|---|
| Full Battery | | \$28,556 | \$35,960 |
| Battery Module | | \$4,400 | \$4,400 |
| Engine | \$10,218 | | |
| Est. Replacement Time | 15 hours | 5 hours | 5 hours |
| Replacement Cost (at \$135/hour) | \$2,025 | \$675 | \$675 |
| Warranty | 5 years/60,000 miles | 8 years/100,000 | 8 years/100,000 miles |

These numbers are at current 2023 prices which are likely exaggerated by high inflation and supply chain issues. It is anticipated that as technology becomes more advanced and EVs are more readily adopted that prices should become more competitive as time goes on.

Another concern is battery degradation over time. Estimates indicate that with extreme wear on the battery through consistent, complete battery drainage, long stretches of highway, and fast charging can degrade the battery up to 3% year-over-year. Fortunately, with the conditions in Sitka, many of these factors are inconsequential, and a more realistic degradation is likely between 1-2% annually.

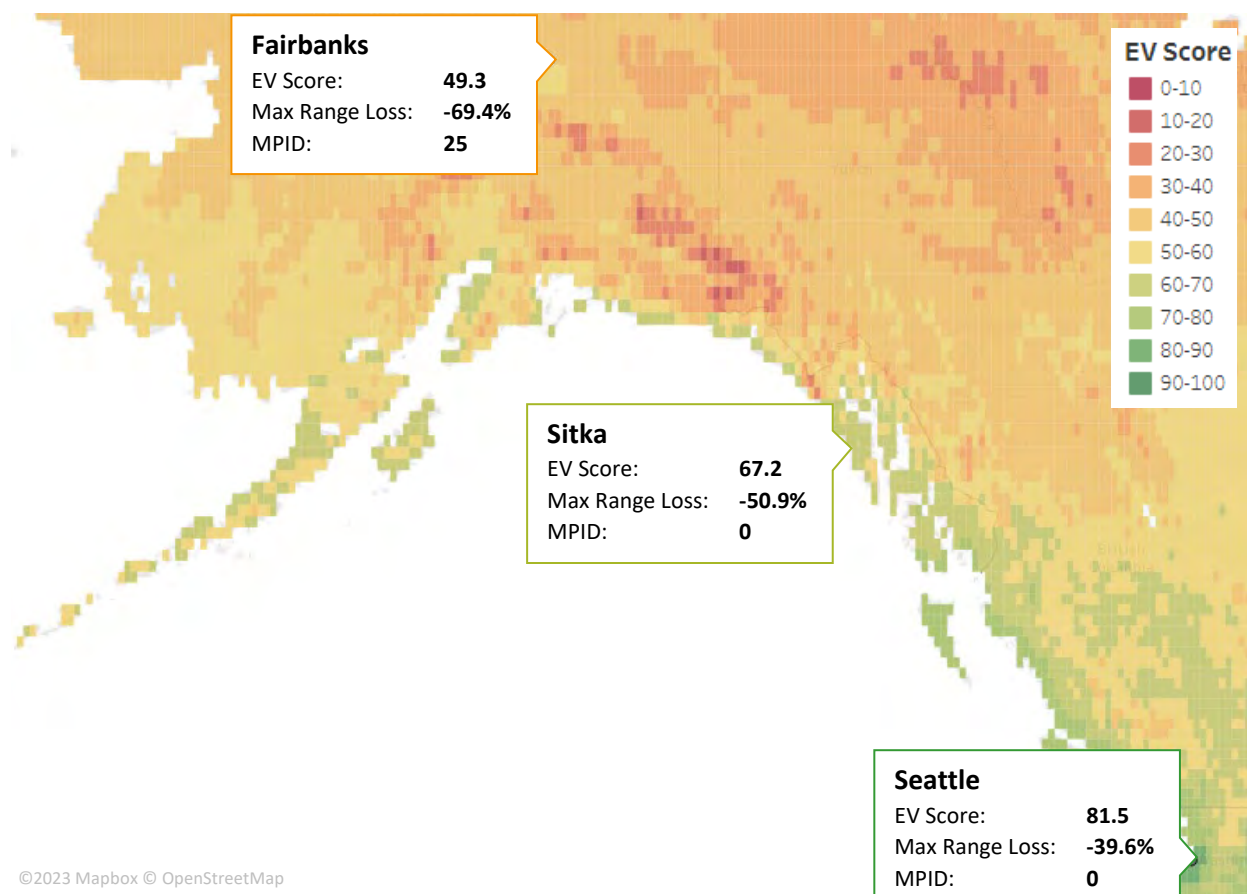


Winter Performance:

In cold weather, more power is needed to keep occupants and the battery warm for comfort, driving, and charging, thus reducing its overall range. In extreme low temperatures, this can require the vehicle to use up to 2.5 times as much energy than in an “ideal” temperature of 70° F.

In response to concerns about EV performance in cold weather, the Alaska Center for Energy and Power (ACEP) constructed a map outlining the effects of temperature on battery performance⁶. The **EV Score** is a 0-100 scale that indicates relative temperature-related range reductions. The Expected **Max Range Loss** is the maximum range loss expected for an EV based on the lowest average daily temperature from the last 10 years. The **Must-Plug-In Days (MPID)** are the number of consecutive days a location may experience temperatures lower than -4° F. This temperature is the threshold that is most cited at which permanent damage to the battery can occur if left unheated. A battery management system can keep the battery warm enough to avoid damage but only if it is connected to a source of power.

Alaska Center for Energy and Power (ACEP) EV Map



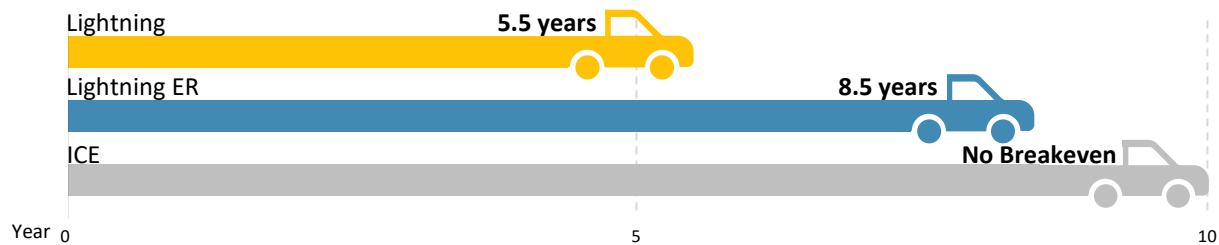
Sitka's EV Score:

Based on the ACEP EV Score Map above, Sitka's EV Score is 67.2 with a max range loss of 50.9% and an MPID of 0, similar to that of Oslo, Norway. Although less than ideal, Oslo has one of the highest rates of EV adoption in the world and lessons from their experience may be applicable in Sitka. During the peak of winter, more frequent charging and diligence to ensure an EV is plugged in to avoid battery damage may be occasionally required. However, compared to the rest of Alaska, this should be minimal disruption to daily operations.

Total Cost of Ownership

| Ford F150 ICE XL 3.3L V6 | Ford F150 Lightning Standard Pro | Ford F150 Lightning XLT Extended Range |
|-----------------------------------|-------------------------------------|---|
| \$89,000-\$95,000 | \$76,000 | \$86,000 |
| \$25-27,000 on gas | ↓13-18% | ↓4-9% |
| More than 1/3 is the cost of fuel | Less than an ICE | Less than an ICE |

Breakeven Periods



Assuming gas is \$5.00/gallon, the standard range lightning will breakeven with the ICE truck 5.5 years and the extended range at 8.5 years. This breakeven point will occur sooner if gas prices rise and later if gas prices drop. \$5.00/gallon is a very conservative estimate, so these timeframes are likely sooner.

Is the F150 Hybrid an Option?

Available only with the SuperCrew, the hybrid version of the F-150, called the PowerBoost, combines a 3.5 L EcoBoost V6 with a 35 kW hybrid motor/generator between the engine and transmission. A 1.5 kWh lithium-ion battery pack is located under the bed. The net gain is 47 HP and 70 lb-ft of torque, and 20% fuel economy increase. The hybrid option is an additional \$2,500 to the base price of a conventional F150. Its lifetime cost per mile is \$0.81 at \$4.50/gal, only 2¢ lower than the conventional F150. Considering that it only lowers the cost per mile by 2.5% at best and doesn't move CBS towards its goal of decarbonizing its operations by 2030 as set out in Resolution 22-18, and the F150 Lightning is highly comparable in performance to both the hybrid and non-hybrid F150 models, the F150 PowerBoost is not a strong alternative.

Standard or Extended Range?

Unfortunately, much of the \$10,000 cost difference between the Standard and Extended Range can be attributed to the fact that the ER is only available with the XLT trim. Many of the differences between the Pro and XLT trims beyond the extended battery are aesthetic. As such, whether or not the increased price is worth the additional cost is not entirely clear. It should be noted that many of the aesthetic changes would likely make the vehicle more prone to wear and tear in Harbor's use. For example, cloth seats and mats are not ideal for constant exposure to saltwater.

A more indicative parameter to decide on which trim to purchase is the breakeven point. Because this would be the first EV version for a vehicle of this type, it is inherently higher risk. With the breakeven point for the standard range at only 5.5 years vs 8.5 years for the extended range, CBS would breakeven three years sooner. If the Lightning fails to perform as anticipated, a smaller investment with a sooner breakeven point frame is less financially risky and therefore more favorable.

Conclusion:

The F150 Lightning with the max tow package meets or exceeds all the specifications of the ICE F150. Over the lifetime of the vehicle, a Lightning does offer substantial savings between 13-18%. The largest contributing factor to this is the price of gasoline. In this report, gas prices were assumed to be between \$4.50-\$5.50, however, it is not unusual for gas prices to rise above this range. This would only increase the savings if purchasing an EV as the largest factor contributing to the savings is fuel cost. With minor adjustments to workflow, the Ford F150 Lightning Standard Range should be a comparable replacement for truck #437 while reducing overall lifetime cost for CBS.

Conversion Stipulations and Questions:

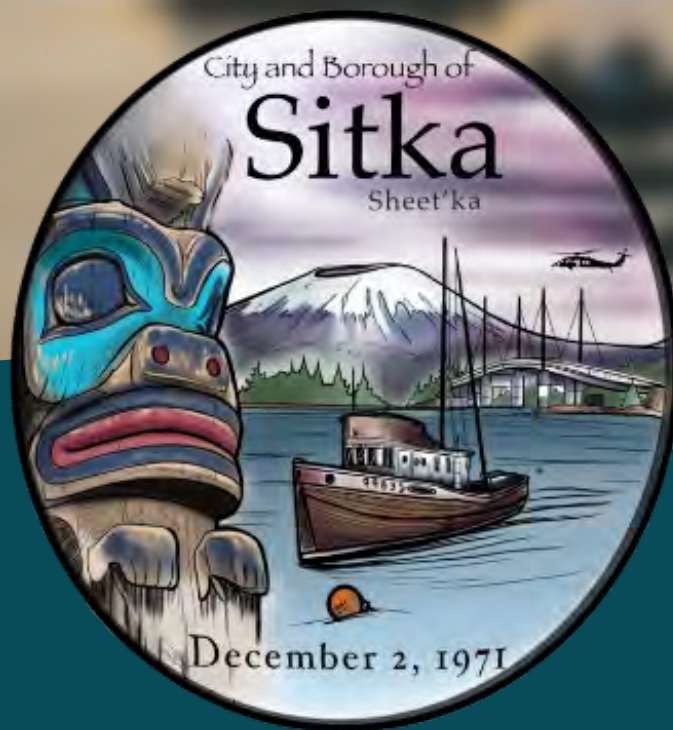
| | Yes | No |
|--|-----|----|
| Does it have the same or better specifications than an ICE? | ✓ | |
| Does it save money over its entire life? | ✓ | |
| Are the range and charging requirements compatible with the expected workload? | ✓ | |
| In case of a catastrophic battery failure, is replacement covered? | ✓* | |
| Can it be used in cold weather? | ✓ | |
| Is a hybrid F150 an option? | | ✗ |
| Should CBS upgrade to the extended range? | | ✗ |



2023 F150 Lightning, Photo from Ford

References:

- ¹2023 F150 Fuel Economy, Department of Energy
- ²2023 AFLEET Tool, Argonne National Lab
- ³2021 Comprehensive Total Cost of Ownership Quantification for Vehicles with Different Size Classes and Powertrains, Argonne National Lab
- ⁴2019 Highway Statistics, Federal Highway Administration
- ⁵2023 Greenhouse Gas Equivalencies Calculator, United States Environmental Protection Agency
- ⁶2020 ACEP EV Map, Alaska Center for Energy and Power



MISSION:

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



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-040 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Discussion / Direction the development of a RFP for management of the Sitka Performing Arts Center

Sponsors:

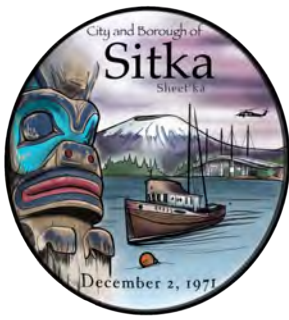
Indexes:

Code sections:

Attachments: [Discussion Direction](#)
[Memo and MOA Performing Arts Center](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Discussion / Direction
on the development of a RFP for management of
the Sitka Performing Arts Center.

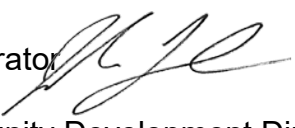




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Amy Ainslie, Planning & Community Development Director 
Kevin Knox, Parks & Recreation Coordinator 

Date: March 20, 2024

Subject: Performing Arts Center Management

Background

In 2019, the City and Borough of Sitka (CBS), the Sitka School District (SSD) and Alaska Arts Southeast, Inc. (AASE), entered into a cooperative agreement for professional management and custodial services for the Performing Arts Center (PAC) at Sitka High School. In short, each organization provided the following under this agreement:

- CBS: Payment of utilities (electricity, water, sewer, and garbage), and parking lot snow removal
- SSD: Heating, janitorial supplies up to \$5,000 per year, property and liability insurance for the PAC, annual building maintenance, and sidewalk snow removal.
- AASE: Event booking and marketing, event management, technical management, and custodial services.

AASE was not paid directly under this agreement, but retained all revenue generated from PAC rentals, had routine user fees waived, and also received priority use for the facility when Fine Arts Camp was in session. SSD was not charged fees for use of the facility.

The term for this agreement was one year (7/1/2019 – 6/30/2020) with four (4) annual extensions. We are currently in the last extension year which will expire on 6/30/2024. As all three parties came together to start discussions on a new agreement, AASE notified CBS and SSD staff that they would require payment to continue operating the PAC with a request of \$125,000 per year. CBS staff determined that such payment would require budget approval from the Assembly, and also be subject to CBS procurement requirements.

Analysis

To continue operating the PAC, the Assembly could consider issuing a Request for Proposals (RFP) to seek all potential interest, including from AASE, for management of the facility.

In order to issue an RFP, staff would like further Assembly direction on the following:

- If the RFP should be based on the continuance of a cooperative agreement model in which the operator would retain revenues made from the facility. This structure is recommended by staff in order to minimize “out of pocket” expenses on the part of CBS.
- Whether CBS’ current contributions (in the form of covering utility and snow removal expenses) should be offered in an RFP; these expenses are currently included in the draft FY25 budget.
- Whether there are any particular provisions or priorities for PAC management the Assembly would like to include in the RFP.

Alternatively, the Assembly could consider in-house management of the facility. If so, staff would bring an analysis of estimated costs and operating needs for in-house management before the Assembly in conjunction with review of the best-value proposal to then determine which will be funded in the FY25 budget.

Fiscal Note

Our FY24 contribution to the PAC under the current agreement is \$66,000. Direction to proceed with an RFP is needed to better establish the fiscal impacts associated with different management models for the PAC.

Recommendation

Staff recommends moving forward with an RFP for PAC management, and requests direction on whether:

- The RFP should be based on the current cooperative model
- Current CBS contributions should be included in the RFP
- There are provisions/priorities for PAC management that should be in the RFP
- An analysis of in-house management should be prepared in conjunction with the RFP

Encl: Current MOA for PAC Management



300 Kostrometinoff Street
Sitka, Alaska 99835
Phone: (907) 747-8622
Fax: (907) 966-1260
www.sitkaschools.org

**Memorandum of Agreement (MOA)
Between
Sitka School District (SSD), City & Borough of Sitka (CBS),
and Alaska Arts Southeast, Inc. (AASE)
For
Professional Management and Custodial Service of the
Performing Arts Center at Sitka High School**

The Performing Arts Center (PAC) is a critical building to our schools. It is the high school auditorium. Over 1000 school children perform on its stage each year. Over 50 events are staged (not including rehearsals) each year. It is a crown jewel for the Sitka community, that raised \$17 million dollars to have it built, and it is critical to the summer programs of AASE which brings substantial outside revenue into our economy. CBS recognizes this economic value to the City of Sitka and there-by joins this agreement in supporting the operation of the PAC. To assist our community with budget costs, AASE hereby agrees to continue to professionally manage the PAC at no annual cost to the CBS and SSD, thereby keeping the building open for year-round use.

AASE will provide the professional management for the PAC from July 1, 2019, to June 30, 2020, with an annual extension for up to (4) four additional years.

AASE provides and agrees to:

- Event booking and marketing
- Event management onsite
- Ushering and coordinating volunteers
- Technical Management
- Custodial Services
- Any necessary supplies as needed for the general operations of the PAC
- Be responsible for Accounts Payable and Receivable, and therefore receives all revenue generated by the rental of PAC
- Carry General Liability Insurance with SSD named as an additional insured with all rights of subrogation waived against SSD
- Carry Workers Compensation Insurance for employees
- Require proof that all users of the PAC carry General Liability Insurance with a minimum of \$1,000,000; users should name both AASE and SSD as insured

The Technical Director responsibilities will include:

- Recommending lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates
- Designing, creating, maintaining and operating lighting and sound systems for theater, dance, music, and other productions and projects; assists guest designers and arts with technical matters
- Designing, supervising and assisting with set and stage construction and management
- Training students and community members in technical theater
- Overseeing stage crews and volunteer staff
- Developing job duties and providing oversight of interns or other paid employees hired as AASE deems necessary
- Orienting facility users and visiting productions to safety, technical characteristics and other areas of facility operations; facilitating the use of the technical facilities by user groups
- Monitoring the condition of equipment including lighting, sound, and rigging equipment; arranging for the repair and replacement within budgetary constraints; performing preventive maintenance on equipment
- Assisting with the preparation and control of production budgets; maintaining inventory and requesting specialized supplies

“Sitka Schools: Discovering potential, nurturing growth, and inspiring lifelong curiosity.”

Technical Director Job requires:

- Experience with a wide range of technical issues
- Working knowledge of techniques, methods, and procedures for theater, dance, and music productions and presentations
- Capability with stage, set, sound and lighting design and implementation; stage management; computerized lighting systems; stage carpentry; appropriate safety precautions and procedures

The TD must also have the ability to analyze and evaluate the need for planning, developing, scheduling and providing the technical support required for each event or performance.

The TD should have a Bachelor's degree in technical theater arts, dance, music, communications or related field from an accredited college or university and can demonstrate responsible work experience in the technical aspects of theater, dance, and music production.

The Custodial Technician responsibilities will include:

- Cleaning, dusting, and polishing all restrooms, water fountains, glass surfaces, walls, doors, elevators, countertops, furniture, mirrors, and all other areas inside of the PAC
- Sweeping, dust mopping, vacuuming, mopping, and other general maintenance of all floors in the PAC
- Emptying, cleaning, and re-lining waste receptacles
- Any other cleaning duties as assigned or requested by the SSD Maintenance Department or Superintendent's Office

The Custodial Technician Job requires:

- Experience with cleaning facilities and working around highly technical equipment.
- Knowledge of cleaning products and equipment and their appropriate application.
- Ability to work professionally with multiple groups and organizations.

City and Borough of Sitka agrees to:

- Pay all utilities including electricity, water, sewer, and garbage for the PAC. Current billing account number is 5417-002.
- Parking lot snow removal.

Sitka School District agrees to:

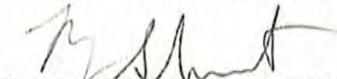
- Work together and include Alaska Arts Southeast, Inc. in decisions impacting the technical management of the PAC during the dates of management outlined in this agreement.
- Provide Alaska Arts Southeast, Inc. priority use of PAC during Sitka Fine Arts Camp session. Routine user fees will be waived.
- Janitorial cleaning materials, equipment, and supplies up to \$5,000 per year
- Pay for the heating expenses, property and liability insurance of the PAC.
- Annual building maintenance and sidewalk snow removal.

Other Considerations:

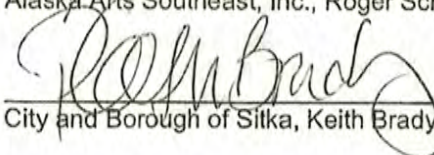
AASE Executive Director and the SSD Superintendent will meet periodically to evaluate the MOA. A review between AASE, SSD, and CBS will occur annually to improve and/or amend this agreement. Amendments can be made if mutually agreed to by all parties.


 Sitka School District, Mary Wegner, Superintendent

4/29/19
 Date


 Alaska Arts Southeast, Inc., Roger Schmidt, Executive Director

4/29/19
 Date


 City and Borough of Sitka, Keith Brady, City Administrator

4/25/19
 Date



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-041 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 3/26/2024 Final action:

Title: Discussion / Direction / Decision on the commercial passenger vessel tax fund balance

Sponsors:

Indexes:

Code sections:

Attachments: [DDD](#)
[Memo CPV Fund](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

Step 1

Discussion /Direction/ Decision
on the commercial passenger excise tax fund balance

Step 2

Possible Motions

I MOVE TO direct the Municipal Administrator to pursue special Assembly projects.

or

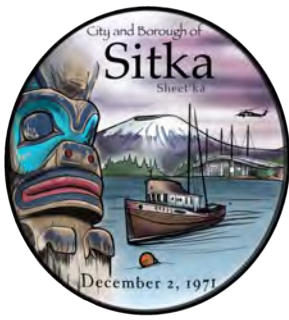
I MOVE TO direct the Municipal Administrator to opt to retain the fund balance for future, larger-scale projects and/or to cover unanticipated needs.

or

I MOVE TO direct the Municipal Administrator to initiate a call for public proposals per SGC 4.55.020, encouraging community engagement.

or

I MOVE TO _____.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator 

Date: March 1, 2024

Subject: Commercial Passenger Vessel Excise Tax Fund Annual Analysis

Background

On August 12, 2008, Ordinance 2008-29 was passed to establish a Marine Passenger Fee Fund, the uses allowed from the proceeds the CBS receives from the State of Alaska, and the procedures to appropriate such proceeds as allowed by law.

On August 22, 2022, Ordinance 2023-17 was passed to:

- a. change the nomenclature of the fund and the excise tax to be consistent with the state of Alaska; and
- b. clarify and streamline the process by which the fund is administered.

The changes also instituted a public proposal process if the Assembly determines there is a sufficient amount of funding available to initiate a call for public proposals.

Analysis

In accordance with SGC 4.55.030:

- A. No later than the second regular assembly meeting in March of every calendar year, the administrator will notify the assembly of the projected balance available in the CPV excise tax fund for the upcoming fiscal year after operational expenses consistent with SGC 4.55.020 have been incorporated.
- B. Upon approval of the assembly, the administrator will initiate a call for public proposals consistent with the use of CPV excise tax funds per SGC 4.55.020.
- C. By September 30th of every calendar year, the administrator will present to the assembly proposals consistent with the use of CPV excise tax funds per SGC 4.55.020. The assembly will review and select proposals for funding.
- D. Project funds shall be transferred or expended from the CPV excise tax fund only to the extent approved by the assembly.

A Commercial Passenger Fund Application has been developed and is attached to this

memo to outline the proposal process if the Assembly decides to initiate a call for public proposals.

Fiscal Note

The table below outlines the projected available fund balance:

| Projected CPV balance available | |
|--|---------------------|
| Balance prior to FY24 disbursement/expenses (@2/28/24) | 1,996,104.00 |
| FY24/CY23 disbursement (pending @ 2/28/24) | 2,698,670.00 |
| Expenses through 12/31/23 | (1,186,737.73) |
| Projected through 6/30/24 | (245,000.00) |
| FY25 Direct and Indirect | (1,591,300.00) |
| Other projects (Assembly directed or via proposal process) | |
| Available balance | 1,671,736.27 |

Recommendation

Considering the fund’s balance and objectives, the Assembly is advised to choose one or a combination of the following options:

- Direct the Administrator to pursue special Assembly projects.
- Opt to retain the fund balance for future, larger-scale projects and/or to cover unanticipated needs.
- Direct the Administrator to initiate a call for public proposals per SGC 4.55.020, encouraging community engagement.

This approach offers flexibility in fund utilization, ensuring that allocations reflect both immediate needs and long-term ambitions for CBS.



Commercial Passenger Vessel (CPV) Fund Application

INSTRUCTIONS: Email completed application AND detailed project proposal to administrator@cityofsitka.org by August 15 of the year in which the Assembly has approved requests for public proposals.

| | | | | | |
|---|----------------------|-----------------|----------------------|----------------|----------------------|
| Applicant Name | <input type="text"/> | Primary Contact | <input type="text"/> | Phone number | <input type="text"/> |
| Email address | <input type="text"/> | | | Applicant Type | <input type="text"/> |
| Physical Address (Street, City, State, Zip) | <input type="text"/> | | | | |

| | |
|---|----------------------|
| 1. What section of SGC 4.55.020 Use of Proceeds does this project address? | <input type="text"/> |
| <p>SGC 4.55.020(A) For the design, construction, operation and maintenance of municipally owned port and harbor facilities engaged in interstate and foreign commerce and interstate marine passenger transportation;</p> <p>SGC 4.55.020(B) For the design, construction, operation and maintenance of municipally owned facilities with the exclusive purpose of enhancing the safety and efficiency of interstate and foreign commerce and interstate marine passenger transportation;</p> <p>SGC 4.55.020(C) To pay for personnel, supply, equipment, and rental costs which enhance the safety and efficiency of interstate and foreign commerce and interstate marine passenger transportation if such costs are directly and exclusively related to the safety and efficiency of interstate and foreign commerce and interstate marine passenger transportation, or, if such costs can be determined by an auditable allocation method which calculates the percentage of total costs which are attributable to interstate and foreign commerce and interstate marine passenger transportation;</p> <p>SGC 4.55.020(D) For the municipal portion of the costs of the design and construction of facilities funded through a matching grant from state of Alaska commercial passenger excise tax proceeds and with the approval of the state of Alaska.</p> | |

| |
|--|
| 2. Brief project description, including anticipated costs and location. Reference the maps (Figures 2 & 3 attached) of the Sitka Cruise Cost Allocation Study to check this is in an area affected by annual visits. |
| <input type="text"/> |

| |
|---|
| 3. How will this project benefit marine passengers? |
| <input type="text"/> |

| |
|---|
| 4. How will this project contribute to addressing impacts caused by the marine passenger ship industry? |
| <input type="text"/> |

| |
|--|
| 5. What are the future costs of this resource? |
| <input type="text"/> |

DETAILED PROJECT PROPOSAL ATTACHED (up to 5 pages).

| CBS USE ONLY - APPLICATION AND PROJECT PROPOSAL REVIEW | | Date Received |
|--|------------|----------------------|
| Department Head Signature _____ | Date _____ | <input type="text"/> |
| Municipal Administrator Signature _____ | Date _____ | <input type="text"/> |

Sitka Cruise Cost Allocation - Passenger Dispersion and Points of Interest

The maps below are Figures 2 & 3 from the Sitka Cruise Cost Allocation Study, which demonstrates areas of highest cruise ship passenger traffic.

