



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 Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike, JJ Carlson*

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

Tuesday, April 11, 2023

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[23-052](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[Service Awards](#)

[HCH Quarterly Report 2](#)

[Public Works Quarterly Report](#)

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)

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** [23-051](#) Approve the minutes of the March 23 and March 28 Assembly meetings

Attachments: [01 Consent and Minutes](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

- B** [ORD 23-04](#) Authorizing a property tax exemption for the Sitka Historical Society, Inc. in the leased premises at Harrigan Centennial Hall

Attachments: [01 Motion Ord 2023-04](#)

[02 Ord 2023-04](#)

XII. NEW BUSINESS:**New Business First Reading**

- C** [ORD 23-05](#) Amending Title 2 “Administration,” Chapter 2.40 “Elections” of the Sitka General Code by updating Section 2.40.095 “Candidate Biographical Information” and repealing and replacing Sections 2.40.190-230 “VI. Absentee or Advanced Balloting”

Attachments: [01 Motion Ord 2023-05](#)

[02 Memo](#)

Additional New Business Items

- D** [23-053](#) Consideration of a request filed by Ronald Dick to waive his failure to timely file his application for the Senior Citizen Property Tax Exemption and authorize the assessor to accept the application as if timely filed (possible executive session)

Attachments: [Motion](#)

[SGC 4.12.025](#)

[Memo Ronald Dick Senior Exemption](#)

- E** [RES 23-15](#) Authorizing the Municipal Administrator to apply for and execute a grant for the Community Transportation Program with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Katlian Avenue Paving and Improvements Project
Attachments: [01 Motion Sheet](#)
[02 Assembly Memo Res DOT CTP Katlian grant](#)
- F** [RES 23-13](#) Authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Housing Program Area for \$300,000 for the Housing Land Feasibility Study
Attachments: [01 Motion](#)
[02 Assembly Memo Denali Commission Housing Grant for Housing Land Feasit](#)
- G** [RES 23-14](#) Authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Infrastructure Fund Program Area for \$1,099,165 for purchase of a 150-ton haul out lift for the Gary Paxton Industrial Park (GPIP) Haul Out Project
Attachments: [01 Motion Sheet](#)
[02 Assembly Memo Denali Commission Infrastructure Grant for GPIP Haul Out](#)
- H** [RES 23-12](#) Authorizing the Municipal Administrator to apply for a Maritime Administration Department of Transportation Port Infrastructure Development Program (PIDP) Grant for \$4,711,399 with a 20% match commitment to support the Eliason Harbor Electrical System Replacement Project
Attachments: [01 Motion Sheet](#)
[02 Assembly Memo PIDP Grant Eliason](#)

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 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.

*Sara Peterson, MMC, Municipal Clerk
Publish: April 7*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-052 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 4/5/2023 **In control:** City and Borough Assembly
On agenda: 4/11/2023 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[Service Awards](#)
[HCH Quarterly Report 2](#)
[Public Works Quarterly Report](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, April 11	Regular Meeting	6:00 PM
Tuesday, April 18	Special Meeting Evaluations - Municipal Administrator and Municipal Attorney	6:00 PM
Thursday, April 20	Work Session BOE Training with State Assessor	6:00 PM
Tuesday, April 25	Regular Meeting	6:00 PM



April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Mar	27	28	29	30	31	1 Apr
	Eisenbeisz	Eisenbeisz 6:00pm <u>Regular Assembly Mtg</u>	Eisenbeisz	Eisenbeisz	Eisenbeisz	
2	3	4	5	6	7	8
		6:00pm <u>Sustainability Commission-Liaison Mosher</u>	6:00pm <u>Library Commission-Liaison Duncan</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>	Carlson 6:00pm <u>Special Budget Meeting: Internal Service Funds, Special Rev Funds</u>		
9	10	11	12	13	14	15
		12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port & Harbors Commission-Liaison Ystad</u>	12:00pm <u>Local Emergency Planning Committee-Liaison Mosher</u>		
16	17	18	19	20	21	22
		6:00pm <u>Special Meeting: Evaluations of Municipal Administrator and Municipal Attorney</u>	12:00pm <u>Health Needs and Human Services Commission-Liaison Duncan</u> 5:00pm <u>Tree and Landscape Committee-Liaison Carlson</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>	6:00pm - 8:00pm <u>Work Session - BOE Training with State Assessor</u>		
23	24	25	26	27	28	29
		6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>			
30	1 May	2	3	4	5	6

May 2023

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

Service Award

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

Nicole Filipek

*this expression of grateful acknowledgment for your six years of
valued service rendered in the public interest while serving on the
Library Commission. Thank you!*

Signed and sealed this 11th day of April 2023





Mayor, Steven Eisenbeisz



ATTEST: Municipal Clerk, Sara Peterson

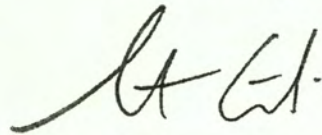
Service Award

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

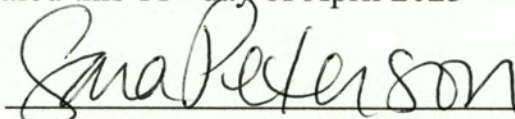
George Bennett Jr.

*this expression of grateful acknowledgment for your six years of
valued service rendered in the public interest while serving on the
Local Emergency Planning Committee. Thank you!*

Signed and sealed this 11th day of April 2023



Mayor, Steven Eisenbeisz



ATTEST: Municipal Clerk, Sara Peterson




Service Award

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

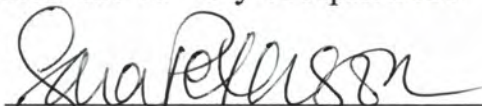
Robert Hattle

*this expression of grateful acknowledgment for your three years of
valued service rendered in the public interest while serving on the
Local Emergency Planning Committee. Thank you!*

Signed and sealed this 11th day of April 2023



Mayor, Steven Eisenbeisz



ATTEST: Municipal Clerk, Sara Peterson




Service Award

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

Mim McConnell

*this expression of grateful acknowledgment for your three years of
valued service rendered in the public interest while serving on the
Local Emergency Planning Committee. Thank you!*

Signed and sealed this 11th day of April 2023



Steven Eisenbeisz

Mayor, Steven Eisenbeisz

Sara Peterson

ATTEST: Municipal Clerk, Sara Peterson


Service Award

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

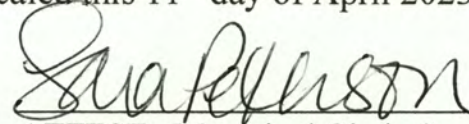
Justin Mullenix

*this expression of grateful acknowledgment for your three years of
valued service rendered in the public interest while serving on the
Local Emergency Planning Committee. Thank you!*

Signed and sealed this 11th day of April 2023



Mayor, Steven Eisenbeisz



ATTEST: Municipal Clerk, Sara Peterson



Harrigan Centennial Hall Quarterly Report

Harrigan Centennial Hall Overview:

Manager – Antonio Rosas

Supervisor – Jennifer Mingo

Building Attendant – Wayne Patterson

Building Attendant – Yvonne Wilkes

Building Attendant – Vacant

Building Attendant (Temp) – Lynn Alexander

Janitorial (Temp) – David Hill

Harrigan Centennial Hall is currently operating with 4 FTEs with another 1 FTE positions vacant.

Event Highlights:

April - Preparation for summer tourism activities. (April 25th – first ship)

April - Dimensional Communications Inc. systems update and upkeep (5 days)

April - Heritage and Cultural Tourism Conference (4 days)

April - Herring Protectors (2 days)

April - Alaska Association of Fire and Arson Investigators Conference (5 days)

April - The Nature Conservancy/Sustainable SE Partnership Conference (5 days)

June - North Pacific Fisheries and Management Council (5 days)

Budget:

Currently Harrigan Centennial Hall is at 58% operating budget for fiscal year 2023.

Maintenance Contract with Dimensional Communications Inc. – \$12,400

Future Projects:

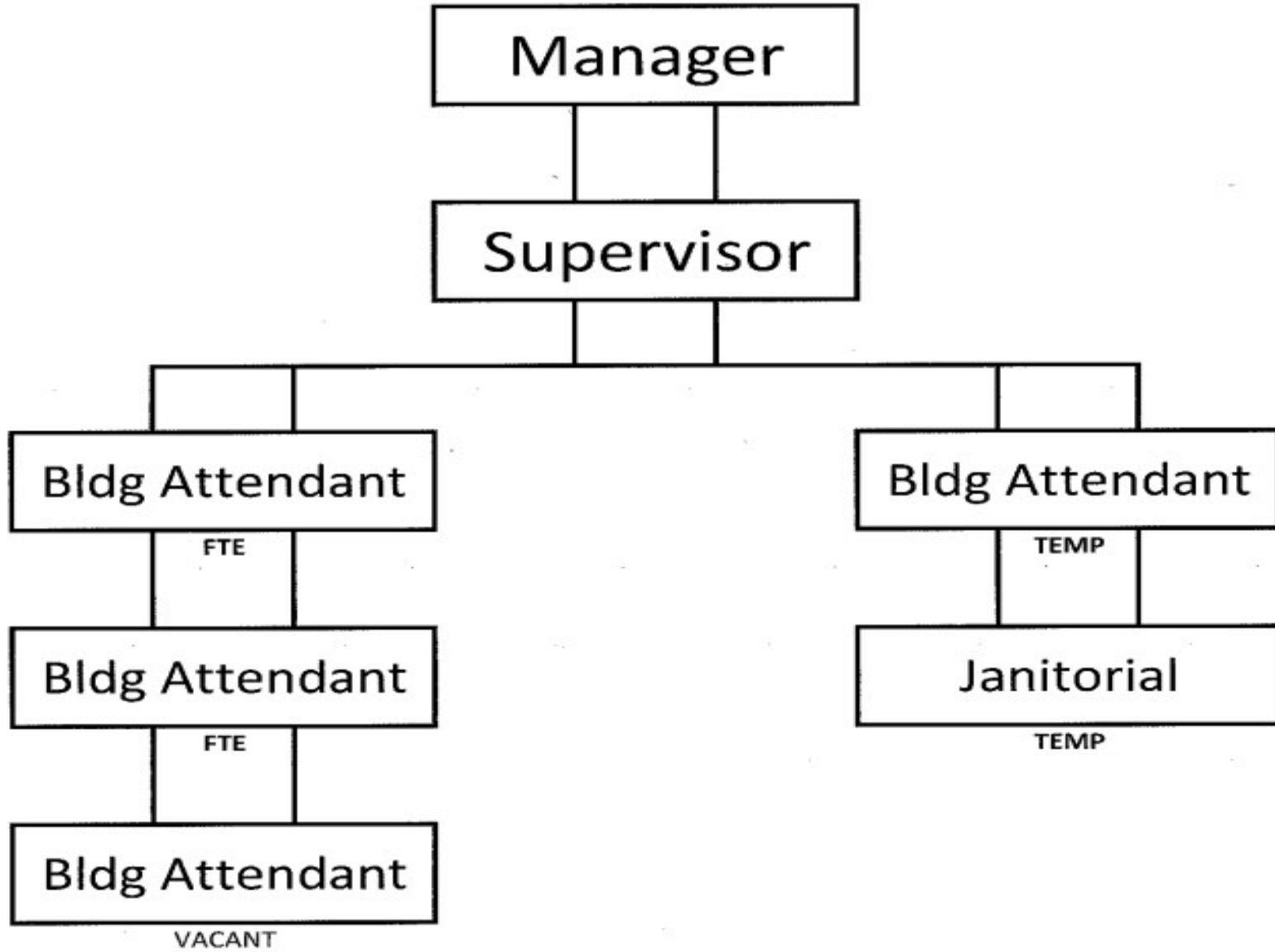
Refinish of Auditorium Floor

Refinish Stage Floor

Statistics:

653 Bookings Taking Place from September 30th – April 15 (1,038 bookings YTD)

Booking Types – Non-Profit, General Use, City of Sitka, Commercial, State/Federal





Expense Budget Performance Report

Fiscal Year to Date 06/30/23

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 YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 043 - Centennial Building										
EXPENSE										
5110	Regular Salaries/Wages									
5110.001	Regular Salaries/Wages	255,986.19	.00	255,986.19	.00	.00	128,237.54	127,748.65	50	193,762.27
5110.002	Holidays	.00	.00	.00	.00	.00	6,680.79	(6,680.79)	+++	8,742.32
5110.003	Sick Leave	.00	.00	.00	.00	.00	5,198.73	(5,198.73)	+++	5,327.95
5110.004	Overtime	3,500.00	.00	3,500.00	.00	.00	5,581.23	(2,081.23)	159	4,014.60
5110.010	Temp Wages	122,116.00	.00	122,116.00	.00	.00	40,076.95	82,039.05	33	26,350.21
	5110 - Regular Salaries/Wages Totals	\$381,602.19	\$0.00	\$381,602.19	\$0.00	\$0.00	\$185,775.24	\$195,826.95	49%	\$238,197.35
5120	Annual Leave									
5120.001	Annual Leave	8,654.00	.00	8,654.00	.00	.00	9,425.39	(771.39)	109	23,854.98
5120.002	SBS	23,922.83	.00	23,922.83	.00	.00	11,965.74	11,957.09	50	16,063.83
5120.003	Medicare	5,658.70	.00	5,658.70	.00	.00	2,830.40	2,828.30	50	3,799.74
5120.004	PERS	57,086.78	.00	57,086.78	.00	.00	33,803.18	23,283.60	59	48,959.22
5120.005	Health Insurance	109,639.20	.00	109,639.20	.00	.00	22,933.32	86,705.88	21	41,383.22
5120.006	Life Insurance	30.24	.00	30.24	.00	.00	31.29	(1.05)	103	43.38
5120.007	Workmen's Compensation	13,279.64	.00	13,279.64	.00	.00	6,793.03	6,486.61	51	9,442.22
5120.008	Unemployment	.00	.00	.00	.00	.00	2,784.93	(2,784.93)	+++	.00
5120.011	PERS on Behalf	20,410.00	.00	20,410.00	.00	.00	3,024.00	17,386.00	15	18,711.00
	5120 - Annual Leave Totals	\$238,681.39	\$0.00	\$238,681.39	\$0.00	\$0.00	\$93,591.28	\$145,090.11	39%	\$162,257.59
5201	Training and Travel									
5201.000	Training and Travel	.00	295.00	295.00	.00	.00	293.91	1.09	100	.00
	5201 - Training and Travel Totals	\$0.00	\$295.00	\$295.00	\$0.00	\$0.00	\$293.91	\$1.09	100%	\$0.00
5203	Utilities									
5203.001	Utilities	64,000.00	.00	64,000.00	.00	.00	48,177.50	15,822.50	75	66,255.15
5203.002	Water	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.003	Wastewater	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.004	Solid Waste	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.005	Heating Fuel	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5203 - Utilities Totals	\$64,000.00	\$0.00	\$64,000.00	\$0.00	\$0.00	\$48,177.50	\$15,822.50	75%	\$66,255.15
5204	Telephone									
5204.000	Telephone	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
5204.001	Cell Phone Stipend	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5204 - Telephone Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5205	Insurance									
5205.000	Insurance	37,740.00	.00	37,740.00	.00	.00	40,662.25	(2,922.25)	108	36,426.17
	5205 - Insurance Totals	\$37,740.00	\$0.00	\$37,740.00	\$0.00	\$0.00	\$40,662.25	(\$2,922.25)	108%	\$36,426.17
5206	Supplies									
5206.000	Supplies	113,600.00	.00	113,600.00	.00	.00	24,745.45	88,854.55	22	17,501.73



Expense Budget Performance Report

Fiscal Year to Date 06/30/23

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 YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 043 - Centennial Building										
	EXPENSE									
	5206 - Supplies Totals	\$113,600.00	\$0.00	\$113,600.00	\$0.00	\$0.00	\$24,745.45	\$88,854.55	22%	\$17,501.73
5207	Repairs & Maintenance									
5207.000	Repairs & Maintenance	10,750.00	.00	10,750.00	.00	.00	732.74	10,017.26	7	2,235.73
	5207 - Repairs & Maintenance Totals	\$10,750.00	\$0.00	\$10,750.00	\$0.00	\$0.00	\$732.74	\$10,017.26	7%	\$2,235.73
5208	Bldg Repair & Maint									
5208.000	Bldg Repair & Maint	105,703.00	.00	105,703.00	8,808.58	.00	105,702.96	.04	100	62,875.92
	5208 - Bldg Repair & Maint Totals	\$105,703.00	\$0.00	\$105,703.00	\$8,808.58	\$0.00	\$105,702.96	\$0.04	100%	\$62,875.92
5211	Data Processing Fees									
5211.000	Data Processing Fees	77,878.00	.00	77,878.00	6,489.83	.00	77,877.96	.04	100	71,017.92
5211.001	Information Technology Special Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5211 - Data Processing Fees Totals	\$77,878.00	\$0.00	\$77,878.00	\$6,489.83	\$0.00	\$77,877.96	\$0.04	100%	\$71,017.92
5212	Contracted/Purchased Serv									
5212.000	Contracted/Purchased Serv	11,000.00	12,440.00	23,440.00	.00	20,790.00	9,606.25	(6,956.25)	130	116,830.00
	5212 - Contracted/Purchased Serv Totals	\$11,000.00	\$12,440.00	\$23,440.00	\$0.00	\$20,790.00	\$9,606.25	(\$6,956.25)	130%	\$116,830.00
5214	Interdepartment Services									
5214.000	Interdepartment Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5214 - Interdepartment Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5221	Transportation/Vehicles									
5221.000	Transportation/Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5221 - Transportation/Vehicles Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5222	Postage									
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5222 - Postage Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5223	Tools & Small Equipment									
5223.000	Tools & Small Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5223 - Tools & Small Equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5224	Dues & Publications									
5224.000	Dues & Publications	.00	.00	.00	.00	.00	.00	.00	+++	28.30
	5224 - Dues & Publications Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$28.30
5226	Advertising									
5226.000	Advertising	.00	.00	.00	.00	.00	489.60	(489.60)	+++	831.60
	5226 - Advertising Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$489.60	(\$489.60)	+++	\$831.60
5227	Rent-Equipment									
5227.002	Rent-Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5227 - Rent-Equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



Expense Budget Performance Report

Fiscal Year to Date 06/30/23

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 YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 043 - Centennial Building										
	EXPENSE									
5290	Other Expenses									
5290.000	Other Expenses	600.00	.00	600.00	.00	.00	.00	600.00	0	12,680.00
	5290 - Other Expenses Totals	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%	\$12,680.00
	EXPENSE TOTALS	\$1,043,054.58	\$12,735.00	\$1,055,789.58	\$15,298.41	\$20,790.00	\$587,655.14	\$447,344.44	58%	\$787,137.46
Department: 043 - Centennial Building	Totals	(\$1,043,054.58)	(\$12,735.00)	(\$1,055,789.58)	(\$15,298.41)	(\$20,790.00)	(\$587,655.14)	(\$447,344.44)	58%	(\$787,137.46)
Division 540 - Public Service	Totals	(\$1,043,054.58)	(\$12,735.00)	(\$1,055,789.58)	(\$15,298.41)	(\$20,790.00)	(\$587,655.14)	(\$447,344.44)	58%	(\$787,137.46)
Fund 100 - General Fund	Totals	\$1,043,054.58	\$12,735.00	\$1,055,789.58	\$15,298.41	\$20,790.00	\$587,655.14	\$447,344.44		\$787,137.46
	Grand Totals	\$1,043,054.58	\$12,735.00	\$1,055,789.58	\$15,298.41	\$20,790.00	\$587,655.14	\$447,344.44		\$787,137.46

Assembly Update

Public Works Department

March 2023



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Capital Projects

PROJECT COVER SHEET

Project Title/ Number: Blatchley Heat Pump Replacement - 90990

Project Manager: Dan Kirsch, PTS Project Sponsor: Michael Harmon

Project Description: Blatchley Middle School (BMS) is heated via 10 Mitsubishi heat pumps installed in 2011 as part of the BMS remodel project. The units are twinned together in order to provide the required heating capacity to heat BMS; there are 5 separate systems with 2 pumps each. They were installed with a 7-year compressor warranty and 5-year parts warranty. One local contractor, White Knight Refrigeration & Heating LCC (White Knight), and one regional HVAC controls agency, Gensco, were contacted to inspect the system at BMS after reports the system was not functioning. White Knight and Gensco conducted an inspection of the heating system July 2022 finding several fatal failures within the system.

Design
 Construction

Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Substantially complete, December 2022 <input checked="" type="checkbox"/> Physically complete, February 2023 <input checked="" type="checkbox"/> Convergent work complete, February 2023	<input type="checkbox"/> Project closeout, March 2023 <input type="checkbox"/> <input type="checkbox"/>

Project Budget:

Estimated Total Project Cost	\$560,000
Working Capital	\$600,000
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$600,000
Funding Gap	\$0
Encumbrances to Date	\$492,672
Unencumbered Funds	\$107,328

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Project Management)	T&E	\$47,000	8%
White Knight Refrigeration and Heating LLC (Construction)	Sole Source	\$403,509	72%
Sitka Electric (Electrical)	Low Bid	\$20,798	4%
Convergent Technologies, LLC (Controls)	Sole Source	\$12,035	2%

General Comments:
 Heat is on as of December 6, 2022.

PROJECT COVER SHEET

Project Title/ Number: Crescent Harbor Restroom Replacement - 90912

Project Manager: Dan Kirsch, PTS Project Sponsor: Mike Stenberg

Project Description: Design
 Construction
 Other

The public restroom facilities at Crescent Harbor off Lincoln Street are aging and in need of replacement. This project will study and upgrade the restrooms at Crescent Harbor to better serve the projected onshore tourist traffic. Project study completed to analyze future capacity needs and evaluate facility replacement concepts. Based on study results, a larger more modern facility is needed; however, adequate funding is not readily available based on cost estimates developed. A design to rehabilitate the existing facility with new finishes and fixtures will be completed to deliver the project with existing funds. CBS will seek CPET funds to supplement current funding if needed.

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
This facility is in critical condition and is undersized	Project is urgent	Project is under-funded to accommodate improved facility

Milestones:

Recently Completed	Upcoming
<input checked="" type="checkbox"/> Preferred replacement alternative selected based on existing funding availability <input checked="" type="checkbox"/> Continued progress on updated design	<input type="checkbox"/> Complete design, March 2023 <input type="checkbox"/> Bid, Summer 2023 <input type="checkbox"/> Construction, Fall 2023, funding dependent

Project Budget:

Estimated Total Project Cost	\$600,000
Working Capital	\$231,784
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$231,784
Funding Gap	\$368,216
Encumbrances to Date	\$85,000
Unencumbered Funds	\$146,784

Contract Management: (list all contracts anticipated on the project)

Contractor/Function*	Type**	Amount	% Of Project
PTS, Inc. (Project Management, Study and Design)	T&E	\$100,000	17%
Construction	Low Bid	\$430,000	72%

General Comments:

PROJECT COVER SHEET

Project Title/ Number:	Critical Secondary Water Supply - 90833		
Project Manager:	Dan Kirsch, PTS	Project Sponsor:	Shilo Williams
Project Description:	The project will provide a secondary water source, for use when the primary water source – Blue Lake penstock – is unavailable. A new membrane filtration plant will also be constructed as Blue Lake water may also require filtration – not just the UV treatment currently available– if turbidity levels exceed regulatory thresholds. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant.		
<input checked="" type="checkbox"/> Design <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Other			
Project Charter Available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Project Status: <i>(highlight green, yellow, red)</i>		
General	Schedule	Budget
Resolving plant operational and start up details; completing punch list items.	Supply chain delays and process programming/troubleshooting.	

Milestones:	
<p style="text-align: center;"><u>Recently Completed</u></p> <input checked="" type="checkbox"/> Startup and commissioning initiation <input checked="" type="checkbox"/> Continued work on punch list items <input checked="" type="checkbox"/>	<p style="text-align: center;"><u>Upcoming</u></p> <input type="checkbox"/> Complete punch list, install delayed parts 05/2023 <input type="checkbox"/> Physical Completion, May 30, 2023 <input type="checkbox"/> Final commissioning and testing, September 2023

Project Budget:	
Estimated Total Project Cost	\$18,000,000
Working Capital	\$530,000
Loans	\$17,620,000
Grants	\$0
Other*	\$400,000*
Total Funded	\$18,550,000
Funding Gap	\$0
Encumbrances to Date	\$17,093,007
Unencumbered Funds	\$1,056,993
*Funding from UV Disinfection project (Project #90652)	

Contract Management: (list all contracts anticipated on the project)			
<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Project Management)	T&E	\$300,000	2%
CRW Engineering Group (Design & Constr. Mgmt)	T&E	\$1,986,746	11%
Jacobs (Design Review, Design Mgmt)	T&E	\$87,000	1%
Pall Water (Supply Filtration Equipment)	LS	\$2,396,031	13%
McGraw/Dawson JV (Construction)	LS	\$12,188,179	68%

General Comments: Physical completion expected June 2023. Working with contractor and suppliers to complete/closeout

PROJECT COVER SHEET

Project Title/ Number: GPIP Vessel Haul-Out Development

Project Manager: Garry White & Mike Schmetzer Project Sponsor: Michael Harmon

Project Description: Planning, Environmental, Engineering Design and Design-Build Construction of a 150-Ton Boat Haul-Out at Gary Paxton Industrial Park, Sitka, Alaska

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Project Charter Developed with Risk Scoring	<input type="checkbox"/> GPIP Board of Directors Project Charter Review Nov 21, 2022 <input type="checkbox"/> Phase IA – Planning and Project Management <input type="checkbox"/> Develop & Advertise RFP - Consultant Services <input type="checkbox"/> Enter Contract and Commence with Phase IA of Project: Planning, Environmental, Prelim Engr, Develop Preferred Option <input type="checkbox"/> Phase IB – Issue Design-Build RFP for Preferred Option

Project Budget:

Estimated Total Project Cost	\$12,000,000
Working Capital	\$8,180,000
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$8,180,000
Funding Gap	\$3,820,000
Encumbrances to Date	\$0.00
Unencumbered Funds	\$8,180,000

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Port Planner PM/CM Srvcs.	T&M	\$240,000	3%
Design/Environmental	LS	\$650,000	8%
Contractor	CMAR	\$6,000,000	74%
Travel Lift Purchase	LS	\$1,230,000	14%

General Comments:

PROJECT COVER SHEET

Project Title/ Number: Crescent Harbor High Load Dock Net Shed - 90922

Project Manager: Michael Schmetzer Project Sponsor: Michael Harmon

Project Description: Structural Fortification and Repairs of Aging Dock and Net Shed.
Contract Delivery Method is Progressive Design Build.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<p style="text-align: center;"><u>Recently Completed</u></p> <p><input checked="" type="checkbox"/> RFP Ready to Advertisement Jan 4, 2023</p>	<p style="text-align: center;"><u>Upcoming</u></p> <p><input type="checkbox"/> Advertise Project</p> <p><input type="checkbox"/> Negotiate Pre-const. Scope, Schedule & Fee</p> <p><input type="checkbox"/> Conditions Assessment Repair Options</p> <p><input type="checkbox"/> Design & Permitting 65%-95%.</p>
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Project Budget:

Estimated Total Project Cost	\$1,456,000.00
Working Capital	\$1,212,000.00
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$1,212,000.00
Funding Gap	\$244,000
Encumbrances to Date	\$106,000.00
Unencumbered Funds	\$1,106,000.00

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Design Build Full-Service Contract	Progressive Design Build	\$1,356,000.00	93%

General Comments:
 The HLD/NS is a critical piece of harbor infrastructure and in demand with Commercial Fleet, tourism related uses, vendors, public events, etc. This project will repair the facility and return it to safe operation status for all users.

PROJECT COVER SHEET

Project Title/ Number: Katlian Road Paving and Utility Project - 90922

Project Manager: Mike Schmetzer Project Sponsor: Michael Harmon

Project Description: Reconstruction of Katlian Street from Lincoln Street to Halibut Point Road. Project comprises reconstruction of entire corridor including utilities, sidewalk/curb/gutter, driving surface, signing and striping.

Design/Build
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<p style="text-align: center;"><u>Recently Completed</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Project Risk Scored in October 2021 <input checked="" type="checkbox"/> Project included in FY23 Budget Request under multi-year phased funding approach <input checked="" type="checkbox"/> Project to be included in FY24 Budget Request under multi-year phased funding approach. 	<p style="text-align: center;"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue phased funding approach over several years with a goal to implement project in FY26 or FY27 per current Capital Execution Plan and CBS Assembly Appropriations
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Project Budget:

Estimated Total Project Cost	\$10,000,000.00
Working Capital	\$152,868.00
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$152,868.00
Funding Gap	\$9,847,132.00
Encumbrances to Date	\$2,956.14
Unencumbered Funds	\$149,911.86

Contract Management: *(list all contracts anticipated on the project)*

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Civil Design/Build Construction	LS	\$10,000,000.00	100%

General Comments:
Continue to seek funding each year, in-part, until full replacement is funding

PROJECT COVER SHEET

Project Title/ Number: Lake Hurst Monastery Kinkead - 90843

Project Manager: Mike Schmetzer Project Sponsor: Michael Harmon

Project Description: Complete reconstruction including water & sewer utilities, storm drainage, signing & striping, pedestrian facilities, and sidewalk, curb and gutter where applicable.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Consultant selected, PND Juneau Office August 2022 <input checked="" type="checkbox"/> Survey completed in October 2022 <input checked="" type="checkbox"/> Project is currently in the Preliminary Design Phase	<input type="checkbox"/> Tech Memo & Preferred Alternatives Jan to March 2023 <input type="checkbox"/> Design April 2023 to Feb 2024 <input type="checkbox"/> Construction Phase I Lake, Hirst Summer 2024 <input type="checkbox"/> Construction Phase 2 Monastery, Kinkead 2025

Project Budget:

Estimated Total Project Cost	\$5,300,000.00
Working Capital	\$3,728,060.00
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$0.00
Funding Gap	\$1,571,940.00
Encumbrances to Date	\$649,365.99
Unencumbered Funds	\$3,036,577.99

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PND/ Civil Design	LS	\$570,000.00	11%
TBD/ Civil Construction	LS	\$4,690,000.00	88%
MJS/ CBS Internal Work	n/a	\$40,000.00	1%

General Comments:
 Standard design-bid-build, civil utility reconstruction project. Construction cost estimates are pending and will be available early 2024. Continued funding is required to execute this project.

PROJECT COVER SHEET

Project Title/ Number: Lincoln Street Paving (Harbor Way to Harbor Drive) - 90838

Project Manager: Michael Schmetzer Project Sponsor: Michael Harmon

Project Description: Lincoln Street from Harbor Way to Harbor Drive has reached the end of its functional design life. Improvements to include street, pedestrian facilities, drainage, water/sewer/electric infrastructure, signage, striping, lighting and tourism-centric beautification.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Traffic data collected and summary completed	<input type="checkbox"/> Further traffic analysis
<input checked="" type="checkbox"/> Initial Design Study completed	<input type="checkbox"/> Concept presentation to public and public process
<input checked="" type="checkbox"/> Initial concept development initiated	<input type="checkbox"/> Selection of a preferred design concept
<input checked="" type="checkbox"/> Project Risk Scored in October 2021	<input type="checkbox"/> Design and construction
<input checked="" type="checkbox"/> Project included in FY23 Budget Request	

Project Budget:

Estimated Total Project Cost to Complete	\$6,649,000.00
Original Working Capital	\$5,049,000.00
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$5,049,000.00
Funding Gap	\$1,600,000.00
Encumbrances to Date	\$488,525.00
Unencumbered Funds	\$4,560,475.00

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Planning, Traffic and Design	Traditional	\$500,000.00	7.5%
Construction	Design Bid	\$5,649,000.00	85%
Project Management	Build	\$500,000.00	7.5%

General Comments:
 It should be noted that a 95% level design based on rehabilitation of the street, utilities and pedestrian facilities was completed under a consultant contract with PTS, Inc in 2019.

PROJECT COVER SHEET

Project Title/ Number: Marine Service Center (MSC) Seawall and Crane Replacement, Project #90993

Project Manager: Michael Harmon Project Sponsor: Michael Harmon

Project Description: The MSC sea wall is approximately 46 years old and has surpassed the end of its useful design life. A condition assessment report from October 2011 estimated that the existing seawall structure had a remaining life of 5 years. A 2021 inspection confirmed the defects from the 2011 inspection and noted some additional concerns. The proposed project is to replace the seawall. Minor upgrades include a concrete wall cap and replacement of mooring bollards and 2-ton jib crane. A cathodic protection system will be installed to control corrosion.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Selected for a RAISE FY 2022 Grant <input checked="" type="checkbox"/> Assembly approved required CBS non-federal cost share funding of \$2.1M	<input type="checkbox"/> Advertise Design-Build (DB) Services RFP <input type="checkbox"/> Execute Progressive Design Build Agreement with selected DB Team <input type="checkbox"/> Project start-up (15% design/permitting & viable options investigation)

Project Budget:

Estimated Total Project Cost		\$9,942,488
CBS non-federal cost share (Working Capital)		\$2,100,000
Loans		\$0
Grants		\$7,842,488
Other		\$0
Total Funded		\$9,942,488
Funding Gap		\$0
Encumbrances to Date		\$6,599
Unencumbered Funds		\$9,935,889

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Design-Build Team Design/Permitting Svcs (Phase 1)	Lum Sum	\$1.1 M	11%
Design-Build Team Construction Svcs (Phase 2)	Cost Plus w/GMP	\$7.5 M	76%
CM/CA	Contract – T&E	\$300,000	3%
Project Contingency		\$993,588	10%

General Comments:

PROJECT COVER SHEET

Project Title/ Number: Marine Service Center (MSC) Seawall and Crane Replacement, Project #90993

Project Manager: Michael Harmon Project Sponsor: Michael Harmon

Project Description: Design
 Construction

The MSC sea wall is approximately 46 years old and has surpassed the end of its useful design life. A condition assessment report from October 2011 estimated that the existing seawall structure had a remaining life of 5 years. A 2021 inspection confirmed the defects from the 2011 inspection and noted some additional concerns.

The proposed project is to replace the seawall. The current favored option is to construct a new tie-back steel sheet pile wall on the seaward side of the original wall with a high slope tie-back anchored sheet wall in bedrock. Minor upgrades include a concrete wall cap and replacement of mooring bollards and 2-ton jib crane. A cathodic protection system will be installed to control corrosion.

Other Other viable options will be explored as the initial design task at Project start-up.

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

Recently Completed	Upcoming
<input checked="" type="checkbox"/> Selected for a RAISE FY 2022 Grant <input checked="" type="checkbox"/> Assembly approved required CBS non-federal cost share funding of \$2.1M <input checked="" type="checkbox"/>	<input type="checkbox"/> Advertise Design-Build (DB) Services RFP <input type="checkbox"/> Execute Progressive Design Build Agreement with selected DB Team <input type="checkbox"/> Project start-up (15% design/permitting & viable options investigation) <input type="checkbox"/> 15% - 65% design/permitting May 2024 <input type="checkbox"/> Completion of NEPA/Section 106 Processes <input type="checkbox"/> Execute RAISE grant September 2024 <input type="checkbox"/> Complete 100% design and other required permitting December 2024 <input type="checkbox"/> Construction January 2025

Project Budget:

Estimated Total Project Cost		\$9,942,488
CBS non-federal cost share (Working Capital)		\$2,100,000
Loans		\$0
Grants		\$7,842,488
Other		\$0
Total Funded		\$9,942,488
Funding Gap		\$0
Encumbrances to Date		\$6,599
Unencumbered Funds		\$9,935,889

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Design-Build Team Design/Permitting Services (Phase 1)	Lum Sum	\$1.1 M	11%
Design-Build Team Construction Services (Phase 2)	Cost Plus with a GMP	\$7.5 M	76%
CM/CA	Contract – T&E	\$300,000	3%
Project Contingency		\$993,588	10%

General Comments:

RAISE Grants are not awarded until the NEPA and Section 106 Process (permitting) are complete and approved for the project. In order to complete this permitting, the design of the project is typically developed to the ~65% Design Milestone. MARAD administers the grant and requires the Grantee (CBS) to get its approval to spend the non-federal cost share (CBS) funding prior to the grant award for the required design, staff, etc. costs. MARAD recently approved CBS spending up to \$1.025 M for eligible project cost for staff, consultants, and expenses prior to completion and approval of NEPA/Section 106 Permitting.

MARAD removed \$1.025 M from the non-federal cost share reducing the CBS share from 20% to ~ 10% once the grant is awarded. If CBS does not spend the full \$1.025 M prior to the grant award, the balance should be banked to be used for potential future cost over-runs for the project. MARAD will not provide additional funding beyond the approved grant amount. All grant pre-award expenses should be tracked and kept separate from the expenses after the grant is awarded. Once the grant is awarded, eligible project expenses will be reimbursed (90% / ~10%) through the grant.

Please note: The early design phases of the project may include investigative inspections/surveys. Per MARAD - **NO GROUND DISTURBANCE** (Geotechnical Investigation) is permitted without PRIOR MARAD Approval.

PROJECT COVER SHEET

Project Title/ Number: Police Department Heat Pump - 90907

Project Manager: Dan Kirsch, PTS Project Sponsor: Mike Stenberg

Project Description: The CBS Police Department Facility is in need of mechanical/electrical upgrades to improve cooling during summer months. This project consists of a Condition Assessment with Recommendations for Most Efficient Options for efficiently and cost-effectively cooling and heating the facility.

Design
 Construction
 Other (Study)

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<p style="text-align: center;"><u>Recently Completed</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contracted with PTS for project evaluation and site assessment <input checked="" type="checkbox"/> Scheduled site visit for March 2023 	<p style="text-align: center;"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct site visit, March 2023 <input type="checkbox"/> Technical Memorandum, April 2023 <input type="checkbox"/> Select preferred solution, May 2023
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Project Budget:

Estimated Total Project Cost	\$TBD*
Working Capital	\$223,000
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$223,000
Funding Gap	\$TBD*
Encumbrances to Date	\$33,000
Unencumbered Funds	\$190,000

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Study)	T&E	\$33,000	NA
Construction	Low Bid	TBD*	NA

General Comments:

*Study will inform future project planning and budgeting decisions.

PROJECT COVER SHEET

Project Title/ Number: Pioneer Park Shelter Improvements - 90888

Project Manager: Dan Kirsch, PTS Project Sponsor: Mike Schmetzer

Project Description: The open-air shelter structure at Pioneer Park needs to be assessed and may need repairs. CBS has contracted with PTS and sub consultants PPS and BBFM to perform structural/architectural assessment. Anticipated services include site visit and inspection by BBFM (structural), review of photos/virtual inspection by PPS (architectural), a brief memorandum summarizing assessment, and coordination of a preferred course of action with CBS personnel.

Design
 Construction
 Other (Study)

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<p style="text-align: center;"><u>Recently Completed</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contracted with PTS to assess the structure <input checked="" type="checkbox"/> Site visit completed 	<p style="text-align: center;"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical Memorandum, April 2023 <input type="checkbox"/> Determine repairs needed, May 2023
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Project Budget:

Estimated Total Project Cost	\$TBD*
Working Capital	\$15,000
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$15,000
Funding Gap	\$TBD*
Encumbrances to Date	\$14,185
Unencumbered Funds	\$815

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Study)	T&E	\$14,185	NA
Construction	Low Bid	TBD*	NA

General Comments:

*The site assessment and report will inform future project planning and budgeting decisions.

PROJECT COVER SHEET

Project Title/ Number: Sitka Seawalk Phase II - 90855

Project Manager: Kelli Cropper Project Sponsor: Mike Schmetzer

Project Description: The project includes extending the Sitka Sea Walk from the Sitka Public Library toward (and under) O'Connell Bridge and terminating at the West end of Lincoln Street at its intersection with Harbor Way. Phase 2 of the Sea Walk, an 8-foot-wide handicap accessible multi-use path, will continue the same theme as the first phase of the Sea Walk that extends from Harrigan Centennial Hall East through Crescent Harbor Park toward Sitka National Historical Park. Per the Scoping Report completed in 2020, construction of only a portion of the remaining Sea Walk alignment is expected to fit within the available budget.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
Project is still tracking okay with funding deadlines; Project scope is being adjusted to match budget	Project permitting and design is underway but behind the original schedule	Project (Segment 2) Rough Order Magnitude (ROM) Preliminary Cost Estimate is over budget

Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Continued work on the Environmental Document <input checked="" type="checkbox"/> Held public meeting	<input type="checkbox"/> Preliminary Design, Summer 2023 <input type="checkbox"/> Construction, Spring/Summer 2024

Project Budget:

Estimated Total Project Cost	\$2,500,000
Working Capital	\$5,000
Loans	\$0
Grants	\$1,674,713
Other	\$153,060
Total Funded	\$1,832,773
Funding Gap	\$677,277
Encumbrances to Date	\$99,340
Unencumbered Funds	\$1,733,433

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Project Management)	T&E	\$50,000	2%
Construction	Low Bid	\$2,000,000	80%

General Comments:

PROJECT COVER SHEET

Project Title/ Number:	SIT Sitka Airport Terminal Improvements		
Project Manager:	Michael Harmon	Project Sponsor:	Michael Harmon
Project Description:	The Airport Terminal Improvement Project is intended to remedy critical problems identified in the Airport Terminal Master Plan 2008-2011, including conditions in the baggage make-up and TSA baggage screening areas, congested passenger waiting/queuing/screening, etc. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented to the Assembly on August 8, 2017. PFCs were applied for and approved by the State and FAA and collection of PFCs began May 1, 2018. The total anticipated revenue collection over a 20-year period is \$6,840,000.00, which will finance the \$4,025,000.00 revenue bond along with its fees and debt service. The FAA and ADOT – Aviation Division have verbally committed to supporting the project as designed and is planning for a Phased Funding Approach commencing in FY23.		
<input checked="" type="checkbox"/> Design <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Other			
Project Charter Available?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

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

<p>Milestones:</p> <p style="text-align: center;"><u>Recently Completed</u></p> <ul style="list-style-type: none"> ✓ In January 2023 Public Works conducted meetings with FAA and ADOT managers in preparation for development of our Project Funding Plan and Schedule based on ADOT committing to fully supporting the project as designed under a phased funding plan. ✓ In February 2023 stakeholder coordination meetings were conducted with the Airlines as the design progressed to 65%. ✓ In February 2023 CBS managers, our consultants and CMAR developed and submitted our Funding Plan to ADOT, which is the basis for our total funding request under the FAA BIL Program. Three Phases of construction are planned with funding requested under Phase 1-A (approximately May 2023), Phase 1-B (approximately November 2023) and Phase 2 (approximately May 2024). ✓ In March 2023 the CBS was notified that we did not receive the Terminal ATP Grant from FAA that the CBS applied for in October 2022. ✓ In March 2023 the Categorical Exclusion was approved by the ADOT and is conditionally approved by the FAA pending minor revisions based on an MOA with STA for archaeological oversight during all in-ground excavation activities. 	<p style="text-align: center;"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Design Team in Town to meet with CBS, Lease Holders, and Airlines, April 6 & 7. <input type="checkbox"/> CMAR to complete GMP Proposal for Construction of Phase 1-A expected in April 23. <input type="checkbox"/> CBS Team to continue coordination meetings with FAA and ADOT. <input type="checkbox"/> Continue to identify funding sources to fill predicted shortfalls for improvements beyond the Passenger Facility Charges (PFC) & Bonding and State of Alaska Airport Improvement Project (AIP) Grant, such as fees for airport terminal users, parking, taxi permits, etc.
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Recently Completed (continued)

- ✓ In March 2023 ADOT and CBS initiated meetings to finalize our Co-Sponsorship Agreement defining the responsibilities of each party for the airport.
- ✓ From January through March 2023 the fabrication of the TSA Baggage Handling Screening System is progressing.
- ✓ CBS, Design Team, and CMAR have been conducting routine weekly Progress Meetings as design progresses to 65%.
- ✓ On March 24, 2023, 65% Design Drawings were completed for Phase I-A and the CMAR has commenced preparation of a Guaranteed Maximum Price (GMP) for Phase I-A.
- ✓ Complete Environmental Document (Categorical Exclusion) by March 23.

Project Budget:

• Passenger Facility Charge Revenue	\$4,045,000 - Bond Secured
• TSA Design Grant	\$245,386 – Secured
• TSA Construction Grant Funding	\$5,294,242 – Secured
• FAA BIL Program Grant Funding Request in Progress	
Phase 1-A:	\$15,001,791.49 (est. June 23)
Phase 1-B:	\$ 4,764,896.42 (est. Nov 23)
Phase 2:	\$ 9,604,051.18 (est. June 24)
• Local (Non-PFC) FUNDS NEEDED (all three phases combined)	\$607,122.91 (June 2023- June 2024)

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
MCG Architects (design)		\$2,478,114.13	TBD
CMAR - MCG/Dawson (pre-construction phase)		\$90,530.00	TBD
CMAR - MCG/Dawson (constr. phase not yet awarded)		TBD	TBD

General Comments:

Engineering Design is 65% Complete for Phase 1-A.
 TSA Baggage Handling System Equipment was ordered, and fabrication is progressing.

PROJECT COVER SHEET

Project Title/ Number: Expansion of Biosolids Disposal Area - 90847

Project Manager: Mike Schmetzer Project Sponsor: Michael Harmon

Project Description: The project is to provide for continued disposal of bio-solids authorized under State of Alaska Permit SW3A047-21. The existing bio-solids receiving cell in Sitka is reaching capacity. This project will ensure continued successful operation of the biosolids disposal area. Construction to be completed by 10/01/23 to maintain compliance with existing ADEC and USACE permits that expire at the end of 2023.

Design
 Construction
 Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
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Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Project design reviewed <input checked="" type="checkbox"/> Construction Schedule Established, Award July 2023 to meet regulatory deadline of Dec 30, 2024	<input type="checkbox"/> CBS Engineering to Re-Eval Construction Cost Estimate <input type="checkbox"/> Update Funding Request <input type="checkbox"/> Prepare RFP and Advertise Project July 1, 2023

Project Budget:

Estimated Total Project Cost	\$1,530,000
Working Capital	\$500,000.00
Loans	\$0.00
Grants	\$0.00
Other	\$0.00
Total Funded	\$0.00
Funding Gap	\$1,030,000.00
Encumbrances to Date	\$57,036.29
Unencumbered Funds	\$442,963.71.00

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
Civil Construction	LS	\$1,417,963.00	94%

General Comments:
 Existing USACE 404 Permit Expires Dec 2024. Initial design has been completed, but will be reviewed by CBS Engineering staff to ensure relevance.

PROJECT COVER SHEET

Project Title/ Number: Sitka Seaplane Base - 90879

Project Manager: Mike Schmetzer Project Sponsor: Mike Schmetzer

Project Description: Design
 Construction
 Other

The City and Borough of Sitka (CBS) is proposing development of a new Sitka Seaplane Base (SPB) on the north end of Japonski Island. The initial phase construction will meet the minimum requirements as determined by the Airport Layout Plan and EA and will include 14 permanent and 4 transient berths, with dedicated parking area.
 The existing SPB, located on the east shore of the channel, has been operating for 65 years and is at the end of its useful life.

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
CBS actively pursuing additional funding.	Land Acquisition and Construction Funding Delayed one year to FY24.	Estimated construction budget is beyond anticipated funding; existing design funding is adequate.

Milestones:

Recently Completed	Upcoming
<input checked="" type="checkbox"/> Purchased Alaska Department of Education and Early Development (ADEED) land parcel <input checked="" type="checkbox"/> Continued coordination with FAA Environmental on EA/FONSI reassessment <input checked="" type="checkbox"/> Continued design to 65%	<input type="checkbox"/> Complete 65% marine design and permitting applications <input type="checkbox"/> Receive 65% plans, specifications, and estimate <input type="checkbox"/> Finalize EA/FONSI reassessment

Project Budget:

Estimated Total Project Cost	\$32,000,000
Working Capital	\$2,281,176
Loans	\$0
Grants	\$4,050,695
Other	\$0
Total Funded	\$6,331,871
Funding Gap	\$25,668,129
Encumbrances to Date	\$4,401,822
Unencumbered Funds	\$1,930,049

Contract Management: (list all contracts anticipated on the project)

Contractor/Function*	Type**	Amount	% Of Project
PTS, Inc. (Project Management Assistance)	T&E	\$110,000	1%
DOWL (EA/Planning, Design)	T&E	\$3,345,074	10%
Construction	Low Bid	\$25,940,000	81%

General Comments:

PROJECT COVER SHEET

Project Title/ Number: <u>Traffic Study and Planning Services - 90964</u>	
Project Manager: <u>Dan Kirsch, PTS</u>	Project Sponsor: <u>Michael Harmon</u>
Project Description:	This project originated as part of the recently adopted Short-Term Tourism Plan (STTP) in response to the anticipated major increase in cruise ship visitors starting in 2022. The Traffic Study will supplement the STTP, addressing the needs as outlined within, and provide actionable data to support short- and long-term goals. The Traffic Study Report will be the foundational data to support future tourism-focused planning efforts. Efforts shall focus on the cruise ship season (late April through early October) and consider all modes of travel and origin-destination routes (dock-to-downtown). The most in-depth study area shall be the downtown core of Sitka while also considering and accounting for travel to and from cruise ship docks and tourist destinations utilizing major routes.
<input type="checkbox"/> Design <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Other (Study)	
Project Charter Available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

Milestones:	
<p style="text-align: center;"><u>Recently Completed</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Received high level recommendations from consultant <input checked="" type="checkbox"/> Met with DOT to discuss recommendations <input checked="" type="checkbox"/> Draft Traffic Study completed 	<p style="text-align: center;"><u>Upcoming</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop circulation planning assessment for downtown streets adjacent to Lincoln St, 3/2023 <input type="checkbox"/> Final Traffic Report, May 2023 <input type="checkbox"/> DOT implement changes at Lake/Lincoln, 5/2023

Project Budget:	
Estimated Total Project Cost	\$220,000
Working Capital*	\$502,178
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$502,178
Funding Gap	\$0
Encumbrances to Date*	\$387,174
Unencumbered Funds	\$115,004
*This project is part of a larger fund for 2022 Tourism Projects; funding listed is not exclusive to Traffic Study and Planning Services.	

Contract Management: (list all contracts anticipated on the project)			
<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Planning, Project Management)	T&E	\$50,000	23%
Kittelson & Assoc., Inc (Data Collection, Traffic Study)	T&E	\$150,000	68%

General Comments: More detailed traffic study and recommendations to be developed and included in the report for Barracks, American, Race and adjacent alleys.

PROJECT COVER SHEET

Project Title/ Number: Sitka Transfer Station Upgrades - 90963

Project Manager: Mike Schmetzer & Dan Kirsch, PTS Project Sponsor: Mike Schmetzer

Project Description: Design
 Construction
 Other

This project consists of upgrades to the existing Sitka Transfer Station to accommodate installation of a City and Borough of Sitka (CBS) provided solid waste compactor. Project includes grading, modifications to the loadout area, retaining wall construction, drainage and sanitary sewer improvements, electrical improvements and paving. Project being coordinated in conjunction with Alaska Waste, Republic and Alaska Marine lines to provide safer transportation of solid waste from Sitka to final disposal area in Washington.

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget
Budget is extremely tight.	Electrical equipment supply chain delays.	Budget is extremely tight.

Milestones:

<u>Recently Completed</u>	<u>Upcoming</u>
<input checked="" type="checkbox"/> Executed construction contract with McG Constructors <input checked="" type="checkbox"/> Began construction	<input type="checkbox"/> Receive compactor from manufacturer, April 2023 <input type="checkbox"/> Substantial Completion, June 30, 2023

Project Budget:

Estimated Total Project Cost	\$3,075,000
Working Capital	\$3,155,000
Loans	\$0
Grants	\$0
Other	\$0
Total Funded	\$3,155,000
Funding Gap	\$0
Encumbrances to Date	\$2,646,717
Unencumbered Funds	\$508,283

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Project management, Compactor Procurement and Design)	T&E	\$503,000	16%
SSI (Compactor Fabrication & Startup)	LS	\$607,000	20%
Benz Inc. (Compactor Painting)	LS	\$21,158	1%
McG Constructors (Construction, compactor transport and installation)	T&M	\$1,714,000	56%

General Comments:
 Construction is underway.

PROJECT COVER SHEET

Project Title/ Number: Wachusets Storm Drains - 90961

Project Manager: Dan Kirsch, PTS

Project Sponsor: Mike Schmetzer

Project Description:

- Design
- Construction

The project will remove the two existing 48" CMP culverts carrying Peterson Creek under Wachusets Street and replace with a stream simulation design structure to restore fish passage and natural channel function. The project is the sister project to Peterson Storm Sewer Rehabilitation project that was completed in 2021. Completing the replacement of the Wachusets culvert will open a total of 1.2 km of stream habitat for coho and pink salmon, and dolly varden char and decrease City and Borough of Sitka (CBS) maintenance efforts associated with the existing failing culvert.

Similar to its sister project on Peterson Street, this project has the support from and partnership with the US Fish and Wildlife Service (USFWS). CBS is currently working to acquire additional grant funding for construction.

The design is currently at the 95% design level and actively moving forward. Design up to the 65% level was completed in concurrence with its sister project on Peterson Street. Funding up to 65% design was from the Peterson Street project; all design funding listed herein is for the remaining design.

Bidding is anticipated in late 2023 and construction summer of 2024 funding dependent.

Other

Project Charter Available? Yes No

Project Status: *(highlight green, yellow, red)*

General	Schedule	Budget Actively seeking Grant funding to supplement working capital
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Milestones:

Recently Completed

- 95% design documents by DOWL
- Applications submitted for several state and Federal grant opportunities
- Executed award agreement for \$200k Alaska Sustainable Salmon Fund grant

Upcoming

- Complete design 2023
- Acquire remaining funding 2023
- Bid December 2023 (pending funding)
- Construction 2024 (pending funding)

Project Budget:

Estimated Total Project Cost	\$1,650,000
Working Capital	\$303,000
Loans	\$0
Grants*	\$200,000
Other	\$0
Total Funded	\$503,000
Funding Gap	\$1,147,000
Encumbrances to Date	\$79,000
Unencumbered Funds	\$424,000

Project Budget Continued...

* CBS has received an Alaska Sustainable Salmon Fund Grant (AKSSF) for \$200,000. CBS has been actively seeking Grant funding to augment working capital currently available for the construction of the Wachusetts Street culvert replacement. A US Department of Transportation (USDOT) Federal Highway Administration (FHWA) Grant has been applied for requesting \$606,000 in funding. Grant award announcement is anticipated in Fall 2023. Project team will apply for USFWS Bipartisan Infrastructure Legislation (BIL) funding to supplement remaining funding gap up to \$675,000.

Contract Management: (list all contracts anticipated on the project)

<u>Contractor/Function*</u>	<u>Type**</u>	<u>Amount</u>	<u>% Of Project</u>
PTS, Inc. (Project Management)	T&E	\$75,000	5%
DOWL (Design)*	T&E	\$75,000	5%
Construction	Low Bid	\$1,300,000	79%

*Design funding listed is for efforts between 65% and 100% design plus construction admin. Design up to 65% level was covered under this project's sister project on Peterson Street; this crossing and Peterson Street crossing were designed in tandem up until 65%.

General Comments:

This project will remediate a high priority, 'red' rated fish passage barrier culvert on Peterson Creek with a stream simulation culvert design ready for construction in 2024. 'Red' is ADF&G's second most severe rating a crossing can have and indicates the crossing is assumed to be inadequate for juvenile fish passage. Culverts at the Wachusetts Street crossing block or impede fish access to over half of the stream length of fish spawning and rearing habitat.

The new culvert will accommodate a self-sustaining planform for the creek under the road-stream crossing and will better handle seasonal floods, lowering CBS maintenance efforts. Substrate in the culvert will be designed to mimic the natural bed and designed to the 100-year peak flow, and the aluminum structure will have an anticipated service life of greater than 50 years.

Building Maintenance

Progress through March 2023:

- Monthly/quarterly preventative maintenance work orders.
- Snow & Ice mitigation for CBS buildings and support
- City Hall HVAC CIP review and support.
- Fire Hall boiler repairs.
- Electric Department MAG shack sprinkler system repairs.
- Asset Management support
- Library Glass for display cabinet repairs
- Fire Hall emergency Lighting replacement, per fire inspection
- Planning furniture arrived – 3 desk/works station setups.
- Harrigan hall heat pump System fully operational
- Support Library during maintenance closure on shelving installation and relocation. Special cleaning and other misc.
- Support Airport construction efforts for planning at 65% and associated tours of site.
- Support Scrap Yard on maintenance needs.
- Impound Lot for Police Dept. Coordinate to prep for fence repairs when weather and operation allow.
- Tourism Planning & Preparation
- Marine Service Center lease bids scored and discussed.
- Transfer Station Building shack, construction and contractor oversight.
- Airport, Delta wants new circuit for system, needs information and access for phone company. They will send email and update on work.
- Senior Center lights fixed.
- Senior Center garbage disposal replaced.
- Senior Center domestic hot water tank repaired.
- Public Service Center overhead door repairs for Streets.
- Police Department HVAC support engineers on site review.
- Moller Clubhouse Men's restroom. Efforts post arson in progress.

BEFORE



CURRENT



Grounds Maintenance

Progress through March 2023:

- Monthly/quarterly preventative maintenance work orders.
- Tourism Planning & Preparation
- Seasonal work orders and preventative maintenance.
- Snow & Ice mitigation for CBS, Supporting Street maintenance on parking lots, roads, and schools as requested. Including park areas.
- Moller Clubhouse Men's restroom. Efforts post arson in progress.
- Positions posted for seasonal temp crew.
- Seawalk Meeting 1/23 with DOT & CBS Engineering
- Tour Pioneer Park Shelter 1/25, engineer review for CIP
- Bear Trash Can install along crescent per tourism plan, updated trash rotation map.
- Whale Park Gazebo 3



The Gazebos at Whale Park were originally built in the 1990s. Gazebo 3 was built on a constructed rip rap overlook. CBS staff theorize that shifting and compaction occurred on the hillside in the years following construction. The settling resulted in sunken footings on the ocean side of the gazebo. The issue was addressed in January 2023.

First, old attachment hardware was removed to disconnect the support posts from the 2 most sunken footings. Next, 2 bottle jacks were used to slowly raise the structure back to level.

BEFORE



The most extreme corner post was raised 10 inches and the other was raised 8 inches. A third post was disconnected and raised about 2 inches.

Once the final level of the gazebo was determined, forms were built on top of the existing footings and filled with concrete up to the base of the post brackets.

The gazebo was flagged off for safety and left to allow the concrete to cure for 5 days. New attachment hardware and concrete anchors were installed to secure the posts onto the new footings. Concrete forms were removed, and the bottle jacks were slowly released to test load bearing. The site was cleaned up and the gazebo was reopened for public use.

CURRENT



- Kimsham Field B – continued work to set field up as multi use for baseball and girls high school tournament
- Community Parks and Recreation Support
- Blatchley Office setup
- MOU with School & CBS support
- Storage needs and site planning with school
- Support on getting stock, supplies and any setup where help is required
- On boarding new scheduling and management site
- Local Field Site brushing
- Moller 3rd base outfield work began for coral for security of baseball clamshell, Baseball mound, and portable soccer goals.
- Moller Score Board – testing electrical contractor and manufacture.
- Cemetery – vegetation mitigation, remove dead/dangerous trees
- Large dangerous trees removed along CBS section of Bever Lake trail.
- Pioneer Park – tree fell on picnic shelter. Tree removed and damage repaired.
- Two down trees removed along Thimbleberry Trail.
- Multiple down trees along cross trail.
- Tree removed off Animal Shelter – no damage done.
- Vandalism and graffiti, police report and repairs Whale Park, Crescent Harbor
- Scrap Yard, brushing roadside of site both side of the fence to transformer



- Recreational Restroom closed due to vandalism.
- FY24 Budgeting

Streets Maintenance

Progress through March 2023:

- Ice and Snow removal
- Recycle Glass
- Shop Maintenance
- Repair Manhole Lid Kashaverof
- Fill Pot Holes
- Ditch Jarvis St.
- Grade Gravel Rds.
- HAUL Material to Granite Creek
- Check Storm Drains
- Assist Elect. Dept. moving Power Poles
- Land Fill Prep.
- Clean and Strip Cascade Creek Rd.
- Fuel and Grease Equipment
- Bury Bio Solids
- Flush Sewer System Monastery St.
- Ditch Cascade Creek
- Assist Water Dept. repair waterline Thimbleberry
- Clean New Archangle
- Repair Damaged Road Signs
- Ditch Lake View
- Camel Storm Drains
- Fixed washed out road Blue Lake Rd
- Hauled Christmas Trees to Overburden Pit.
- Repaired Washout Vallahalla
- Ditched Pherson and Verstovia St's
- Training
- Ditch Monastery
- Repaired Waterline Ereler St.
- Repaired Waterline H.P.R.
- Ditch South Kramer Checked Drainage
- Scrape Arrow Head Ext.
- Return American St to two way
- Fix Transition Mills St.
- Grader Training
- Work on Tire Chains
- Moved Snow to Snow Dump
- Repaired Waterline Finn Alley
- Received Boat From Harbors CD Landfill
- Sweep Steet Sand from Streets Returned to Sand Pile City Shops

Central Garage/Fleet Maintenance

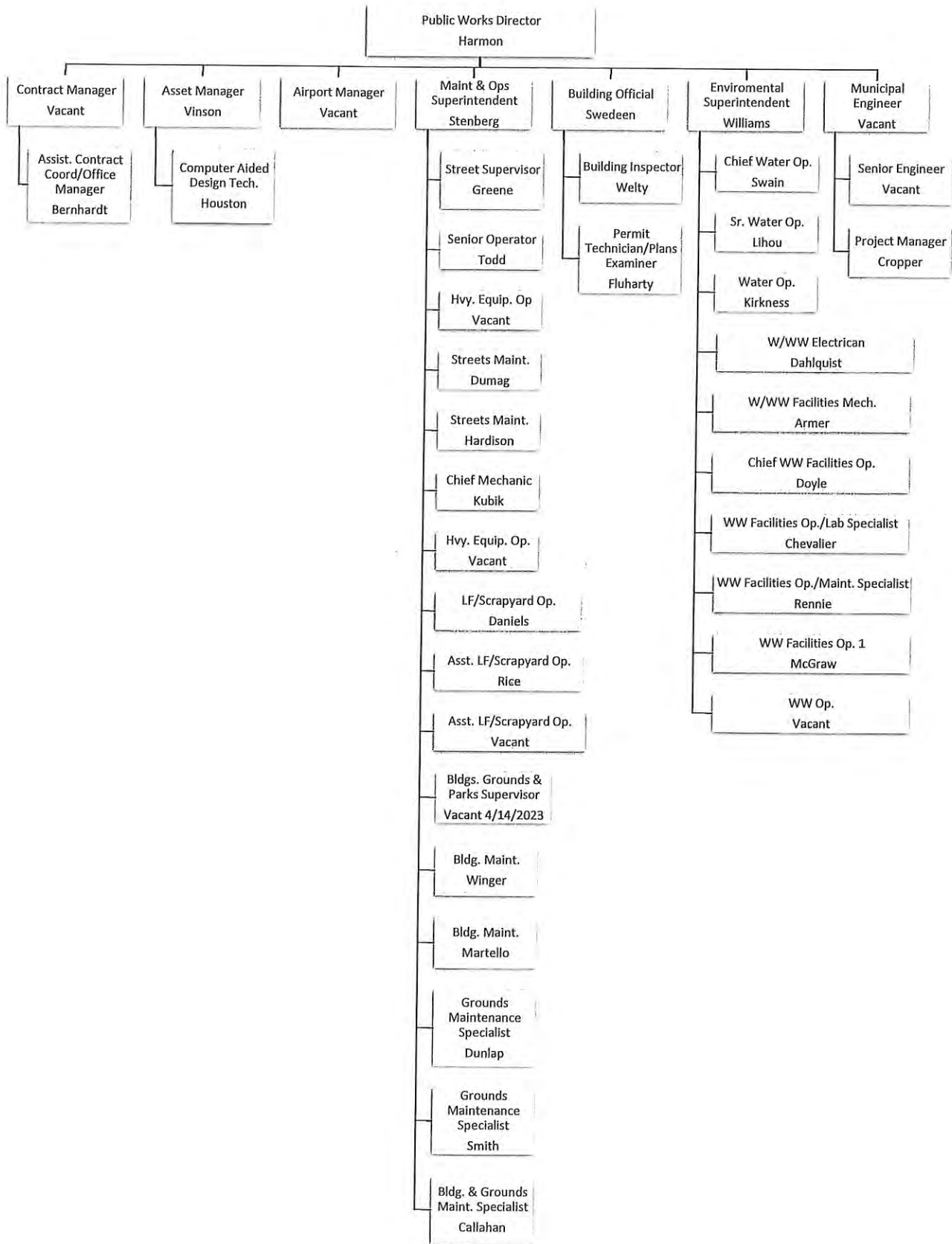
Work Performed	Wo Status	Source Asset	Assigned
Check And Charge Battery	Work Completed	Caterpillar D6m	3/24/2023
Service And Tire Swap (Summer)	Work Completed	Ford F-350 4wd Pickup	3/23/2023
Inspection And Service	Work Completed	Ford Ranger Super cab 4x4	3/22/2023
Light Bar in Op	Work Completed	Police Car (Used)	3/22/2023
Inspection. Found Lose Ground.	Work Completed	Ford Explorer, Iconic Silver	3/22/2023
Brush Cuter Seal Leak	Work In Progress	Mini Excavator	3/21/2023
R&R Left Front Tire	Work Completed	Police Car (Roll Over)	3/20/2023
Replaced Pull Cord	Work Completed	Plate Compactor Wacker PSC	3/20/2023
Inspection Of Damage to Front Tire/Rim	Work Completed	Police Car (Roll Over)	3/20/2023
Inspection /Grease, And Adjust Brakes	Work Completed	Freightliner Roll Off Wastewater	3/20/2023
Quote For New Engine / Swap Tires	Work Completed	Police Car (Used)	3/17/2023
Service	Work Completed	Cat 315	3/17/2023
Service	Work Completed	Sierra Shear Baler Logger Scrap Yard	3/17/2023
Replace Hub Seal and Brakes Right Hand Front	Work Completed	Elgin Pelican Street Sweeper PSC	3/17/2023
Tail/Brake Light	Work Completed	Freightliner Plow/Sander	3/17/2023
Replace Lights	Work Completed	Kenworth 10 Yd Dump	3/17/2023
U joint And New Cutting Edge	Work Completed	521xr Case Loader	3/16/2023
Replace Hose	Work Completed	Sierra Shear Baler Logger Scrap Yard	3/16/2023
Taillight Replaced	Work Completed	F550 W/Spreader	3/16/2023
Remove And Replace Brake Can	Work Completed	5 Yd Dump Truck W/ Snowplow & Sander	3/16/2023
Swap Tire Out for Spare	Work Completed	5 Yd Dump Truck W/ Snowplow & Sander	3/15/2023
Tire Repair	Work Completed	Ford F-350 4wd Pickup	3/15/2023
Order Blades	Work Completed	Walker T27i	3/15/2023
Light Bar Inoperable	Work Completed	Police Car (Used)	3/15/2023

Change Plug	Work Completed	F550 W/Spreader	3/15/2023
Tune Up / Sparkplugs	Work Completed	Police Car (Roll Over)	3/15/2023
Service And TPS Sensor Replaced	Work Completed	Crew Cab F350 4x4 With Snowplow	3/15/2023
Bleed Heating System	Work Completed	Ford Ambulance	3/13/2023
Diagnose Low Power/Check Engine	Work Completed	5 Yd Dump Truck W/ Snowplow & Sander	3/13/2023
Regen And serviced	Work Completed	Kenworth 10 Yd Dump	3/13/2023
Parts Order	Work Completed	Cat 315	3/10/2023
Swap Hydraulic Lines for Bucket	Work Completed	Case 821c Loader	3/10/2023
Regulator Repair	Work Completed	Air Compressor/Hammer	3/10/2023
Headlight Replacement Front	Work Completed	521xr Case Loader	3/10/2023
Service And Inspection of Brake Noises	Work Completed	Ford Explorer, Iconic Silver	3/10/2023
Charge Battery and Service	Work Completed	Ford F150, Oxford White	3/7/2023
Remove And Replace Rear Shocks	Work Completed	Chevy Express Van 4x4	3/7/2023
Broom Stopped Working	Work Completed	Bobcat Utility Vehicle	2/27/2023
Inspection Of Blown Hydraulic Line	Work Completed	Cat 140 Grader	2/25/2023
Inspection Of Rear End Noises and Order Parts	Work Completed	Freightliner Plow/Sander	2/25/2023
Replaced Oil Hub Cover and Refill	Work Completed	Freightliner Plow/Sander	2/24/2023
Order Parts	Work Completed	Elgin Pelican Street Sweeper PSC	2/24/2023
Service Oil Change	Work Completed	Ford F-350 SRW Flatbed W/Tommy Lift Gate	2/24/2023
Inspection Of Honda Pack	Work Completed	F550 W/Spreader	2/23/2023
Pick Up and Inspect Water Pump Installation.	Work Completed	Police Car (Roll Over)	2/20/2023
Engine Overheating No Cab Heat.	Work Completed	Police Car (Used)	2/20/2023
Wiper Repair	Work Completed	521xr Case Loader	2/15/2023
Decal Installation and Inspection	Work Completed	Police Car (Used)	2/15/2023
Key Cut and Programed	Work Completed	F-150 Extended Cab	2/15/2023

Straighten Spreader	Work Completed	Freightliner Plow/Sander	2/14/2023
379, Broken Hydraulic Hose	Work Completed	5 Yd Dump Truck W/ Snowplow & Sander	2/13/2023
Service And Decals Installed.	Work Completed	Ranger (Roll Over)	2/10/2023
502, Radiator Remove and Replace	Work Completed	Police Car (Used)	2/9/2023
Alternator Replacement	Work Completed	Police Car (Used)	2/9/2023
Call Out Blown Power Steering Hose	Work Completed	Pierce Fire Truck	2/9/2023
Bulb Crusher (Scrap Yard)	Work Completed		2/5/2023
Service And Tire Repair	Work Completed	F-150 Extended Cab	2/2/2023
457, Replace Rear Right Outer Drive Tire	Work Completed	Freightliner Camel Sewer Truck	1/31/2023
469, Brakes Bad	Work Completed	F550 W/Spreader	1/31/2023
Diagnose Dead Battery / No Start	Work Completed	Police Car (Used)	1/30/2023
438, Hydraulic Tank Leak	Work Completed	F350 With Spreader	1/30/2023
487, Oil Change	Work Completed	Ford Ambulance	1/30/2023
346, Spray Patch Repairs	Work Completed	Crafco Street Patcher	1/30/2023
Tire Rotation	Work Completed	Freightliner Roll Off Wastewater	1/27/2023
Tire Rotation	Work Completed	Freightliner Camel Sewer Truck	1/27/2023
Diagnose Low Power	Work Completed	F350 Super Duty Chassis Cab PSC	1/26/2023
Service	Work Completed	Ford F350 Flatbed	1/26/2023
Tags	Work Completed	Ford Escape SUV	1/25/2023
Check Charging System.	Work Completed	Caterpillar D6m	1/24/2023
Fuel Delivery Issue	Work Completed	Kenworth 10 Yd Dump	1/19/2023
Parts Research for New Grader	Work Completed	Cat 140 Grader	1/19/2023
Repair Lift Handle	Work Completed	Compactor/Roller (Missing Paperwork)	1/19/2023
307, Blown Hoses	Work Completed	International Crane	1/18/2023
Parts Order	Work Completed	521xr Case Loader	1/13/2023

Service	Work Completed	521xr Case Loader	1/13/2023
404, Air Pressure Not Building	Work Completed	Kenworth 10 Yd Dump	1/12/2023
Parts Order Filter	Work Completed	Elgin Pelican Street Sweeper PSC	1/12/2023
Reset BCM For Door Lock Operation	Work Completed	Ford F150 4x4	1/12/2023
Service And TPS Fault	Work Completed	Police Car (Roll Over)	1/11/2023
Parts Order	Work Completed	Mini Excavator	1/11/2023
Throttle Replacement	Work Completed	Forklift Maximal	1/11/2023
Tighten Cutting Edge	Work Completed	Freightliner Plow/Sander	1/11/2023
Service	Work Completed	Ford Explorer, Iconic Silver	1/11/2023
379, Beacon	Work Completed	5 Yd Dump Truck W/ Snowplow & Sander	1/11/2023
Service	Work Completed	Police Car (Roll Over)	1/6/2023
Service	Work Completed	Police Car (Used)	1/5/2023
Tire Repair	Work Completed	Ranger Extended Cab	1/3/2023
Repair Chains	Work Completed	F550 W/Spreader	1/3/2023

Public Works Org. Chart





Expense Budget Performance Report

Fiscal Year to Date 03/24/23
Exclude Rollup 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 YTD
Fund 250 - Airport Terminal Building										
Division 600 - Operations										
Department 630 - Operations										
EXPENSE										
Salaries and Wages										
Regular Salaries/Wages										
5110.001		55,540.80	.00	55,540.80	.00	.00	.00	55,540.80	0%	.00
	<i>Salaries and Wages Totals</i>	<u>\$55,540.80</u>	<u>\$0.00</u>	<u>\$55,540.80</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$55,540.80</u>	<u>0%</u>	<u>\$0.00</u>
<i>Fringe Benefits</i>										
5120.002	SBS	3,404.74	.00	3,404.74	.00	.00	.00	3,404.74	0	.00
5120.003	Medicare	805.34	.00	805.34	.00	.00	.00	805.34	0	.00
5120.004	PERS	12,218.98	.00	12,218.98	.00	.00	.00	12,218.98	0	.00
5120.005	Health Insurance	32,987.28	.00	32,987.28	.00	.00	.00	32,987.28	0	.00
5120.007	Workmen's Compensation	166.52	.00	166.52	.00	.00	.00	166.52	0	.00
	<i>Fringe Benefits Totals</i>	<u>\$49,582.86</u>	<u>\$0.00</u>	<u>\$49,582.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$49,582.86</u>	<u>0%</u>	<u>\$0.00</u>
<i>Operating Expenses</i>										
5203.001	Utilities	90,000.00	.00	90,000.00	9,338.50	.00	75,062.97	14,937.03	83	62,130.33
5203.005	Heating Fuel	19,250.00	.00	19,250.00	.00	.00	20,619.45	(1,369.45)	107	22,901.13
5204.000	Telephone	.00	.00	.00	.00	.00	2,792.39	(2,792.39)	+++	3,208.34
5205.000	Insurance	16,411.00	.00	16,411.00	1,589.52	.00	13,992.71	2,418.29	85	12,256.98
5208.000	Bldg Repair & Maint	74,431.00	.00	74,431.00	.00	.00	49,620.16	24,810.84	67	49,708.64
5212.000	Contracted/Purchased Serv	150,111.00	9,216.72	159,327.72	.00	28,678.80	59,184.66	71,464.26	55	52,332.43
5214.000	Interdepartment Services	91,438.00	.00	91,438.00	.00	.00	63,675.81	27,762.19	70	56,706.10
5226.000	Advertising	.00	.00	.00	74.80	.00	261.60	(261.60)	+++	.00
5227.002	Rent-Equipment	13,600.00	.00	13,600.00	.00	.00	11,714.66	1,885.34	86	12,388.68
5231.000	Credit Card Expense	1,500.00	.00	1,500.00	.00	.00	1,173.82	326.18	78	1,775.47
	<i>Operating Expenses Totals</i>	<u>\$456,741.00</u>	<u>\$9,216.72</u>	<u>\$465,957.72</u>	<u>\$11,002.82</u>	<u>\$28,678.80</u>	<u>\$298,098.23</u>	<u>\$139,180.69</u>	<u>70%</u>	<u>\$273,408.10</u>
EXPENSE TOTALS										
Department 630 - Operations		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35	57%	\$273,408.10
Division 600 - Operations		(\$561,864.66)	(\$9,216.72)	(\$571,081.38)	(\$11,002.82)	(\$28,678.80)	(\$298,098.23)	(\$244,304.35)	57%	(\$273,408.10)
Fund 250 - Airport Terminal Building		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35	57%	\$273,408.10
Grand Totals										
		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35		\$273,408.10

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Recdd	Prior Year YTD
Fund 260 - Marine Service Center										
Division 600 - Operations										
Department 630 - Operations										
	EXPENSE									
	Operating Expenses									
5203.001	Utilities	17,000.00	.00	17,000.00	(27,961.82)	.00	(21,644.80)	38,644.80	-127	4,488.50
5204.000	Telephone	2,940.00	.00	2,940.00	.00	.00	1,938.40	1,001.60	66	2,227.05
5205.000	Insurance	7,900.00	.00	7,900.00	732.56	.00	6,593.04	1,306.96	83	5,939.28
5208.000	Bldg Repair & Maint	106,927.00	.00	106,927.00	.00	.00	71,284.64	35,642.36	67	50,988.64
5212.000	Contracted/Purchased Serv	80,889.00	.00	80,889.00	356.80	.00	1,049.10	79,839.90	1	1,009.09
5214.000	Interdepartment Services	24,002.00	.00	24,002.00	.00	.00	16,130.70	7,871.30	67	14,410.64
	<i>Operating Expenses Totals</i>	\$239,658.00	\$0.00	\$239,658.00	(\$26,872.46)	\$0.00	\$75,351.08	\$164,306.92	31%	\$79,063.20
	EXPENSE TOTALS	\$239,658.00	\$0.00	\$239,658.00	(\$26,872.46)	\$0.00	\$75,351.08	\$164,306.92	31%	\$79,063.20
Department 630 - Operations		(\$239,658.00)	\$0.00	(\$239,658.00)	\$26,872.46	\$0.00	(\$75,351.08)	(\$164,306.92)	31%	(\$79,063.20)
Division		(\$239,658.00)	\$0.00	(\$239,658.00)	\$26,872.46	\$0.00	(\$75,351.08)	(\$164,306.92)	31%	(\$79,063.20)
Fund 260 - Marine Service Center		\$239,658.00	\$0.00	\$239,658.00	(\$26,872.46)	\$0.00	\$75,351.08	\$164,306.92	31%	\$79,063.20
	Grand Totals	\$239,658.00	\$0.00	\$239,658.00	(\$26,872.46)	\$0.00	\$75,351.08	\$164,306.92	31%	\$79,063.20

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 270	Gary Paxton Industrial Park									
Division 600	Operations									
Department 630	Operations									
	EXPENSE									
	Operating Expenses									
5203.001	Utilities	20,000.00	.00	20,000.00	1,060.74	.00	7,628.22	12,371.78	38	18,008.45
5204.000	Telephone	1,400.00	.00	1,400.00	.00	.00	927.35	472.65	66	2,123.47
5205.000	Insurance	20,950.00	.00	20,950.00	1,897.06	.00	16,447.59	4,502.41	79	14,067.35
5207.000	Repairs & Maintenance	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	.00
5212.000	Contracted/Purchased Serv	112,725.00	.00	112,725.00	.00	22,500.00	68,807.69	21,417.31	81	70,752.64
5214.000	Interdepartment Services	89,246.00	.00	89,246.00	.00	.00	66,199.51	23,046.49	74	50,826.81
5223.000	Tools & Small Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5225.000	Legal Expenditures	2,500.00	.00	2,500.00	.00	.00	1,704.25	795.75	68	23,340.86
5226.000	Advertising	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	.00
5230.000	Bad Debts	.00	.00	.00	.00	.00	4.00	(4.00)	+++	.00
5231.000	Credit Card Expense	800.00	.00	800.00	.00	.00	339.37	460.63	42	195.73
5290.000	Other Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	Operating Expenses Totals	\$267,121.00	\$0.00	\$267,121.00	\$2,957.80	\$22,500.00	\$162,057.98	\$82,563.02	69%	\$179,315.31
	EXPENSE TOTALS	\$267,121.00	\$0.00	\$267,121.00	\$2,957.80	\$22,500.00	\$162,057.98	\$82,563.02	69%	\$179,315.31
Department 630	Operations Totals	(\$267,121.00)	\$0.00	(\$267,121.00)	(\$2,957.80)	(\$22,500.00)	(\$162,057.98)	(\$82,563.02)	69%	(\$179,315.31)
Division 600	Operations Totals	(\$267,121.00)	\$0.00	(\$267,121.00)	(\$2,957.80)	(\$22,500.00)	(\$162,057.98)	(\$82,563.02)	69%	(\$179,315.31)
Fund 270	Gary Paxton Industrial Park Totals	\$267,121.00	\$0.00	\$267,121.00	\$2,957.80	\$22,500.00	\$162,057.98	\$82,563.02	69%	\$179,315.31
	Grand Totals	\$267,121.00	\$0.00	\$267,121.00	\$2,957.80	\$22,500.00	\$162,057.98	\$82,563.02		\$179,315.31

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 310 - Central Garage Fund											
Division 600 - Operations											
Department 601 - Administration											
EXPENSE											
<i>Salaries and Wages</i>											
5110.004	Overtime	1,000.01	.00	1,000.01	.00	.00	.00	.00	1,000.01	0	.00
<i>Salaries and Wages Totals</i>		\$1,000.01	\$0.00	\$1,000.01	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.01	0%	\$0.00
<i>Fringe Benefits</i>											
5120.001	Annual Leave	6,288.00	.00	6,288.00	.00	.00	.00	.00	6,288.00	0	.00
5120.002	SBS	446.75	.00	446.75	.00	.00	.00	.00	446.75	0	.00
5120.003	Medicare	105.68	.00	105.68	.00	.00	.00	.00	105.68	0	.00
5120.004	PERS	220.00	.00	220.00	.00	.00	.00	.00	220.00	0	.00
5120.007	Workmen's Compensation	35.20	.00	35.20	.00	.00	.00	.00	35.20	0	.00
<i>Fringe Benefits Totals</i>		\$7,095.63	\$0.00	\$7,095.63	\$0.00	\$0.00	\$0.00	\$0.00	\$7,095.63	0%	\$0.00
<i>Operating Expenses</i>											
5201.000	Training and Travel	2,000.00	.00	2,000.00	.00	.00	.00	.00	2,000.00	0	568.09
5202.000	Uniforms	.00	.00	.00	.00	.00	434.35	434.35	(434.35)	+++	308.98
5203.001	Utilities	35,000.00	.00	35,000.00	.00	.00	15,679.63	15,679.63	19,320.37	45	26,413.56
5203.005	Heating Fuel	6,000.00	.00	6,000.00	.00	.00	7,521.92	7,521.92	(1,521.92)	125	7,758.37
5204.000	Telephone	2,000.00	.00	2,000.00	.00	.00	1,251.14	1,251.14	748.86	63	1,437.10
5205.000	Insurance	106,050.00	.00	106,050.00	9,636.84	.00	80,790.29	80,790.29	25,259.71	76	76,724.05
5206.000	Supplies	800.00	.00	800.00	.00	.00	107.85	107.85	692.15	13	333.88
5208.000	Bldg Repair & Maint	15,510.00	.00	15,510.00	.00	.00	10,340.00	10,340.00	5,170.00	67	9,116.64
5211.000	Data Processing Fees	17,124.00	.00	17,124.00	.00	.00	11,416.00	11,416.00	5,708.00	67	7,480.64
5212.000	Contracted/Purchased Serv	9,722.00	.00	9,722.00	.00	1,745.00	6,056.64	6,056.64	1,920.36	80	7,644.32
5214.000	Interdepartment Services	70,752.00	.00	70,752.00	.00	.00	49,554.46	49,554.46	21,197.54	70	52,792.52
5221.000	Transportation/Vehicles	3,001.00	.00	3,001.00	.00	.00	2,000.00	2,000.00	1,001.00	67	1,952.00
5223.000	Tools & Small Equipment	.00	.00	.00	.00	.00	1,273.00	1,273.00	(1,273.00)	+++	.00
5231.000	Credit Card Expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	65.15
5290.000	Other Expenses	.00	.00	.00	.00	.00	320.00	320.00	(320.00)	+++	521.00
<i>Operating Expenses Totals</i>		\$267,959.00	\$0.00	\$267,959.00	\$9,636.84	\$1,745.00	\$186,745.28	\$186,745.28	\$79,468.72	70%	\$193,116.30
EXPENSE TOTALS											
Department 601 - Administration Totals		\$276,054.64	\$0.00	\$276,054.64	\$9,636.84	(\$1,745.00)	(\$186,745.28)	(\$186,745.28)	\$87,564.36	68%	\$193,116.30
Division 600 - Operations Totals		(\$276,054.64)	\$0.00	(\$276,054.64)	(\$9,636.84)	(\$1,745.00)	(\$186,745.28)	(\$186,745.28)	(\$87,564.36)	68%	(\$193,116.30)
Fund 310 - Central Garage Fund Totals		\$276,054.64	\$0.00	\$276,054.64	\$9,636.84	\$1,745.00	\$186,745.28	\$186,745.28	\$87,564.36	68%	\$193,116.30
Grand Totals											
		\$276,054.64	\$0.00	\$276,054.64	\$9,636.84	\$1,745.00	\$186,745.28	\$186,745.28	\$87,564.36	68%	\$193,116.30

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 320 - Building Maintenance Fund										
Division 600 - Operations										
Department 601 - Administration										
EXPENSE										
Salaries and Wages										
5110.001	Regular Salaries/Wages	91,287.36	.00	91,287.36	3,497.60	.00	48,339.02	42,948.34	53	53,178.72
5110.002	Holidays	.00	.00	.00	.00	.00	2,382.74	(2,382.74)	+++	1,957.44
5110.003	Sick Leave	.00	.00	.00	.00	.00	43.72	(43.72)	+++	2,609.92
Salaries and Wages Totals		\$91,287.36	\$0.00	\$91,287.36	\$3,497.60	\$0.00	\$50,765.48	\$40,521.88	56%	\$57,746.08
Fringe Benefits										
5120.001	Annual Leave	.00	.00	.00	.00	.00	10,879.72	(10,879.72)	+++	326.24
5120.002	SBS	5,595.84	.00	5,595.84	214.40	.00	3,791.12	1,804.72	68	3,572.16
5120.003	Medicare	1,323.67	.00	1,323.67	50.72	.00	896.76	426.91	68	844.94
5120.004	PERS	20,083.17	.00	20,083.17	769.47	.00	13,561.91	6,521.26	68	12,775.94
5120.005	Health Insurance	35,980.56	.00	35,980.56	.00	.00	24,224.33	11,756.23	67	21,992.76
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	5.36	2.68	67	5.36
5120.007	Workmen's Compensation	273.80	.00	273.80	10.49	.00	185.53	88.27	68	181.29
5120.011	PERS on Behalf	17,924.00	.00	17,924.00	.00	.00	1,238.00	16,686.00	7	3,155.00
Fringe Benefits Totals		\$81,189.08	\$0.00	\$81,189.08	\$1,045.08	\$0.00	\$54,782.73	\$26,406.35	67%	\$42,853.69
Operating Expenses										
5201.000	Training and Travel	15,600.00	.00	15,600.00	.00	.00	.00	15,600.00	0	.00
5203.005	Heating Fuel	.00	.00	.00	.00	.00	.00	.00	+++	17.21
5204.001	Cell Phone Stipend	.00	.00	.00	.00	.00	200.00	(200.00)	+++	200.00
5211.000	Data Processing Fees	20,684.00	.00	20,684.00	.00	.00	13,789.36	6,894.64	67	9,444.00
5212.000	Contracted/Purchased Serv	.00	.00	.00	.00	.00	2,307.69	(2,307.69)	+++	2,977.27
5214.000	Interdepartment Services	84,910.00	.00	84,910.00	.00	.00	56,728.70	28,181.30	67	50,106.00
5221.000	Transportation/Vehicles	21,569.00	.00	21,569.00	.00	.00	17,010.05	4,558.95	79	13,254.50
Operating Expenses Totals		\$142,763.00	\$0.00	\$142,763.00	\$0.00	\$0.00	\$90,035.80	\$52,727.20	63%	\$75,998.98
EXPENSE TOTALS										
Department 601 - Administration Totals		\$315,239.44	\$0.00	\$315,239.44	\$4,542.68	\$0.00	\$195,584.01	\$119,655.43	62%	\$176,598.75
Division 600 - Operations Totals		(\$315,239.44)	\$0.00	(\$315,239.44)	(\$4,542.68)	\$0.00	(\$195,584.01)	(\$119,655.43)	62%	(\$176,598.75)
Fund 320 - Building Maintenance Fund Totals		\$315,239.44	\$0.00	\$315,239.44	\$4,542.68	\$0.00	\$195,584.01	\$119,655.43	62%	(\$176,598.75)
Grand Totals		\$315,239.44	\$0.00	\$315,239.44	\$4,542.68	\$0.00	\$195,584.01	\$119,655.43		\$176,598.75

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 530 - Public Works										
Department 034 - Recreation										
EXPENSE										
<i>Salaries and Wages</i>										
5110.001	Regular Salaries/Wages	289,728.27	.00	289,728.27	6,967.29	.00	131,163.71	158,564.56	45	115,119.34
5110.002	Holidays	.00	.00	.00	904.48	.00	8,270.76	(8,270.76)	+++	7,083.79
5110.003	Sick Leave	.00	.00	.00	.00	.00	5,861.88	(5,861.88)	+++	7,067.70
5110.004	Overtime	4,000.01	.00	4,000.01	6,551.11	.00	18,965.57	(14,965.56)	474	21,304.74
5110.010	Temp Wages	97,950.00	14,000.00	111,950.00	3,305.55	.00	85,739.03	26,210.97	77	38,463.00
<i>Salaries and Wages Totals</i>		\$391,678.28	\$14,000.00	\$405,678.28	\$17,728.43	\$0.00	\$250,000.95	\$155,677.33	62%	\$189,038.57
<i>Fringe Benefits</i>										
5120.001	Annual Leave	9,680.00	.00	9,680.00	773.04	.00	7,817.75	1,862.25	81	4,446.49
5120.002	SBS	24,603.19	.00	24,603.19	1,134.14	.00	15,830.33	8,772.86	64	11,921.99
5120.003	Medicare	5,819.70	.00	5,819.70	268.29	.00	3,739.87	2,079.83	64	2,820.04
5120.004	PERS	64,620.11	.00	64,620.11	3,343.10	.00	34,699.74	29,920.37	54	33,977.88
5120.005	Health Insurance	135,621.60	.00	135,621.60	.00	.00	59,272.68	76,348.92	44	49,070.91
5120.006	Life Insurance	36.36	.00	36.36	.00	.00	26.25	10.11	72	24.24
5120.007	Workmen's Compensation	16,724.91	.00	16,724.91	790.02	.00	11,027.02	5,697.89	66	8,308.37
5120.008	Unemployment	.00	.00	.00	.00	.00	731.03	(731.03)	+++	.00
5120.011	PERS on Behalf	14,390.00	.00	14,390.00	.00	.00	2,992.00	11,398.00	21	7,056.00
<i>Fringe Benefits Totals</i>		\$271,495.87	\$0.00	\$271,495.87	\$6,308.59	\$0.00	\$136,136.67	\$135,359.20	50%	\$117,625.92
<i>Operating Expenses</i>										
5201.000	Training and Travel	2,142.00	2,400.00	4,542.00	.00	.00	437.50	4,104.50	10	.00
5203.001	Utilities	60,000.00	.00	60,000.00	5,390.26	.00	66,466.16	(6,466.16)	111	50,982.20
5204.000	Telephone	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
5204.001	Cell Phone Stipend	900.00	320.00	1,220.00	.00	.00	425.00	795.00	35	800.00
5205.000	Insurance	9,000.00	.00	9,000.00	.00	.00	9,521.19	(521.19)	106	7,872.69
5206.000	Supplies	.00	37,400.00	37,400.00	858.36	.00	858.36	36,541.64	2	.00
5208.000	Bldg Repair & Maint	55,516.00	.00	55,516.00	.00	.00	37,010.48	18,505.52	67	31,276.00
5211.000	Data Processing Fees	27,804.00	.00	27,804.00	.00	.00	18,536.00	9,268.00	67	12,996.64
5212.000	Contracted/Purchased Serv	18,200.00	38,495.00	56,695.00	.00	.00	.00	56,695.00	0	.00
5223.000	Tools & Small Equipment	.00	150.00	150.00	.00	150.00	.00	.00	100	.00
5226.000	Advertising	.00	.00	.00	.00	.00	408.80	(408.80)	+++	.00
<i>Operating Expenses Totals</i>		\$173,962.00	\$78,765.00	\$252,727.00	\$6,248.62	\$150.00	\$133,663.49	\$118,913.51	53%	\$103,927.53
EXPENSE TOTALS										
Department 034 - Recreation Totals		\$837,136.15	\$92,765.00	\$929,901.15	\$30,285.64	\$150.00	\$519,801.11	\$409,950.04	56%	\$410,592.02
Division 530 - Public Works Totals		(\$837,136.15)	(\$92,765.00)	(\$929,901.15)	(\$30,285.64)	(\$150.00)	(\$519,801.11)	(\$409,950.04)	56%	(\$410,592.02)
Fund 100 - General Fund Totals		\$837,136.15	\$92,765.00	\$929,901.15	\$30,285.64	\$150.00	\$519,801.11	\$409,950.04	56%	\$410,592.02
Grand Totals										
		\$837,136.15	\$92,765.00	\$929,901.15	\$30,285.64	\$150.00	\$519,801.11	\$409,950.04		\$410,592.02

Expense Budget Performance Report

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Exclude Rollup Account

Expense Budget Performance Report

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Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund											
Division 530 - Public Works											
Department 035 - Building Officials											
EXPENSE											
<i>Salaries and Wages</i>											
5110.001	Regular Salaries/Wages	212,741.10	.00	212,741.10	7,322.33	.00	110,413.93	102,327.17	52	52	90,383.55
5110.002	Holidays	.00	.00	.00	427.28	.00	5,738.81	(5,738.81)	+++	+++	4,891.92
5110.003	Sick Leave	.00	.00	.00	222.39	.00	1,422.95	(1,422.95)	+++	+++	1,833.13
	<i>Salaries and Wages Totals</i>	\$212,741.10	\$0.00	\$212,741.10	\$7,972.00	\$0.00	\$117,575.69	\$95,165.41	55%	55%	\$97,108.60
<i>Fringe Benefits</i>											
5120.001	Annual Leave	7,343.00	.00	7,343.00	.00	.00	4,906.01	2,436.99	67	67	4,651.55
5120.002	SBS	13,509.60	.00	13,509.60	488.68	.00	7,538.72	5,970.88	56	56	6,262.42
5120.003	Medicare	3,195.57	.00	3,195.57	115.59	.00	1,783.24	1,412.33	56	56	1,481.32
5120.004	PERS	46,803.02	.00	46,803.02	1,753.83	.00	26,945.87	19,857.15	58	58	22,387.25
5120.005	Health Insurance	74,515.20	.00	74,515.20	.00	.00	44,485.50	30,029.70	60	60	37,351.16
5120.006	Life Insurance	16.08	.00	16.08	.00	.00	12.73	3.35	79	79	10.72
5120.007	Workmen's Compensation	4,491.85	.00	4,491.85	174.93	.00	3,090.65	1,401.20	69	69	3,204.69
5120.011	PERS on Behalf	11,158.00	.00	11,158.00	.00	.00	2,263.00	8,895.00	20	20	5,472.00
	<i>Fringe Benefits Totals</i>	\$161,032.32	\$0.00	\$161,032.32	\$2,533.03	\$0.00	\$91,025.72	\$70,006.60	57%	57%	\$80,821.11
<i>Operating Expenses</i>											
5201.000	Training and Travel	14,000.00	.00	14,000.00	1,163.70	.00	6,403.85	7,596.15	46	46	6,444.38
5204.001	Cell Phone Stipend	300.00	.00	300.00	.00	.00	400.00	(100.00)	133	133	400.00
5206.000	Supplies	550.00	.00	550.00	326.00	.00	574.04	(24.04)	104	104	12.70
5211.000	Data Processing Fees	20,684.00	.00	20,684.00	.00	.00	13,789.36	6,894.64	67	67	11,032.64
5212.000	Contracted/Purchased Serv	35,750.00	.00	35,750.00	.00	22,486.90	12,758.61	504.49	99	99	.00
5221.000	Transportation/Vehicles	10,959.00	.00	10,959.00	.00	.00	7,160.82	3,798.18	65	65	7,489.78
5223.000	Tools & Small Equipment	200.00	.00	200.00	.00	.00	51.10	148.90	26	26	145.33
5224.000	Dues & Publications	1,450.00	.00	1,450.00	.00	.00	1,472.07	(22.07)	102	102	783.50
5226.000	Advertising	250.00	.00	250.00	15.20	.00	609.60	(359.60)	244	244	.00
	<i>Operating Expenses Totals</i>	\$84,143.00	\$0.00	\$84,143.00	\$1,504.90	\$22,486.90	\$43,219.45	\$18,436.65	78%	78%	\$26,308.33
	EXPENSE TOTALS	\$457,916.42	\$0.00	\$457,916.42	\$12,009.93	\$22,486.90	\$251,820.86	\$183,608.66	60%	60%	\$204,238.04
	Department 035 - Building Officials Totals	(\$457,916.42)	\$0.00	(\$457,916.42)	(\$12,009.93)	(\$22,486.90)	(\$251,820.86)	(\$183,608.66)	60%	60%	(\$204,238.04)
	Division 530 - Public Works Totals	(\$457,916.42)	\$0.00	(\$457,916.42)	(\$12,009.93)	(\$22,486.90)	(\$251,820.86)	(\$183,608.66)	60%	60%	(\$204,238.04)
	Fund 100 - General Fund Totals	\$457,916.42	\$0.00	\$457,916.42	\$12,009.93	\$22,486.90	\$251,820.86	\$183,608.66			\$204,238.04
	Grand Totals	\$457,916.42	\$0.00	\$457,916.42	\$12,009.93	\$22,486.90	\$251,820.86	\$183,608.66			\$204,238.04



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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 047 - Senior Citizens										
	EXPENSE									
	Operating Expenses									
5203.001	Utilities	20,000.00	.00	20,000.00	.00	.00	13,097.49	6,902.51	65	14,878.04
5204.000	Telephone	2,500.00	.00	2,500.00	.00	.00	1,809.93	690.07	72	1,824.43
5205.000	Insurance	3,500.00	.00	3,500.00	.00	.00	3,259.28	240.72	93	3,292.46
5206.000	Supplies	3,080.00	.00	3,080.00	56.79	.00	1,606.74	1,473.26	52	1,576.08
5207.000	Repairs & Maintenance	3,234.00	.00	3,234.00	.00	.00	.00	3,234.00	0	.00
5208.000	Bldg Repair & Maint	15,688.00	.00	15,688.00	.00	.00	10,458.08	5,229.92	67	23,937.28
5221.000	Transportation/Vehicles	30,000.00	.00	30,000.00	.00	.00	9,425.99	20,574.01	31	6,152.44
	<i>Operating Expenses Totals</i>	\$78,002.00	\$0.00	\$78,002.00	\$56.79	\$0.00	\$39,657.51	\$38,344.49	51%	\$51,660.73
	EXPENSE TOTALS	\$78,002.00	\$0.00	\$78,002.00	\$56.79	\$0.00	\$39,657.51	\$38,344.49	51%	\$51,660.73
Department 047 - Senior Citizens Totals		(\$78,002.00)	\$0.00	(\$78,002.00)	(\$56.79)	\$0.00	(\$39,657.51)	(\$38,344.49)	51%	(\$51,660.73)
Division 540 - Public Service Totals		(\$78,002.00)	\$0.00	(\$78,002.00)	(\$56.79)	\$0.00	(\$39,657.51)	(\$38,344.49)	51%	(\$51,660.73)
Fund 100 - General Fund Totals		\$78,002.00	\$0.00	\$78,002.00	\$56.79	\$0.00	\$39,657.51	\$38,344.49		\$51,660.73
Grand Totals		\$78,002.00	\$0.00	\$78,002.00	\$56.79	\$0.00	\$39,657.51	\$38,344.49		\$51,660.73

Expense Budget Performance Report

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 210 - Water Fund											
Division 600 - Operations											
Department 601 - Administration											
EXPENSE											
<i>Salaries and Wages</i>											
5110.004	Overtime	23,000.00	.00	23,000.00	.00	.00	.00	.00	23,000.00	0	.00
5110.010	Temp Wages	20,000.00	.00	20,000.00	.00	.00	.00	.00	20,000.00	0	.00
	<i>Salaries and Wages Totals</i>	\$43,000.00	\$0.00	\$43,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,000.00	0%	\$0.00
<i>Fringe Benefits</i>											
5120.001	Annual Leave	13,932.00	.00	13,932.00	.00	.00	.00	.00	13,932.00	0	.00
5120.002	SBS	3,489.93	.00	3,489.93	.00	.00	.00	.00	3,489.93	0	.00
5120.003	Medicare	825.51	.00	825.51	.00	.00	.00	.00	825.51	0	.00
5120.004	PERS	5,060.00	.00	5,060.00	.00	.00	.00	.00	5,060.00	0	.00
5120.007	Workmen's Compensation	1,294.30	.00	1,294.30	.00	.00	.00	.00	1,294.30	0	.00
	<i>Fringe Benefits Totals</i>	\$24,601.74	\$0.00	\$24,601.74	\$0.00	\$0.00	\$0.00	\$0.00	\$24,601.74	0%	\$0.00
<i>Operating Expenses</i>											
5201.000	Training and Travel	.00	.00	.00	.00	.00	.00	392.40	(392.40)	+++	594.61
5203.005	Heating Fuel	.00	.00	.00	.00	.00	1,989.22	1,989.22	(1,989.22)	+++	2,353.42
5205.000	Insurance	61,770.00	.00	61,770.00	7,412.16	.00	58,632.16	58,632.16	3,137.84	95	39,743.17
5206.000	Supplies	700.00	.00	700.00	.00	.00	.00	.00	700.00	0	.00
5208.000	Bldg Repair & Maint	8,338.00	.00	8,338.00	.00	.00	5,558.64	20,310.64	2,779.36	67	3,225.28
5211.000	Data Processing Fees	30,466.00	.00	30,466.00	.00	.00	20,310.64	10,155.36	10,155.36	67	25,821.28
5212.000	Contracted/Purchased Serv	21,668.00	2,633.00	24,301.00	212.50	6,586.12	7,123.52	10,591.36	(5,294.28)	56	3,077.28
5214.000	Interdepartment Services	253,507.00	.00	253,507.00	.00	.00	258,801.28	5,062.50	(5,294.28)	102	274,084.30
5222.000	Postage	7,000.00	.00	7,000.00	562.50	1,687.50	5,062.50	655.00	1,345.00	33	5,062.50
5224.000	Dues & Publications	2,000.00	.00	2,000.00	.00	.00	.00	.00	1,100.00	0	.00
5226.000	Advertising	1,100.00	.00	1,100.00	.00	.00	.00	.00	29,211.56	17	27,282.57
5230.000	Bad Debts	35,000.00	.00	35,000.00	678.77	.00	5,788.44	24,323.68	10,676.32	69	26,690.16
5231.000	Credit Card Expense	35,000.00	.00	35,000.00	.00	.00	1,866.06	1,866.06	(1,366.06)	373	.00
5290.000	Other Expenses	500.00	.00	500.00	.00	.00	\$8,273.62	\$390,503.54	\$60,904.84	87%	\$409,013.57
	<i>Operating Expenses Totals</i>	\$457,049.00	\$2,633.00	\$459,682.00	\$8,865.93	\$8,273.62	\$390,503.54	\$390,503.54	\$128,506.58	76%	\$409,013.57
	EXPENSE TOTALS	\$524,650.74	\$2,633.00	\$527,283.74	\$8,865.93	\$8,273.62	\$390,503.54	\$390,503.54	\$128,506.58	76%	\$409,013.57
	<i>Department 601 - Administration Totals</i>	(\$524,650.74)	(\$2,633.00)	(\$527,283.74)	(\$8,865.93)	(\$8,273.62)	(\$390,503.54)	(\$390,503.54)	(\$128,506.58)	76%	(\$409,013.57)
	<i>Division 600 - Operations Totals</i>	(\$524,650.74)	(\$2,633.00)	(\$527,283.74)	(\$8,865.93)	(\$8,273.62)	(\$390,503.54)	(\$390,503.54)	(\$128,506.58)	76%	(\$409,013.57)
	<i>Fund 210 - Water Fund Totals</i>	\$524,650.74	\$2,633.00	\$527,283.74	\$8,865.93	\$8,273.62	\$390,503.54	\$390,503.54	\$128,506.58		\$409,013.57
	Grand Totals	\$524,650.74	\$2,633.00	\$527,283.74	\$8,865.93	\$8,273.62	\$390,503.54	\$390,503.54	\$128,506.58		\$409,013.57

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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 220 - Waste Water Treatment										
Division 600 - Operations										
Department 601 - Administration										
EXPENSE										
<i>Salaries and Wages</i>										
5110.001	Regular Salaries/Wages	139,358.76	.00	139,358.76	2,265.84	.00	44,961.56	94,397.20	32	40,322.41
5110.002	Holidays	.00	.00	.00	503.52	.00	4,846.38	(4,846.38)	+++	3,522.60
5110.003	Sick Leave	.00	.00	.00	472.05	.00	975.57	(975.57)	+++	469.68
5110.004	Overtime	29,000.00	.00	29,000.00	.00	.00	.00	29,000.00	0	48.20
5110.010	Temp Wages	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	.00
<i>Salaries and Wages Totals</i>		\$188,358.76	\$0.00	\$188,358.76	\$3,241.41	\$0.00	\$50,783.51	\$137,575.25	27%	\$44,362.89
<i>Fringe Benefits</i>										
5120.001	Annual Leave	29,839.00	.00	29,839.00	.00	.00	8,937.48	20,901.52	30	5,871.00
5120.002	SBS	13,375.50	.00	13,375.50	198.70	.00	3,649.16	9,726.34	27	3,094.70
5120.003	Medicare	3,163.85	.00	3,163.85	47.00	.00	863.18	2,300.67	27	732.05
5120.004	PERS	37,038.47	.00	37,038.47	713.11	.00	13,082.66	23,955.81	35	10,974.73
5120.005	Health Insurance	13,408.80	.00	13,408.80	.00	.00	5,555.55	7,853.25	41	4,728.85
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	3.30	4.74	41	3.10
5120.007	Workmen's Compensation	6,253.57	.00	6,253.57	107.61	.00	1,976.34	4,277.23	32	1,826.86
5120.011	PERS on Behalf	51,718.00	.00	51,718.00	.00	.00	1,142.00	50,576.00	2	2,812.00
<i>Fringe Benefits Totals</i>		\$154,805.23	\$0.00	\$154,805.23	\$1,066.42	\$0.00	\$35,209.67	\$119,595.56	23%	\$30,043.29
<i>Operating Expenses</i>										
5203.005	Heating Fuel	18,000.00	.00	18,000.00	.00	.00	487.61	17,512.39	3	.00
5204.000	Telephone	1,260.00	.00	1,260.00	.00	.00	808.10	451.90	64	928.80
5205.000	Insurance	46,770.00	.00	46,770.00	4,269.15	.00	38,422.35	8,347.65	82	35,076.96
5206.000	Supplies	1,200.00	.00	1,200.00	.00	.00	242.65	957.35	20	330.50
5208.000	Bldg Repair & Maint	21,280.00	.00	21,280.00	.00	.00	14,186.40	7,093.60	67	26,854.00
5211.000	Data Processing Fees	73,275.00	.00	73,275.00	.00	.00	48,850.00	24,425.00	67	53,403.28
5212.000	Contracted/Purchased Serv	32,945.00	.00	32,945.00	212.50	3,953.12	14,216.22	14,775.66	55	16,156.12
5214.000	Interdepartment Services	360,880.00	.00	360,880.00	.00	.00	244,444.72	116,435.28	68	269,374.00
5221.000	Transportation/Vehicles	900.00	.00	900.00	.00	.00	.00	900.00	0	600.00
5222.000	Postage	6,000.00	.00	6,000.00	562.50	1,687.50	5,062.50	(750.00)	112	5,641.64
5224.000	Dues & Publications	2,000.00	.00	2,000.00	.00	.00	650.00	1,350.00	32	706.25
5226.000	Advertising	1,000.00	.00	1,000.00	79.20	.00	492.40	507.60	49	135.95
5230.000	Bad Debts	48,000.00	.00	48,000.00	893.56	.00	7,701.26	40,298.74	16	33,219.32
5231.000	Credit Card Expense	40,000.00	.00	40,000.00	.00	.00	30,490.77	9,509.23	76	31,451.64
<i>Operating Expenses Totals</i>		\$653,510.00	\$0.00	\$653,510.00	\$6,016.91	\$5,640.62	\$406,054.98	\$241,814.40	63%	\$473,878.46
EXPENSE TOTALS										
Department 601 - Administration Totals		\$996,673.99	\$0.00	\$996,673.99	\$10,324.74	\$5,640.62	\$492,048.16	\$498,985.21	50%	\$548,284.64
Division 600 - Operations Totals		(\$996,673.99)	\$0.00	(\$996,673.99)	(\$10,324.74)	(\$5,640.62)	(\$492,048.16)	(\$498,985.21)	50%	(\$548,284.64)
Fund 220 - Waste Water Treatment Totals		\$996,673.99	\$0.00	\$996,673.99	\$10,324.74	\$5,640.62	\$492,048.16	\$498,985.21	50%	(\$548,284.64)

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Grand Totals	\$996,673.99	\$0.00	\$996,673.99	\$10,324.74	\$5,640.62	\$492,048.16	\$498,985.21	\$548,284.64
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Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 250 - Airport Terminal Building										
Division 600 - Operations										
Department 630 - Operations										
EXPENSE										
Salaries and Wages										
5110.001	Regular Salaries/Wages	55,540.80	.00	55,540.80	.00	\$0.00	.00	55,540.80	0	.00
Fringe Benefits		\$55,540.80	\$0.00	\$55,540.80	\$0.00	\$0.00	\$0.00	\$55,540.80	0%	\$0.00
5120.002	SBS	3,404.74	.00	3,404.74	.00	.00	.00	3,404.74	0	.00
5120.003	Medicare	805.34	.00	805.34	.00	.00	.00	805.34	0	.00
5120.004	PERS	12,218.98	.00	12,218.98	.00	.00	.00	12,218.98	0	.00
5120.005	Health Insurance	32,987.28	.00	32,987.28	.00	.00	.00	32,987.28	0	.00
5120.007	Workmen's Compensation	166.52	.00	166.52	.00	.00	.00	166.52	0	.00
Fringe Benefits Totals		\$49,582.86	\$0.00	\$49,582.86	\$0.00	\$0.00	\$0.00	\$49,582.86	0%	\$0.00
Operating Expenses										
5203.001	Utilities	90,000.00	.00	90,000.00	9,338.50	.00	75,062.97	14,937.03	83	62,130.33
5203.005	Heating Fuel	19,250.00	.00	19,250.00	.00	.00	20,619.45	(1,369.45)	107	22,901.13
5204.000	Telephone	.00	.00	.00	.00	.00	2,792.39	(2,792.39)	+++	3,208.34
5205.000	Insurance	16,411.00	.00	16,411.00	1,589.52	.00	13,992.71	2,418.29	85	12,256.98
5208.000	Bldg Repair & Maint	74,431.00	.00	74,431.00	.00	.00	49,620.16	24,810.84	67	49,708.64
5212.000	Contracted/Purchased Serv	150,111.00	9,216.72	159,327.72	.00	28,678.80	59,184.66	71,464.26	55	52,332.43
5214.000	Interdepartment Services	91,438.00	.00	91,438.00	.00	.00	63,675.81	27,762.19	70	56,706.10
5226.000	Advertising	.00	.00	.00	74.80	.00	261.60	(261.60)	+++	.00
5227.002	Rent-Equipment	13,600.00	.00	13,600.00	.00	.00	11,714.66	1,885.34	86	12,388.68
5231.000	Credit Card Expense	1,500.00	.00	1,500.00	.00	.00	1,173.82	326.18	78	1,775.47
Operating Expenses Totals		\$456,741.00	\$9,216.72	\$465,957.72	\$11,002.82	\$28,678.80	\$298,098.23	\$139,180.69	70%	\$273,408.10
EXPENSE TOTALS										
Department 630 - Operations Totals		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35	57%	\$273,408.10
Division 600 - Operations Totals		(\$561,864.66)	(\$9,216.72)	(\$571,081.38)	(\$11,002.82)	(\$28,678.80)	(\$298,098.23)	(\$244,304.35)	57%	(\$273,408.10)
Fund 250 - Airport Terminal Building Totals		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35	57%	\$273,408.10
Grand Totals										
Department 630 - Operations Totals		\$561,864.66	\$9,216.72	\$571,081.38	\$11,002.82	\$28,678.80	\$298,098.23	\$244,304.35		\$273,408.10

Expense Budget Performance Report

Fiscal Year to Date 03/24/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund											
Division 530 - Public Works											
Department 031 - Administration											
EXPENSE											
Salaries and Wages											
5110.001	Regular Salaries/Wages	487,374.43	.00	487,374.43	17,516.81	.00	309,808.07	177,566.36	64	248,615.26	
5110.002	Holidays	.00	.00	.00	1,785.66	.00	20,823.41	(20,823.41)	+++	15,034.29	
5110.003	Sick Leave	.00	.00	.00	1,430.68	.00	21,084.19	(21,084.19)	+++	10,746.50	
5110.004	Overtime	1,000.01	.00	1,000.01	.00	.00	40.35	959.66	4	55.10	
5110.010	Temp Wages	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00	
<i>Salaries and Wages Totals</i>		\$489,374.44	\$0.00	\$489,374.44	\$20,733.15	\$0.00	\$351,756.02	\$137,618.42	72%	\$274,451.15	
Fringe Benefits											
5120.001	Annual Leave	20,070.00	.00	20,070.00	2,327.68	.00	34,678.20	(14,608.20)	173	23,601.30	
5120.002	SBS	31,228.78	.00	31,228.78	1,413.63	.00	23,666.81	7,561.97	76	18,322.74	
5120.003	Medicare	7,386.94	.00	7,386.94	334.37	.00	5,598.18	1,788.76	76	4,334.08	
5120.004	PERS	107,441.95	.00	107,441.95	5,073.38	.00	84,834.20	22,607.75	79	64,432.25	
5120.005	Health Insurance	152,749.56	.00	152,749.56	.00	.00	112,247.43	40,502.13	73	85,166.24	
5120.006	Life Insurance	50.52	.00	50.52	.00	.00	40.95	9.57	81	27.19	
5120.007	Workmen's Compensation	2,910.60	.00	2,910.60	177.95	.00	3,067.64	(157.04)	105	3,152.27	
5120.011	PERS on Behalf	30,187.00	.00	30,187.00	.00	.00	7,599.00	22,588.00	25	14,803.00	
<i>Fringe Benefits Totals</i>		\$352,025.35	\$0.00	\$352,025.35	\$9,327.01	\$0.00	\$271,732.41	\$80,292.94	77%	\$213,839.07	
Operating Expenses											
5201.000	Training and Travel	4,000.00	.00	4,000.00	294.00	.00	850.84	3,149.16	21	1,468.32	
5204.000	Telephone	.00	.00	.00	.00	.00	92.68	(92.68)	+++	119.16	
5204.001	Cell Phone Stipend	900.00	.00	900.00	.00	.00	400.00	500.00	44	550.00	
5206.000	Supplies	8,000.00	.00	8,000.00	.00	.00	2,456.55	5,543.45	31	4,611.46	
5211.000	Data Processing Fees	99,781.00	.00	99,781.00	.00	.00	66,520.64	33,260.36	67	73,385.28	
5212.000	Contracted/Purchased Serv	.00	.00	.00	.00	.00	.00	.00	+++	115.45	
5221.000	Transportation/Vehicles	900.00	.00	900.00	.00	.00	.00	900.00	0	300.00	
5222.000	Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00	
5223.000	Tools & Small Equipment	5,000.00	.00	5,000.00	.00	.00	899.99	4,100.01	18	.00	
5224.000	Dues & Publications	1,933.00	.00	1,933.00	.00	.00	980.85	952.15	51	657.76	
5226.000	Advertising	500.00	.00	500.00	74.80	.00	2,181.70	(1,681.70)	436	3,602.22	
5227.002	Rent-Equipment	3,072.00	.00	3,072.00	.00	.00	.00	3,072.00	0	3,072.00	
5290.000	Other Expenses	.00	.00	.00	.00	.00	15,000.00	(15,000.00)	+++	322.93	
<i>Operating Expenses Totals</i>		\$124,186.00	\$0.00	\$124,186.00	\$368.80	\$0.00	\$89,383.25	\$34,802.75	72%	\$88,204.58	
EXPENSE TOTALS											
Department 031 - Administration Totals		\$965,585.79	\$0.00	\$965,585.79	\$30,428.96	\$0.00	\$712,871.68	\$252,714.11	74%	\$576,494.80	
Division 530 - Public Works Totals		(\$965,585.79)	\$0.00	(\$965,585.79)	(\$30,428.96)	\$0.00	(\$712,871.68)	(\$252,714.11)	74%	(\$576,494.80)	
Fund 100 - General Fund Totals		\$965,585.79	\$0.00	\$965,585.79	\$30,428.96	\$0.00	\$712,871.68	\$252,714.11	74%	\$576,494.80	



Expense Budget Performance Report

Fiscal Year to Date 03/24/23
Exclude Rollup Account

Grand Totals \$965,585.79 \$0.00 \$965,585.79 \$30,428.96 \$0.00 \$712,871.68 \$252,714.11 \$576,494.80

7

Expense Budget Performance Report

Fiscal Year to Date 03/24/23
Exclude Rollup Account

Account	Account Description	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund												
Division 530 - Public Works												
Department 032 - Engineering												
EXPENSE												
Salaries and Wages												
5110.001	Regular Salaries/Wages		324,864.09	.00	324,864.09	7,428.63	.00	125,131.57	199,732.52	39	130,244.41	
5110.002	Holidays		.00	.00	.00	917.36	.00	7,733.08	(7,733.08)	+++	8,769.32	
5110.003	Sick Leave		.00	.00	.00	827.68	.00	17,576.28	(17,576.28)	+++	8,294.80	
5110.004	Overtime		30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	9,028.50	
5110.010	Temp Wages		2,000.00	.00	2,000.00	1,989.00	.00	34,139.00	(32,139.00)	1707	64,415.00	
Salaries and Wages Totals			\$356,864.09	\$0.00	\$356,864.09	\$11,162.67	\$0.00	\$184,579.93	\$172,284.16	52%	\$220,752.03	
Fringe Benefits												
5120.001	Annual Leave		8,687.00	.00	8,687.00	.00	.00	15,433.86	(6,746.86)	178	15,035.92	
5120.002	SBS		22,426.77	.00	22,426.77	684.28	.00	12,331.53	10,095.24	55	14,466.17	
5120.003	Medicare		5,304.84	.00	5,304.84	161.87	.00	2,916.88	2,387.96	55	3,421.83	
5120.004	PERS		78,069.90	.00	78,069.90	2,018.21	.00	35,651.23	42,418.67	46	35,715.85	
5120.005	Health Insurance		96,230.40	.00	96,230.40	.00	.00	40,572.34	55,658.06	42	39,518.68	
5120.006	Life Insurance		22.20	.00	22.20	.00	.00	14.80	7.40	67	20.70	
5120.007	Workmen's Compensation		8,384.14	.00	8,384.14	238.06	.00	4,304.23	4,079.91	51	4,734.50	
5120.011	PERS on Behalf		16,497.00	.00	16,497.00	.00	.00	3,311.00	13,186.00	20	8,089.00	
Fringe Benefits Totals			\$235,622.25	\$0.00	\$235,622.25	\$3,102.42	\$0.00	\$114,535.87	\$121,086.38	49%	\$121,002.65	
Operating Expenses												
5201.000	Training and Travel		2,250.00	.00	2,250.00	294.00	.00	2,479.45	(229.45)	110	439.00	
5204.001	Cell Phone Stipend		600.00	.00	600.00	.00	.00	400.00	200.00	67	200.00	
5206.000	Supplies		500.00	.00	500.00	.00	.00	1,440.62	(940.62)	288	407.49	
5212.000	Contracted/Purchased Serv		30,000.00	48,745.46	78,745.46	.00	48,186.71	30,558.75	.00	100	88,797.50	
5214.000	Interdepartment Services		.00	.00	.00	.00	.00	.00	.00	+++	(23,699.00)	
5221.000	Transportation/Vehicles		6,889.00	.00	6,889.00	.00	.00	3,432.10	3,456.90	50	4,972.98	
5224.000	Dues & Publications		215.00	.00	215.00	.00	.00	.00	215.00	0	100.00	
5226.000	Advertising		500.00	.00	500.00	70.40	.00	866.40	(366.40)	173	521.70	
5290.000	Other Expenses		350.00	.00	350.00	.00	.00	.00	350.00	0	29,540.13	
Operating Expenses Totals			\$41,304.00	\$48,745.46	\$90,049.46	\$364.40	\$48,186.71	\$39,177.32	\$2,685.43	97%	\$101,279.80	
EXPENSE TOTALS			\$633,790.34	\$48,745.46	\$682,535.80	\$14,629.49	\$48,186.71	\$338,293.12	\$296,055.97	57%	\$443,034.48	
Department 032 - Engineering Totals			(\$633,790.34)	(\$48,745.46)	(\$682,535.80)	(\$14,629.49)	(\$48,186.71)	(\$338,293.12)	(\$296,055.97)	57%	(\$443,034.48)	
Division 530 - Public Works Totals			(\$633,790.34)	(\$48,745.46)	(\$682,535.80)	(\$14,629.49)	(\$48,186.71)	(\$338,293.12)	(\$296,055.97)	57%	(\$443,034.48)	
Fund 100 - General Fund Totals			\$633,790.34	\$48,745.46	\$682,535.80	\$14,629.49	\$48,186.71	\$338,293.12	\$296,055.97		\$443,034.48	
Grand Totals			\$633,790.34	\$48,745.46	\$682,535.80	\$14,629.49	\$48,186.71	\$338,293.12	\$296,055.97		\$443,034.48	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-051 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 4/5/2023 In control: City and Borough Assembly
On agenda: 4/11/2023 Final action:
Title: Approve the minutes of the March 23 and March 28 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [01 Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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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 March 23 and March 28 Assembly meeting minutes.



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 Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike, JJ Carlson*

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

Thursday, March 23, 2023

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Started at 6:10 p.m. due to lack of a quorum.

Present: 4 - Mosher, Duncan, Pike, and Carlson

Absent: 3 - Christianson, Eisenbeisz, and Ystad

V. CORRESPONDENCE/AGENDA CHANGES

None.

VI. PERSONS TO BE HEARD:

None.

VII. NEW BUSINESS:

A [23-042](#)

Discussion / Direction / Decision of the FY2024 Draft Administrator's Budget with focus on the Enterprise Funds and Internal Service Funds (Assembly action may be taken)

Melissa Haley, Finance Director, reviewed the draft budget for Enterprise Funds, impacts on working capital, confirmed capital projects, and confirmed rates for

utilities/harbor. The impact of rate increases for utilities was estimated at \$310/month. In addition, Haley reviewed the Internal Service Funds draft budget - IT Fund, Central Garage Fund, and Building Maintenance Fund.

- B** [23-043](#) Discussion / Direction / Decision, if desired, of the FY2024 Draft Administrator's Budget as it relates to the General Fund, Enterprise Funds, Internal Service Funds, and other Funds (Assembly action may be taken)

Assembly members discussed the funding amount for the Chamber of Commerce and Visit Sitka. The consensus was to include \$525k in the budget.

VIII. PERSONS TO BE HEARD:

None.

IX. ADJOURNMENT

A motion was made by Pike to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:06 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk



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 Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike, JJ Carlson*

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

Tuesday, March 28, 2023

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Duncan, Ystad, Pike, and Carlson

Absent: 1 - Eisenbeisz

V. CORRESPONDENCE/AGENDA CHANGES

No changes.

[23-048](#)

Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[23-037](#)

Service Award - Robert Sam

Deputy Mayor Mosher read and presented an award to Robert Sam for his eight years of service on the Historic Preservation Commission.

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

Tribal Chairman Lawrence Widmark provided a summary of the March meeting action

items, and lobbying trip.

VIII. PERSONS TO BE HEARD

Leah Mason spoke about the electrification expo event. Mary Suminski invited the Assembly to attend a presentation on Parenting in the Digital Age on Friday, April 7. Richard Wein proposed the idea of removing sales tax on food purchases for the residents of Sitka. He suggested compensating for the revenue loss through budget cuts in other areas and implementing a head tax on cruise tourists visiting Sitka.

IX. CONSENT AGENDA

- A [23-045](#) Approve the minutes of the March 14 Assembly meeting

A motion was made by Christianson that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Duncan, Ystad, Pike, and Carlson

Absent: 1 - Eisenbeisz

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:

New Business First Reading

- B [ORD 23-04](#) Authorizing a property tax exemption for the Sitka Historical Society, Inc. in the leased premises at Harrigan Centennial Hall

Richard Wein commented.

A motion was made by Ystad that this Ordinance be APPROVED ON FIRST READING.

Yes: 6 - Christianson, Mosher, Duncan, Ystad, Pike, and Carlson

Absent: 1 - Eisenbeisz

Additional New Business Items

- C [23-046](#) Approve the Sustainability Commission goals for 2023-2024

Sustainability Commission Chair Katie Riley covered various topics including the

evolution of municipal climate and sustainability initiatives over time, the Commission's area of focus, the formula for achieving sustainable transformation, the steps involved in prioritizing actions, and the objectives the Commission aims to achieve. The goals set forth by the Commission include developing a community-based plan for renewable energy, examining alternatives for diverting municipal solid waste, and devising a plan for transitioning the municipal fleet to electric vehicles, as well as establishing an electric vehicle infrastructure strategy.

Speaking in support were Leah Mason, Richard Wein, and Eric Jordan.

Members Christianson, Pike, Mosher, and Ystad expressed support. Christianson said that he was impressed with the goals and felt they were attainable. Pike agreed and mentioned that he appreciated the ranking of the goals.

Duncan had an inquiry about goal 2, specifically examples of waste diversion. Riley stated that the Commission was looking at where the waste was coming from, and would be looking at levers that could be used to adjust. She also mentioned that the Commission would like to pursue the goals in order, however, we'll most likely be coming back in a year with an update and next steps for goals.

A motion was made by Christianson to approve the Sustainability Commission goals for 2023-2024.

Yes: 6 - Christianson, Mosher, Duncan, Ystad, Pike, and Carlson

Absent: 1 - Eisenbeisz

D [23-047](#) Discussion / Direction / Decision on applying for the Community Transportation Program Grant and match commitment - Katlian Avenue Paving and Improvements Project

Public & Government Relations Director Melissa Henshaw gave an overview of the transportation alternatives program projects and the match commitment levels.

Consensus of the Assembly was to move forward with the 3 point level = FY24 appropriation of \$569,987.70 from the Visitor Enhancement Fund and Commercial Passenger Vessel Excise Tax. Some expressed interest in 4 point level funding of \$1,099,437.70 dependent on available funding sources.

XIII. PERSONS TO BE HEARD:

Richard Wein spoke about the Katlian Avenue Paving and Improvement Project.

Leah Mason thanked the Electric Department for participating in the electrification expo event.

XIV. REPORTS

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

Attorney - Hanson reported that he had hired Mindy Lowrance as the new legal assistant.

Liaison Representatives - Pike spoke about the Police and Fire Commission meeting. Duncan spoke about the Library Commission. Carlson reported on the Tree and Landscape Committee.

Clerk - Peterson reviewed the upcoming meeting dates and read through the board/commission vacancy list.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Ystad to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:53 p.m.

ATTEST: _____
Jessica Earnshaw
Deputy Clerk



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 23-04 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/22/2023 In control: City and Borough Assembly

On agenda: 3/28/2023 Final action:

Title: Authorizing a property tax exemption for the Sitka Historical Society, Inc. in the leased premises at Harrigan Centennial Hall

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Ord 2023-04](#)
[02 Ord 2023-04](#)

Date	Ver.	Action By	Action	Result
3/28/2023	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2023-04 on second and final reading authorizing a property tax exemption for the Sitka Historical Society, Inc. in the leased premises at Harrigan Centennial Hall.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2023-04

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A PROPERTY TAX EXEMPTION FOR THE SITKA HISTORICAL SOCIETY, INC. IN THE LEASED PREMISES AT HARRIGAN CENTENNIAL HALL

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code.

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 or circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to extend the exemption from property tax for the leasehold interest of the Sitka Historical Society, Inc., in the leased premises at Harrigan Centennial Hall, as realized from the Lease Agreement between the City and Borough of Sitka, Alaska ("CBS"), and Sitka Historical Society, Inc. ("SHS"), which was approved at the regular Assembly meeting on July 24, 2018 and signed on September 14, 2018, (the "Lease"). The exemption originally granted was from the Lease commencement date of May 1, 2018, until December 31, 2020, with the option to extend the exemption by ordinance as provided in Section 2.1 of the Lease, which is the purpose of this ordinance. The exemption, known as the "community purpose optional property tax exemption," is authorized under Sitka General Code, subsection 4.12.025.E, which adopts and incorporates Alaska Statute 29.45.050(b)(1)(A), which, in order to receive the exemption, requires SHS to be "an organization not organized for business or profit-making purposes and [the property] used exclusively for community purposes." The code and statute also requires, to be exempted, that the "income derived from rental of that property does not exceed the actual cost to [CBS] of the use by [SHS]." In all respects, the conditions are met for the exemption. The exemption term proposed is from January 1, 2021, until April 30, 2048, unless sooner terminated or extended.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska, upon finding as follows:

- (1) SHS was and is at all relevant times hereto an organization not organized for business or profit-making purposes; and,
- (2) the leasehold premises at Harrigan Centennial Hall was and is at all relevant times hereto used exclusively for community purposes; and,
- (3) income derived by CBS from the lease of the leasehold premises at Harrigan Centennial Hall to SHS (which is zero) did not and does not exceed the actual cost to CBS of the use by SHS;

thereby, SGC 4.12.025.E is satisfied and SHS is exempt from property tax from January 1, 2021, until April 30, 2048. The Assembly may extend this exemption by ordinance.

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

52 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka,
53 Alaska this 11th day of April, 2023.

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Steven Eisenbeisz, Mayor

58 **ATTEST:**

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61 Sara Peterson, MMC
62 Municipal Clerk

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65 1st reading: 3/28/2023
66 2nd and final reading: 4/11/2023

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68

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 23-05 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 4/5/2023 In control: City and Borough Assembly
On agenda: 4/11/2023 Final action:
Title: Amending Title 2 "Administration," Chapter 2.40 "Elections" of the Sitka General Code by updating Section 2.40.095 "Candidate Biographical Information" and repealing and replacing Sections 2.40.190-230 "VI. Absentee or Advanced Balloting"

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Ord 2023-05](#)
[02 Memo](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2023-05 on first reading amending Title 2 “Administration,” Chapter 2.40 “Elections” of the Sitka General Code by updating Section 2.40.095 “Candidate Biographical Information” and repealing and replacing Sections 2.40.190-230 “VI. Absentee or Advanced Balloting”.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: Amy Ainslie, Acting Municipal Administrator *AAA*

From: Sara Peterson, Municipal Clerk *SP*

Date: April 3, 2023

Subject: Approve amendments to Sitka General Code 2.40 Elections

Background

This ordinance has been drafted by the Municipal Clerk's Office with consultation from the Legal Department to clarify and improve two areas in Sitka General Code (SGC) Chapter 2.40, Elections.

The first topic addressed by this ordinance is SGC 2.40.095 which requires candidates who have filed for elected office to provide the Municipal Clerk with biographical information, a recent photo, and advocacy statement for publication on the municipal website. In 2022, a concern was raised that failure to submit the biographical information would result in the candidate's name not being placed on the ballot, which is incorrect. To alleviate this concern, the submission requirement is being amended from "shall provide" to "may provide." In addition, language has been added to clarify submittals received after the deadline will not be published.

The second topic this ordinance addresses is SGC 2.40.190-2.40.230 which describes the process for absentee voting. Pursuant to Sitka Home Rule Charter Section 5.01(i), absentee voting is to be provided.

The following absentee voting options are currently offered: by mail, electronic transmission, in person, and personal representative. This ordinance explains the types and processes of absentee voting and includes an additional form referred to as early voting. Early voting begins 15 days before a regular or special election. The process is identical to voting at the polls on Election Day. Results are tabulated after the polls close on election night rather than waiting until the Canvass Board processes absentee ballots on the Friday following the election.

Prior to the pandemic, absentee in-person voting was held at City Hall beginning 15 days before a municipal election. In response to the COVID-19 public health emergency, absentee voting was relocated to Harrigan Centennial Hall for the 2020 municipal election and subsequent elections. The relocation has increased absentee voter turnout significantly.

	2017	2018	2019	2020	2021	2022
Absentee In Person	16	28	341	1372	676	696

Analysis

Regarding candidate information, the proposed code language clarifies submission is optional and that candidate information will not be published if submitted after the deadline.

Regarding early voting, the Municipal Clerk’s Office is committed to expanding voter access to local elections by offering early voting beginning with the October 3, 2023 municipal election. Our Office is confident in its ability to implement early voting while continuing to maintain standards of quality and integrity that merit public confidence in the election process and election results.

Fiscal Note

No fiscal impacts are expected because of changes made to the candidate biographical information code section.

Compensation for election officials has been included in the Municipal Clerk’s FY24 budget to cover staffing needs for the 2023 municipal election. No additional appropriation is needed.

Recommendation

Approve this ordinance amending Sitka General Code 2.40 Elections.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2023-05

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 2 "ADMINISTRATION," CHAPTER 2.40 "ELECTIONS" OF THE SITKA GENERAL CODE BY UPDATING SECTION 2.40.095 "CANDIDATE BIOGRAPHICAL INFORMATION" AND REPEALING AND REPLACING SECTIONS 2.40.190-230 "VI. ABSENTEE OR ADVANCED BALLOTING"

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 make the submittal of candidate biographical information optional and repeal and replace "absentee or advanced balloting" with "absentee and early voting."

- Sitka General Code states candidates shall submit biographical information after filing for elected office. A concern has been raised that failure to submit the biographical information would result in the candidate's name not being placed on the ballot, which is incorrect. To alleviate concern, the submission requirement is being amended from "shall provide" to "may provide."
• Pursuant to Sitka Home Rule Charter, absentee voting is to be provided to voters. The following absentee voting options are currently offered: by mail, electronic transmission, in person, and personal representative. This ordinance adds early voting an additional form of absentee voting. Early voting is identical to voting at the polls on Election Day. Results are tabulated after the polls close on election night rather than waiting until the Canvass Board processes absentee ballots on the Friday following the election.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 2, entitled "Administration", Chapter 2.40, entitled "Elections", at Section 2.40.095, entitled "Candidate biographical information" be amended, and "VI. Absentee or Advanced Balloting" including Section 2.40.190, entitled "Eligibility", Section 2.40.200, entitled "Assisted Voting", Section 2.40.205, entitled, "Voting by electronic transmission", Section 2.40.210, entitled, "Examination of elector", Section 2.40.220, entitled "Issuance", and Section 2.40.230, entitled, "Casting absentee or advanced ballot" be replaced and repealed to read as follows (deleted language stricken, new language underlined):

Title 2
ADMINISTRATION

Chapters:

2.40 Elections

Chapter 2.40

ELECTIONS

Sections:

* * *

2.40.095 Candidate biographical information.

* * *

2.40.095 Candidate biographical information.

A candidate for elected office ~~shall~~ may provide the municipal clerk with biographical information of not more than one hundred fifty (150) words, a recent photo of the candidate, and a candidate's advocacy statement of not more than two hundred fifty (250) words for publication on the municipal website. All information must be received by the municipal clerk no later than ~~five~~ 5:00 p.m. (Alaska Standard Time) on the forty-sixth (46) day before the election. Information received after the deadline will not be published on the municipal website. A candidate may not make a change to the candidate's biographical information or advocacy statement after the deadline. A candidate's biographical information and advocacy statement must be submitted typewritten or, preferably, transmitted electronically. An article (~~i.e.~~ e.g., a, and, the) will be counted as one word. Any words included in the candidate's biographical information or advocacy statement beyond the allowed word counts will not be published. The municipal clerk can provide the candidate with acceptable topics for the biographical information and advocacy statement. The municipal clerk may reject any portion of a candidate's biographical information or advocacy statement containing obscene, libelous, profane, slanderous or defamatory material.

* * *

~~VI. Absentee or Advanced Balloting~~

~~Sections:~~

~~2.40.190 Eligibility.~~

~~2.40.200 Assisted voting.~~

~~2.40.205 Voting by electronic transmission.~~

~~2.40.210 Examination of elector.~~

~~2.40.220 Issuance.~~

~~2.40.230 Casting absentee or advanced ballot.~~

~~2.40.190 Eligibility.~~

~~Any qualified voter may cast an absentee ballot on or after the day the ballots are available from the municipal clerk up to and including election day in a location and at times determined by the municipal clerk. An absentee ballot may also be referred to as an advanced ballot. The provisions of this chapter effectuating absentee or advanced voting rights shall be liberally construed.~~

~~Any qualified voter shall, not more than ninety days nor later than the opening of the polls before such election, apply to the municipal clerk for an absentee or advanced ballot. The application must be signed by the applicant and specify the election for which a ballot is requested. A separate request must be made for each subsequent election.~~

103 **2.40.200—Assisted voting.**

104 A.—Application for Assisted Voting.

105 1.—A qualified voter who is unable to go to the polls due to age, serious illness or disability
106 may apply to the municipal clerk or designee for an absentee ballot through a personal
107 representative.

108 2.—The municipal clerk, designee, or election official shall provide the ballot and other
109 absentee voting materials to the voter's personal representative, who shall be a qualified
110 Alaska voter.

111 3.—The personal representative shall deliver the absentee ballot to the voter. The
112 representative may confidentially and without influencing the actual marking of the ballot,
113 assist the voter in completion of that ballot. Safeguards will ensure that the ballot remains
114 anonymous, and secure. The ballot must be returned to the municipal clerk, designee, or
115 election official prior to the closing of the polls.

116 4.—The election official shall keep a record of the name and signature of each personal
117 representative requesting an absentee ballot and the name of the person on whose behalf
118 the ballot is requested. The election official shall record the date and time the absentee
119 ballot is provided and the time the ballot is returned to the election official.

120 5.—A personal representative may not be a candidate for office at that election, may not be
121 your employer, an agent of your employer, or an officer or agent of your union.

122 6.—The clerk or designee may accept absentee ballot applications by personal
123 representative at the Pioneer Home or local hospitals, if requested during the absentee
124 voting period and polling hours.

125 B.—Absentee Voting by Mail.

126 1.—A qualified voter may apply to the municipal clerk for absentee voting by mail-in ballot.

127 2.—An application for an absentee ballot by mail must be postmarked not more than ninety
128 days nor less than seven days before an election for which the absentee ballot is sought.

129 **2.40.205—Voting by electronic transmission.**

130 Although this should be considered a last alternative, voters may cast a ballot by electronic
131 transmission with the municipal clerk (if other choices are unavailable to the voter). The voter
132 submits an application form to the municipal clerk which also certifies that they are a qualified
133 voter and that they recognize they are voluntarily waiving a portion of their right to a secret ballot
134 when voting using electronic transmission. Voted ballots by electronic transmission must be
135 submitted according to the municipal clerk's instructions and received no later than eight p.m.
136 on election day.

137 **2.40.210—Examination of elector.**

138 The municipal clerk shall make an investigation of the applicant and shall be satisfied that any
139 absentee ballot applicant is a duly qualified elector.

140 **2.40.220—Issuance.**

141 The municipal clerk shall deliver a ballot to the elector either personally, by a duly authorized
142 representative, or by mail, and shall keep a register containing the number of ballots issued, the

143 ~~name of the elector and the date of delivery or mailing and date of receipt. The municipal clerk~~
144 ~~shall also deliver the following to the elector:~~

145 ~~A.—An envelope with notations for a certification of voter eligibility and qualification, date of~~
146 ~~municipal election, that the ballot is enclosed, that it was properly marked with no undue~~
147 ~~influence, signature line, date of voting, and witness signature line, and a note on the front of the~~
148 ~~envelope that a ballot is enclosed.~~

149 ~~B.—The municipal clerk shall issue rules and instructions to absentee voters to aid them in~~
150 ~~casting their ballots.~~

151 ~~C.—After receipt of an application by mail, the municipal clerk shall send the absentee ballot~~
152 ~~and other absentee voting material as outlined in this section to the applicant by first class mail~~
153 ~~service. The return envelope sent with the materials shall be addressed to the municipal clerk~~
154 ~~and marked “Ballot Enclosed.” It shall be the duty of the voter to append sufficient postage to~~
155 ~~the return envelope.~~

156 ~~D.—The municipal clerk shall maintain a record of each voter to whom an absentee ballot is~~
157 ~~sent by mail and the date of mailing.~~

158 ~~**2.40.230—Casting absentee or advanced ballot.**~~

159 ~~A qualified voter may vote early, as soon as the ballots are available from the election official up~~
160 ~~to and including election day, in a location and at places and times determined by the municipal~~
161 ~~clerk.~~

162 ~~**2.40.205—Voting by electronic transmission.**~~

163 ~~Although this should be considered a last alternative, voters may cast a ballot by electronic~~
164 ~~transmission with the municipal clerk (if other choices are unavailable to the voter). The voter~~
165 ~~submits an application form to the municipal clerk which also certifies that they are a qualified~~
166 ~~voter and that they recognize they are voluntarily waiving a portion of their right to a secret ballot~~
167 ~~when voting using electronic transmission. Voted ballots by electronic transmission must be~~
168 ~~submitted according to the municipal clerk’s instructions and received no later than eight p.m.~~
169 ~~on election day.~~

170 ~~**2.40.210—Examination of elector.**~~

171 ~~The municipal clerk shall make an investigation of the applicant and shall be satisfied that any~~
172 ~~absentee ballot applicant is a duly qualified elector.~~

173 ~~**2.40.220—Issuance.**~~

174 ~~The municipal clerk shall deliver a ballot to the elector either personally, by a duly authorized~~
175 ~~representative, or by mail, and shall keep a register containing the number of ballots issued, the~~
176 ~~name of the elector and the date of delivery or mailing and date of receipt. The municipal clerk~~
177 ~~shall also deliver the following to the elector:~~

178 ~~A.—An envelope with notations for a certification of voter eligibility and qualification, date of~~
179 ~~municipal election, that the ballot is enclosed, that it was properly marked with no undue~~
180 ~~influence, signature line, date of voting, and witness signature line, and a note on the front of the~~
181 ~~envelope that a ballot is enclosed.~~

182 ~~B.—The municipal clerk shall issue rules and instructions to absentee voters to aid them in~~
183 ~~casting their ballots.~~

184 C.— After receipt of an application by mail, the municipal clerk shall send the absentee ballot
185 and other absentee voting material as outlined in this section to the applicant by first class mail
186 service. The return envelope sent with the materials shall be addressed to the municipal clerk
187 and marked “Ballot Enclosed.” It shall be the duty of the voter to append sufficient postage to
188 the return envelope.

189 D.— The municipal clerk shall maintain a record of each voter to whom an absentee ballot is
190 sent by mail and the date of mailing.

191 **~~2.40.230 Casting absentee or advanced ballot.~~**

192 ~~A qualified voter may vote early, as soon as the ballots are available from the election official up~~
193 ~~to and including election day, in a location and at places and times determined by the municipal~~
194 ~~clerk.~~

195 **VI. Absentee and Early Voting**

196 **Sections:**

197 2.40.190 Eligibility.

198 2.40.195 Absentee voting by mail.

199 2.40.200 Absentee voting by fax or electronic transmission.

200 2.40.210 Absentee voting by personal representative.

201 2.40.220 Absentee voting in person.

202 2.40.230 Early voting.

203 **2.40.190 Eligibility.**

204 Any qualified voter may cast an absentee or early ballot.

205 **2.40.195 Absentee voting by mail.**

206 A. Beginning on January 1 of each election year, any qualified voter may apply for an absentee
207 by-mail ballot with the municipal clerk. A complete application must be received by the municipal
208 clerk not less than seven days (7) before an election. The application shall include the address
209 where the absentee ballot shall be mailed, the applicant’s full local residence address, a voter
210 identifier (such as a voter identification number, last four digits of social security number, or date
211 of birth), and the applicant’s signature.

212 B. After receipt of an application, the municipal clerk or designee shall verify the applicant is a
213 qualified voter, and once verified, shall send the absentee by-mail ballot, instructions, and return
214 envelope to the applicant by at least first-class mail. The ballot and materials shall be sent as
215 soon as they are ready for distribution. The return envelope sent with the materials shall be
216 addressed to the municipal clerk. The absentee by-mail voter is responsible for postage.

217 C. Upon receipt of an absentee by-mail ballot, the voter shall proceed to mark the ballot in
218 secret, place the ballot in the secrecy sleeve, place the secrecy sleeve in the return envelope,
219 and sign the voter certification on the back of the return envelope in the presence of an official
220 who shall sign as attesting official and shall date their signature. Officials recognized to attest
221 the legitimacy of signatures listed in this subsection are: a notary public, a commissioned officer
222 of the Armed Forces including the National Guard, state court judge or magistrate, United
223 States postal official, or other person qualified to administer oaths. If none of the officials listed
224 in this subsection are reasonably accessible, an absentee voter shall have the ballot witnessed
225 by a person over the age of 18 years.

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232 D. The voted absentee by-mail ballot must be delivered to the municipal clerk or an election
233 official before polls close on election day or postmarked on or before midnight of election day
234 and received by the municipal clerk no later than the Friday following the election. Ballot
235 envelopes received after that time shall not be opened but shall be marked "invalid" with the
236 date of receipt noted thereon, and shall be preserved with other ballots of the election.

237
238 E. The municipal clerk shall maintain a record of the name of each voter to whom an absentee
239 by-mail ballot is sent. The record must list the date on which the ballot is mailed and the date on
240 which the ballot is received by the municipal clerk. Prior to the election, the municipal clerk shall
241 mark the precinct registers of those voters who voted by mail or give the election board in each
242 precinct a list of voters from the precinct who have voted by mail. If a voter who was issued an
243 absentee by-mail ballot by mail returns to the voter's precinct on election day, the voter may not
244 vote a regular ballot at the polling place unless the voter first surrenders to the election board
245 the absentee ballot, ballot envelope, and return envelope issued to the voter. If the voter does
246 not have the absentee by-mail ballot to surrender, the voter may vote a questioned ballot.
247 Surrendered absentee by-mail ballots, ballot envelopes and return envelopes collected by the
248 election board shall be returned to the municipal clerk.

249
250 **2.40.200 Absentee voting by fax or electronic transmission.**

251 A. Beginning on January 1 of each election year, any qualified voter may apply for an absentee
252 ballot to be sent by fax or electronic transmission by the municipal clerk. A complete application
253 must be received by the municipal clerk by 5:00 p.m. (Alaska Standard Time) on election day.
254 On receipt of a complete application, the municipal clerk or designee shall verify the applicant is
255 a qualified voter. Absentee ballots will be faxed or electronically transmitted to the location
256 designated in the application.

257
258 B. A ballot faxed or electronically transmitted shall contain a copy of the ballot to be used at the
259 election in a form suitable for transmission. A photocopy of the computerized ballot card to be
260 used by persons voting in person at the polling places is acceptable.

261
262 C. To be counted in the election, the voted faxed or electronically transmitted ballot must be
263 received by the municipal clerk no later than the closing of polls on election day. An absentee
264 ballot that is completed and returned by the voter by fax or electronic transmission must contain
265 the following statement: "I understand that by using fax or electronic transmission to return my
266 marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent
267 necessary to process my ballot, but expect that my vote will be held as confidential as possible."
268

269 D. The municipal clerk shall maintain a record of the name of each voter to whom an absentee
270 by-fax or electronic transmission ballot is sent. The record must list the date and time on which
271 the ballot is faxed or electronically transmitted and the date and time on which the ballot is
272 received by the municipal clerk. Prior to the election, the municipal clerk shall mark the precinct
273 registers of those voters who voted by fax or electronic transmission or give the election board
274 in each precinct a list of voters from the precinct who have voted by mail. If the voter who voted
275 a by-fax or electronic transmission ballot returns to the voter's precinct on election day, the voter
276 may not vote a regular ballot but may vote a questioned ballot.

277
278 **2.40.210 Absentee voting by personal representative.**

279 A. A qualified voter who is unable to go to a polling place due to age, illness, or disability may
280 vote a personal representative ballot. The voter may, through a representative, request a

281 personal representative ballot from the municipal clerk or an election official, on or after fifteen
282 (15) days before an election up to and including the date of the election.

283 B. If the request for a personal representative ballot is made through a representative, the
284 representative shall sign a personal representative register provided by an election official. The
285 register must include the following information:

286 1. The representative's name;

287 2. The representative's residence and mailing address;

288 3. The representative's last four digits of social security number, voter identification
289 number, or date of birth;

290 4. The name of the voter on whose behalf the representative is requesting a ballot and
291 voting materials;

292 5. An oath that the representative:

293 a. Is receiving a ballot and voting materials on behalf of the voter;

294 b. Will not vote the ballot for the voter;

295 c. Will not coerce the voter;

296 d. Will not divulge the vote cast by the voter; and

297 e. Has been notified that unlawful interference with voting is punishable under
298 AS 15.56.030; and

299 6. The representative's signature.

300 C. The municipal clerk or election precinct voting official shall keep a record of the name and
301 signature of each representative requesting a personal representative ballot and the name of
302 the person on whose behalf the ballot is requested. The municipal clerk or election precinct
303 voting official shall record the date and time the personal representative ballot is provided and
304 the date and time the ballot is returned.

305
306 D. The representative shall deliver the personal representative ballot and other voting materials
307 to the voter as soon as practicable. The voter shall mark the ballot in secret, place the ballot in
308 the secrecy sleeve, and place the secrecy sleeve in the personal representative envelope
309 provided. The voter shall provide the information on the envelope that would be required for
310 absentee voting if the voter voted in person. The voter shall sign the voter's certificate in the
311 presence of the representative. The representative shall sign as attesting official and date the
312 voter's signature.

313
314 E. The representative shall deliver the ballot and voter certificate to an election official not later
315 than 8:00 p.m. (Alaska Standard Time) on election day.

316

317 F. If a voter's disability precludes the voter from performing any of the requirements of
318 subsection D of this section, the representative may perform those requirements, except making
319 the voting decision, on the voter's behalf.

320
321 G. A candidate for office, the voter's employer, an agent of the voter's employer, or an officer or
322 agent of the voter's union may not act as a representative for the voter.

323
324 H. Prior to the election, the municipal clerk shall mark the precinct registers of those voters who
325 voted by personal representative or give the election board in each precinct a list of voters from
326 the precinct who have voted by personal representative.

327
328 **2.40.220 Absentee voting in person.**

329 A. A qualified voter may apply in person for an absentee ballot at the municipal clerk's office in
330 city hall on or after the day the ballots are available up to fifteen (15) days before election day.

331
332 B. On receipt of a complete application, the municipal clerk or designee shall verify the applicant
333 is a qualified voter. Once verified, the municipal clerk or designee shall issue the ballot to the
334 voter.

335
336 C. The voter shall proceed to mark the ballot in secret, to place the ballot in a secrecy sleeve,
337 and place the secrecy sleeve in the larger envelope in the presence of the municipal clerk or
338 designee who shall sign as attesting official and date their signature. The municipal clerk or
339 designee shall then accept the ballot.

340
341 D. The municipal clerk shall maintain a record of the name of each voter who casts an absentee
342 in-person ballot and the date the ballot was cast. Prior to the election, the municipal clerk shall
343 mark the precinct registers of those voters who voted an absentee in-person ballot or give the
344 election board in each precinct a list of voters from the precinct who have voted absentee in
345 person. If the voter who voted an absentee in-person ballot returns to the voter's precinct on
346 election day, the voter may not vote a regular ballot but may vote a questioned ballot.

347
348 **2.40.230 Early voting.**

349 A. Early voting shall be made available and shall not begin prior to fifteen (15) days before a
350 regular or special election in a location and at times determined by the municipal clerk.

351
352 B. The early voter shall appear before an election official and provide their name and exhibit one
353 form of identification, including but not limited to an official voter registration card, driver's
354 license, passport, hunting or fishing license. An election official may waive the identification
355 requirement if the election official knows the identity of the voter. A voter who cannot exhibit a
356 satisfactory form of identification shall be allowed to vote a questioned ballot.

357
358 C. The election official shall verify that the voter's name and residence address appears on the
359 official precinct register and shall require the voter to sign the precinct register. If the voter's
360 name does not appear on the official precinct register, the voter shall be allowed to vote a
361 questioned ballot.

362
363 D. When the voter has qualified to vote, the election official shall give the voter an official ballot.
364 The voter shall proceed to mark the ballot in secret, place the voted ballot in the secrecy sleeve,
365 and deposit the ballot in the ballot box in the presence of an election official.

366

367 E. The tabulation of early voting ballots may not begin before 8:00 p.m. (Alaska Standard Time)
368 on election day.

369
370 F. Prior to the election, the municipal clerk shall mark the precinct registers of those voters who
371 voted early or give the election board in each precinct a list of voters from the precinct who have
372 voted early. If the voter who voted an early ballot returns to the voter's precinct on election day,
373 the voter may not vote a regular ballot but may vote a questioned ballot.

374

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* * *

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

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385

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of
Sitka, Alaska, this 25th day of April, 2023.

386

Steven Eisenbeisz, Mayor

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388

389

Sara Peterson, MMC

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391

392

1st reading: 4/11/2023

393

394

2nd and final reading: 4/25/2023

395

396

Sponsor: Administrator

397



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 23-053 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/5/2023 In control: City and Borough Assembly

On agenda: 4/11/2023 Final action:

Title: Consideration of a request filed by Ronald Dick to waive his failure to timely file his application for the Senior Citizen Property Tax Exemption and authorize the assessor to accept the application as if timely filed (possible executive session)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[SGC 4.12.025](#)
[Memo Ronald Dick Senior Exemption](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO waive Ronald Dick's failure to timely file his application for the Senior Citizen Property Tax Exemption and authorize the assessor to accept the application as if timely filed based on the finding that Mr. Dick has shown "good cause" as such is defined in Sitka General Code 4.12.025(G)(1).

4.12.025 Exemptions. Revised 10/22

- A. The following property is exempt from general taxation: All properties required to be exempt from taxation under AS 29.45.030 which are adopted and incorporated by reference.
- B. Required exemptions shall be granted and claimed as set forth under the procedures in AS 29.45.030 which are adopted and incorporated by reference.
- C. Definitions relating to required exemptions set forth in AS 29.45.030 are also adopted and incorporated by reference.
- D. For all tax years beginning with the 2002 tax year, the senior citizen or disabled veteran required exemptions set forth in AS 29.45.030(e) and (f) may not be granted except upon written application on a form provided by the assessor. A once qualified senior citizen or disabled veteran need not file the application for successive tax years but must notify the assessor of any change in ownership, residency, permanent place of abode or status of disability.
- E. The community purpose optional property tax exemption under AS 29.45.050(b)(1)(A) is adopted and incorporated by reference. All or a portion of the property of an organization not organized for business or profit making purposes and used exclusively for community purposes, may be exempted if income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter.
- F. Business property inventory that is subject to sale and is nonreal property shall be exempt from taxation, as an optional exemption as set forth in AS 29.45.050(c).
- G. Exemption application shall be filed by no later than the last day of February of each year.

1. The assembly for good cause shown may waive the claimant's failure to make timely application and authorize the assessor to accept the application as if timely filed. "Good cause" shall mean:

- a. Extraordinary circumstances beyond the control of the claimant, including but not limited to a medical condition or disability, impaired mental capacity, illiteracy, family emergency, death in the family, or other similar serious condition or event, that substantially impaired the claimant's ability to file a timely application.
- b. Extraordinary circumstances for a finding of good cause do not include late filing due to the claimant's inadvertence, oversight, or lack of knowledge regarding the filing requirements or deadline, financial hardship or failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up or read mail.

If a failure to timely file has been waived and the application approved, the amount of the tax that the claimant has already paid for the property exempted shall be refunded to the claimant.

2. The city and borough shall not accept a late application for an exemption under subsection A or B of this section that is filed more than ninety days after the date the application was due for the assessment year for which the exemption is sought, regardless of good cause.

- H. Each optional exemption must receive prior approval by the assembly, giving consideration to the benefits provided the community by the organization and to the amount of property to be removed from the tax rolls.

In order to be considered a community service organization, an organization must:

1. Benefit a significant portion of the public; and
2. Not profit persons other than employees; and
3. Qualify for a federal income tax exemption under 26 USC 501.

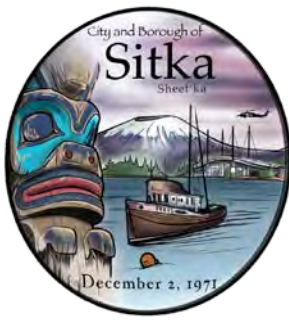
I. Required property tax exemptions shall be granted or denied by the assessor. Optional property exemptions shall be granted or denied by the assembly. Any appeal from the final administrative decision by the assessor or the assembly must be filed within thirty days of the decision to the Alaska Superior Court at Sitka in accordance with Alaska Rules of Appellate Procedure.

J. The assessor shall periodically review required and optional property exemption status to determine whether the taxpayer and use of the property still qualifies for the exemption.

K. A taxpayer who files a timely business property return with the assessor shall be exempted the first twenty-five thousand dollars of assessed value of business property owned by each taxpayer from taxation as an optional exemption as set forth in AS 29.45.050(c). For taxpayers with multiple business property accounts, the optional exemption will be distributed among all of the accounts pro rata, based on the proportion of the assessed value in each account to the total assessed value of taxpayer's business property. This exemption shall not apply to personal property affixed to land or improvements to land, float houses, nor to motor vehicles subject to a registration tax under AS 28.10.431 and as such statute may be hereafter amended, revised, or replaced.

(Ord. 22-23 § 4, 2022; Ord. 16-45 § 4 (part), 2016; Ord. 13-29 § 4 (part), 2013; Ord. 13-26 § 4, 2013; Ord. 11-23 § 4, 2011; Ord. 06-50 § 4 (part), 2007:

Ord. 02-1658 § 4, 2002; Ord. 01-1616 § 4, 2001; Ord. 89-895 § 4, 1989; Ord. 86-694 § 4, 1986.)



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator *AA* (Acting)

From: Larry Reeder, Assessing Director

Date: April 05, 2023

Subject: Late File Application for the Senior Citizen Real Property Tax Exemption

Background

On March 27, 2023, the Assessor's Office received an application for the 2023 Senior Citizen Exemption from Ronald Dick. The applicant was informed that the Assessor had no authority to grant exemptions received after the filing deadline and that a late filing could be waived by the Assembly for good cause.

All Senior Citizen Exemption applications received after the last day of February deadline must be taken before the CBS Assembly.

Analysis

Sitka General Code 4.12.025 Exemptions (G) states:

G. Exemption applications shall be filed by no later than the last day of February of each year.

1. The assembly for good cause shown may waive the claimant's failure to make timely application and authorize the assessor to accept the application as if timely filed. "Good cause" shall mean:

a. Extraordinary circumstances beyond the control of the claimant, including but not limited to a medical condition or disability, impaired mental capacity, illiteracy, family emergency, death in the family, or other similar serious condition

or event, that substantially impaired the claimant's ability to file a timely application.

b. Extraordinary circumstances for a finding of good cause do not include late filing due to the claimant's inadvertence, oversight, or lack of knowledge regarding the filing requirements or deadline, financial hardship or failure to pick up or read mail or to make arrangements for an appropriate and responsible person to pick up or read mail.

If a failure to timely file has been waived and the application approved, the amount of the tax that the claimant has already paid for the property exempted shall be refunded to the claimant.

2. The city and borough shall not accept a late application for an exemption under subsection A or B of this section that is filed more than ninety days after the date the application was due for the assessment year for which the exemption is sought, regardless of good cause.

Assessor comments:

Applicant meets the qualifications to be able to receive the Senior Citizen Exemption.

The applicant has submitted documentation explaining what he believes to be good cause.

The last day of February Exemption Deadline was publicized in a newspaper article, paid newspaper advertisements, on the CBS website, and presented at an Assembly meeting.

The applicant has submitted a letter with attachments for your consideration as to whether "good cause" exists to waive his failure to timely file his application and authorize my acceptance of the late filed application for the tax year starting January 1, 2023. The applicant's letter and attachments have been sent to the Assembly separately due to HIPAA and other privacy considerations. The applicant may provide further testimony and/or evidence at the hearing. I await your decision.

Senior Citizen Property Tax Exemption

2023

DUE ON OR BEFORE FEBRUARY 28TH OF THE EXEMPTION YEAR
APPLICANTS MUST BE AGE 65 ON OR BEFORE DECEMBER 31ST OF THE PRECEDING YEAR
VERIFICATION OF AGE MUST ACCOMPANY FILING (PASSPORT or DRIVERS LICENSE) IF PROPERTY IS RECORDED INTO A TRUST PLEASE INCLUDE A COPY WITH YOUR APPLICATION

Return completed form and requested information to:
City & Borough of Sitka Assessor · 100 Lincoln St · Sitka, AK 99835
907-747-1822

RECEIVED MAR 27 2023

Name: Ronald E. Dick Assessor's Parcel Number: 1-4450-000
Mailing Address: 213 Gavan St Physical Address: 213 Gavan St
City: Sitka AK, Zip 99835 Legal Description: lot 1, Moore Memorial Addition

Home Phone: <u>NA</u>	Applicants date of birth: [REDACTED]	Spouses name: <u>Patricia Lee Dick</u>
Cell Phone: [REDACTED]	Applicants S.S.# [REDACTED]	Spouses date of birth: [REDACTED]
I am applying as a: <input checked="" type="checkbox"/> Senior age 65+ and spouse <input type="checkbox"/> Individual age 65 or older <input type="checkbox"/> Surviving spouse age 60 or older		
Dwelling type: <input checked="" type="checkbox"/> Single Family <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multi-Family <input type="checkbox"/> Other _____		
What percent of ownership do you alone (or jointly with your spouse) have in this property? <u>100</u> %		
Is any portion of this property used for Commercial Purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Rental Purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Is occupancy shared with someone other than your spouse and/or minor children? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, when did shared occupancy begin? Date _____ What percent of the home do they occupy? _____ % <i>If live in care is medically necessary, attach a letter from the doctor.</i>		
Do you or your spouse own property in another state? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you receive any exemptions on that property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
When traveling outside the state of Alaska, at what address do you primarily reside? <u>213 Gavan St Sitka, AK 99835</u>		
Did you or will you receive a 2023 Alaska Permanent Fund Dividend? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Will you qualify for a 2024 AK Permanent Fund Dividend? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you or have you applied? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If you answered "No" to any of the PFD questions, you must also complete the CBS Supplemental Form #1 (available at the Assessing Department or online) at - www.cityofsitka.com/government/departments/assessing		

I CERTIFY: This property is my primary residence and permanent place of abode. I will occupy it for a minimum of 185 days prior to each year in which I receive the exemption. The property is not used for non residential, temporary or vacation purposes, and is my true and fixed permanent residence. I hereby certify that the information I am supplying on and with this form is true and correct to the best of my knowledge. I authorize the City & Borough of Sitka to obtain access to records pertaining to me in possession of the State of Alaska as needed to verify my residency, age, and permanent fund dividend status. Falsely applying for an exemption or failing to notify the Borough Assessors Office of a change in exemption status, with the intent to evade taxation, is a misdemeanor and may result in fines and penalties under AS 11.56.210

Ronald E. Dick
Print or type Applicants name

[Signature]
Signature

03-27-2023
Date

****ASSESSOR'S USE ONLY****

New Filing Occupancy Inspection Age Denied Approved MARS
 Ownership Perm Fund Full Variable Scan SC Brochure

This exemption application must be filed in person with the Assessing department



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 23-15 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 4/5/2023 In control: City and Borough Assembly
On agenda: 4/11/2023 Final action:
Title: Authorizing the Municipal Administrator to apply for and execute a grant for the Community Transportation Program with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Katlian Avenue Paving and Improvements Project

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Sheet](#)
[02 Assembly Memo Res DOT CTP Katlian grant](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2023-15 on first and final reading authorizing the Municipal Administrator to apply for and execute a grant for the Community Transportation Program with the Alaska Department of Transportation and Public Facilities (ADOT&PF) for the Katlian Avenue Paving and Improvements Project.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator ~~ASA~~ (Acting)

From: Melissa Henshaw, Public and Government Relations Director
Melissa Haley, Finance Director

Date: April 5, 2023

Subject: Authorization to Execute an Alaska Department of Transportation & Public Facilities Community Transportation Program (CTP) Grant to support the Katlian Avenue Paving and Improvements Project

Grant Background

Infrastructure Investment and Jobs Act (IIJA) requires the State to have a competitive process to allow eligible entities to submit projects for funding for [The Community Transportation Program \(CTP\)](#). A competitive surface transportation program held every three years and is administered by the Alaska Department of Transportation & Public Facilities (DOT&PF).

The Call for Projects is broken into two phases. Phase one consisted of submission of a Notice of Intent to Apply (NOIA) that included project title, location, scope, short justification, and eligibility screening in order to be eligible for phase two call for projects. CBS submitted the NOIA and met with the Regional Planner to discuss scope, eligibility, management responsibilities, match requirements, estimating details, supporting documents and more.

Phase 2 – call for projects DOT&PF used the preliminary project information to determine eligibility and prepare a scope, schedule, and estimate. CBS is responsible to develop the full project application.

Awarded projects will be developed and managed by ADOT&PF as this program does not issue grants to communities directly.

Criteria include: Economic benefits, health and quality of life, safety, intermodal, contribution, M&O Costs, public support, environmental, corrects deficient roadway, cost effectiveness, deficient bridges, functional class, and others.

CTP grant key factors:

- Draft applications were due February 28, 2023. Resolutions and financial commitments are due at the time of the nomination (expected in May).

- All projects require a 9.03% local match and if the DOT&PF approved estimate increases over the life of the project, the community will be required to match the new estimate accordingly.
- The required match is based on the DOT&PF engineer's estimate, not the project sponsor's estimate. Contributions that exceed the required match per DOT&PF match policy 09.01.040 shall be considered for 3-5 additional points.
- This program is expected to award close to \$110 million for this award cycle.
- CTP Projects are limited to two project submittals per public entity not to exceed federal share amount of \$15 million per submittal as determined by DOT&PF certified estimate using recent unit cost and bid tabs from successful bids.
- Project awards will be announced in May 2023.

Project Background

Katlian Avenue is a busy road that has many uses, not only a main funnel into the downtown/main street area, but this road also has vital businesses, offices, marine services, and residents.

The asphalt and concrete surfaces are deteriorating. The current road condition is poor with extensive alligator cracking, centerline seams are failing with many potholes and pavement failures taken place that have been covered up with numerous spray patches. The current road configuration is also difficult to maintain properly essentially in the winter months performing snow and ice removal. There have been a number of traffic accidents. Aging storm drain system requires significant maintenance and poses imminent risk of failure. Drainage pipes are failing and, in some areas, so badly corroded that the bottom on the pipe is gone.

Although not a part of this grant funding opportunity, the water and sewer aging infrastructure will need to be replaced. The water infrastructure was installed in 1968; the sewer infrastructure in 1985.

Pedestrian facilities do not meet Americans with Disabilities Act (ADA) requirements. Safety improvements are needed where private properties encroach on right of way. Sidewalks are spalling, cracking, and are settling with areas of tripping hazards and severe cross slopes, poor lighting.

This project is in the General Fund's Capital Project budget for FY23, it is supported by [STA's Sitka Transportation Safety Plan](#), and [Sitka's Strategic Plan 2022-2027](#) goal 4: Plan and invest in sustainable infrastructure for future generations, specifically 4.1: Identify and pursue funding to address existing capital needs and deferred maintenance.

Fiscal Note

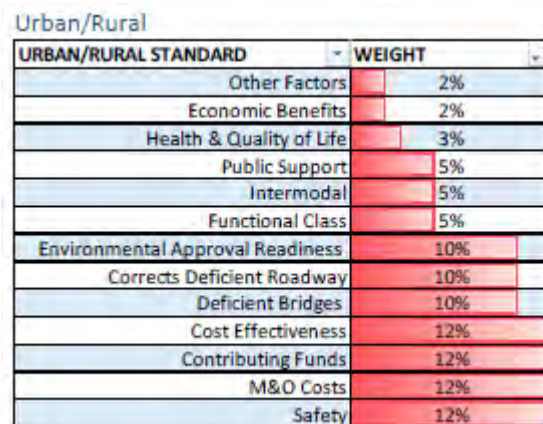
We respectfully ask the Assembly to set a match commitment for this application. The more match funds committed yields the higher score. The estimate as required to be completed by DOT&PF for the project is \$10,589,000.

This project has been assigned a comparatively high-risk score (the highest unfunded project in the General Fund). As of the date of this memo, there is \$926,238 in the FY24 capital budget for Katlian, which is \$30,000 short of the minimum required match amount of 9.03%. A discussion

is warranted to determine where additional funding would come from. Though it would be difficult to justify full Commercial Passenger Vessel Excise Tax funding for the difference, there could be potential for a combination of funding sources including from the Visitor Enhancement Fund (estimated to have approximately \$250,000 at the end of FY23). The below table shows minimum requirement for the different point levels:

	Total	State	CBS	Points	Funding need after FY24 appropriation	Possible Source(s)
					926,238	GF-Appropriation in FY24 budget
Minimum 9.03%	10,589,000	9,632,813.30	956,186.70	0	29,948.70	VEF
1% greater than minimum	10,589,000	9,526,923.30	1,062,076.70	2	135,838.70	VEF
5.1% greater than the minimum	10,589,000	9,092,774.30	1,496,225.70	3	569,987.70	VEF/CPV
10.1% greater than the minimum	10,589,000	8,563,324.30	2,025,675.70	4	1,099,437.70	VEF/CPV/GF (defund other lower-risk project)
15.1% greater than the minimum	10,589,000	8,033,874.30	2,555,125.70	5	1,628,887.70	VEF/CPV/GF (defund other lower-risk project)

As noted in the criteria weight chart below, contributing funds is weighted at the highest level at 12%.



The Resolution has been drafted with a match commitment of \$1,496,226 that would give CBS 3 points out of 5 for the “Contributing Funds” category. During the assembly meeting on March 28, 2023, the assembly requested that staff also present options to fund at the match level that would give the CBS 4 points for the “Contributing Funds” category. Two possible options have been presented below, though it is important to note that the decision of how to fund a possible

match does not need to be made at this time. In addition to the options for 4 points, we have presented below a 3rd option, should the Assembly want to consider funding at the 5 point-level.

In preparing the options below, a preliminary projection of the FY23 year-end surplus was conducted that shows a surplus of revenue over expense of approximately \$3.5 million. With this higher than anticipated projected surplus, it is reasonable to assume that there would be sufficient funding for a transfer into the Public Infrastructure Sinking Fund and that surplus could fund the higher match amount required to earn 4 or 5 points, which would result in a lower transfer to the PISF for FY23, which would impact how much funding was available to fund capital projects for FY25. Possible funding scenarios are below:

Option 1 to cover match that will earn 4 points

Existing FY24 appropriation	926,238	
Visitor Enhancement	220,000	
CPV Funds	350,000	
Use anticipated FY23 surplus	529,438	Lower transfer to the PISF for FY25 budget
<hr/>		
TOTAL	2,025,676	

Option 2 to cover match that will earn 4 points

Existing FY24 appropriation	926,238	
Visitor Enhancement	220,000	
CPV Funds	350,000	
Reallocate FY24 capital funding	529,438	Take from 2 phases of Lincoln Street (FY27/FY28)
<hr/>		
TOTAL	2,025,676	

Option 3 to cover match that will earn 5 points

Existing FY24 appropriation	926,238	
Visitor Enhancement	220,000	
CPV Funds	350,000	
Reallocate FY24 capital funding	1,058,888	Lower transfer to the PISF for FY25 budget
<hr/>		
TOTAL	2,555,126	

Recommendation

Approve this resolution authorizing the Municipal Administrator to execute a Community Transportation Program (CTP) grant for the Katlian Avenue Paving and Improvements Project and include a match commitment.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2023-15

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR AND EXECUTE A GRANT FOR THE COMMUNITY TRANSPORTATION PROGRAM WITH THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (ADOT&PF) FOR THE KATLIAN AVENUE PAVING AND IMPROVEMENTS PROJECT

WHEREAS, Katlian Avenue is in poor condition with road, sidewalk, asphalt, and concrete surfaces deteriorated beyond their useful life and not meeting current Americans with Disabilities Act (ADA) requirements; and

WHEREAS, the CBS received a request from the ADOT&PF to nominate projects for inclusion in the Alaska Community Transportation Program as outlined in the ADOT&PF's application packet; and

WHEREAS, the CBS is participating as an eligible project sponsor in the ADOT&PF Community Transportation Program; and

WHEREAS, federal monies are available under a Community Transportation Program, administered by ADOT&PF, for the purpose of creating and promoting the planning and development of transportation projects in Alaska; and

WHEREAS, the CBS acknowledges the scope, schedule, and estimate confirmation provided by the State of Alaska Department of Transportation & Public Facilities Southcoast Region; and

WHEREAS, the CBS acknowledges availability of the required match of no less than 9.03% understanding that more points are scored for a higher match; and

WHEREAS, after appropriate public input and due consideration, the governing body of CBS has recommended that an application be submitted to the State of Alaska for the Katlian Avenue Paving and Improvements Project.

NOW, THEREFORE, BE IT RESOLVED by the Assembly of the City and Borough of Sitka to authorize the CBS Municipal Administrator to apply for and execute a grant with ADOT&PF for the Community Transportation Program with a match commitment of 14.13% totaling \$1,496,226.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 11th day of April 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading 4/11/2023

Sponsor: Administrator

Scope, Schedule, Estimate (SSE) Confirmation

Project Name	Katlian Street Paving and Improvements		
DATE	20-Feb-23	CATEGORY	Modernization
NEED ID	tbd	REASON	<input checked="" type="radio"/> New Project <input type="radio"/> Update SSE

PLANNING SSE

PROPOSED SCOPE	<p>Rehabilitate Katlian St from Lincoln Street to Halibut Point Road (~4000') to include reconstruction of failing pavement, drainage, and sidewalks accessing Sitka's Indian Village and the core downtown. Project will improve safety and accessibility with the incorporation of bus stops, ADA compliant sidewalks and raised crossings, textured paving to calm traffic speeds, parking areas, and other public spaces were possible in support of public health, safe mobility, and strengthened commerce. Accessibility will be improved to better serve the underprivileged through the incorporation of shared street design in accordance with FHWA-HEP-17-096 for accommodating pedestrians with vision disabilities including multimodal design features such as shared lane markings, improved channelization, signage, lighting, and pedestrian priority improvements.</p> <p>Estimate below provided by community:</p>
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PLANNING ESTIMATE	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL
<i>Design</i>	100,000	800,000	200,000								1,100,000
<i>Utilities</i>											-
<i>Right of Way</i>											-
<i>Construction</i>			7,600,000								7,600,000
TOTAL	100,000	800,000	7,800,000	-							8,700,000

CONFIRMED SSE

CONFIRMED SCOPE	<p>Rehabilitate Katlian St from Lincoln Street to Halibut Point Road (~4000') to include reconstruction of failing pavement, drainage, and sidewalks accessing Sitka's Indian Village and the core downtown. Project will improve safety and accessibility with the incorporation of bus stops, ADA compliant sidewalks and raised crossings, textured paving to calm traffic speeds, parking areas, and other public spaces were possible in support of public health, safe mobility, and strengthened commerce. Accessibility will be improved to better serve the underprivileged through the incorporation of shared street design in accordance with FHWA-HEP-17-096 for accommodating pedestrians with vision disabilities including multimodal design features such as shared lane markings, improved channelization, signage, lighting, and pedestrian priority improvements.</p>
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ENGINEERS CONFIRMED	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTAL
<i>Design</i>	1,448,000	621,000									2,069,000
<i>Utilities</i>											-
<i>Right of Way</i>			250,000								250,000
<i>Construction</i>				8,270,000							8,270,000
TOTAL	1,448,000	621,000	250,000	8,270,000							10,589,000

Scope, Schedule, Estimate (SSE) Confirmation

Project Name	Katlian Street Paving and Improvements		
DATE	2/23/2023	CATEGORY	Modernization
NEED ID	tbd	REASON	<input checked="" type="radio"/> New Project <input type="radio"/> Update SSE

CONSIDERATIONS

SSE	Value	Comments
<i>Basis for Estimate</i>	Itemized Approximate	
<i>Field Review or Recon</i>	No	
<i>List Assumptions & Unknowns</i>	All quantities were estimated using Google Maps and project as-builts. Unit prices are based on historical bids.	

ENVIRONMENTAL	Value	Comments
<i>Anticipated Environmental Doc</i>	CE	
<i>Environmental Doc Prep Time</i>	0.5 to 1.5 years	
<i>4(F) Involvement</i>	Yes	Due to cultural/historic resources (assuming no adverse effect).
<i>Permits Required</i>	No	
<i>List Assumptions & Unknowns</i>	The project area has one eligible building, one National Historic Landmark, and one NRHP-listed building. NPS would be involved.	

ROW	Value	Comments
<i>Confidence in ROW Estimate</i>	Moderate	
<i>List Assumptions & Unknowns</i>	The City of Sitka's website provides a GIS ROW map. The ROW width is about 60' near Halibut Point Road but narrows down to about 32' after Littlefield Way.	

UTILITY	Value	Comments
<i>Confidence in Utility Estimate</i>	Low	
<i>List Assumptions & Unknowns</i>	A survey of overhead and underground utilities is needed.	

OTHER	Value	Comments
<i>Impacts to Annual M&O</i>	Yes	Maintenance and operation of the road will be the City of Sitka.
<i>Bridge Work Included</i>	No	
<i>Geotech Considerations</i>	Yes, a geotechnical investigation will be needed for the project.	
<i>List Assumptions & Unknowns</i>		

CERTIFICATION & APPROVAL

Please adjust comment boxes to fit all text before converting to PDF

Confirmed SSE Prepared By	Mar with DOWL	3/10/23
Confirmed SSE Pre-Construction Approval	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <small>Name</small> <small>DocuSigned by:</small> <small>Kirk Miller</small> <small>Signature, Pre-Construction Engineer</small> </div> <div style="text-align: right;"> <small>Date</small> 3/10/2023 </div> </div>	
Confirmed SSE Planner Approval	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <small>Name</small> <small>DocuSigned by:</small> <small>Marie Heidemann</small> <small>Signature, Planning Chief</small> </div> <div style="text-align: right;"> <small>Date</small> 3/10/2023 </div> </div>	
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <small>Name</small> Marie Heidemann </div> <div style="text-align: right;"> <small>Date</small> 3/10/2023 </div> </div>	



SSE Estimate

State of Alaska - Department of Transportation and Public Facilities

Southcoast Region

Project Name: Katlian Street Paving and Improvements

Project Number: Unassigned

SCOPE: Rehabilitate Katlian St from Lincoln Street to Halibut Point Road (~4000') to include reconstruction of failing pavement, drainage, and sidewalks accessing Sitka's Indian Village and the core downtown. Project will improve safety and accessibility with the incorporation of bus stops, ADA compliant sidewalks and raised crossings, textured paving to calm traffic speeds, parking areas, and other public spaces were possible in support of public health, safe mobility, and strengthened commerce. Accessibility will be improved to better serve the underprivileged through the incorporation of shared street design in accordance with FHWA-HEP-17-096 for accommodating pedestrians with vision disabilities including multimodal design features such as shared lane markings, improved channelization, signage, lighting, and pedestrian priority improvements.

ITEM No.	Pay Item	Pay Unit	Quantity	Unit Price	Amount
201.0009.0000	Clearing and Grubbing	LS	ALL REQ'D	\$ 1,000.00	\$ 1,000.00
202.0001.0000	Removal of Structures and Obstructions	LS	ALL REQ'D	\$ 2,000.00	\$ 2,000.00
202.0002.0000	Removal of Pavement	SY	8,890.0	\$ 12.00	\$ 106,680.00
202.0009.0000	Removal of Curb and Gutter	LF	7,000.0	\$ 9.00	\$ 63,000.00
301.0001.00D1	Aggregate Base Course, Grading D-1	TON	2,880.0	\$ 60.00	\$ 172,800.00
306.0001.0000	ATB	TON	1,510.0	\$ 300.00	\$ 453,000.00
401.0001.002A	HMA, Type II; Class B	TON	1,006.7	\$ 250.00	\$ 251,666.67
401.0004.5828	Asphalt Binder, Grade PG 58-28	TON	53.4	\$ 1,500.00	\$ 80,030.00
402.0001.STE1	STE-1 Asphalt for Tack Coat	TON	3.0	\$ 1,000.00	\$ 3,000.00
603.0001.0024	CSP 24 Inch	LF	2,500	\$ 200.00	\$ 500,000.00
604.0001.0000	Storm Sewer Manhole	EA	8	\$ 9,000.00	\$ 72,000.00
604.0005.000A	Inlet, Type A	EA	40	\$ 5,000.00	\$ 200,000.00
608.0001.0004	Concrete Sidewalk, 4 inches thick	SY	4,450.0	\$ 175.00	\$ 778,750.00
608.0006.0000	Curb Ramp	EACH	16.0	\$ 4,500.00	\$ 72,000.00
606.0001.0000	W-Beam Guardrail	LF	37.5	\$ 120.00	\$ 4,500.00
606.0006.0000	Removing and Disposing of Guardrail	LF	87.5	\$ 25.00	\$ 2,187.50
606.0013.0000	Parallel Guardrail Terminal	EACH	1.0	\$ 8,000.00	\$ 8,000.00
609.0002.0001	Curb and Gutter, Type 1	LF	7,000.0	\$ 45.00	\$ 315,000.00
615.0001.0000	Standard Sign	SF	300.0	\$ 150.00	\$ 45,000.00
618.0002.0000	Seeding	LB	12.0	\$ 250.00	\$ 3,000.00
618.0003.0000	Water for Seeding	MGAL	8.0	\$ 250.00	\$ 2,000.00
620.0001.0000	Topsoil	SY	888.9	\$ 15.00	\$ 13,333.33
639.2000.0000	Approach	EACH	8.0	\$ 1,500.00	\$ 12,000.00
640.0001.0000	Mobilization and Demobilization	LS	ALL REQ'D	10% BB	\$ 317,000
640.0004.0000	Worker Meals and Lodging, or Per Diem	LS	ALL REQ'D	5% BB	\$ 159,000
641.0001.0000	Erosion, Sediment and Pollution Control Administration	LS	ALL REQ'D	2% BB	\$ 64,000
641.0003.0000	Temporary Erosion, Sediment and Pollution Control	LS	ALL REQ'D	2% BB	\$ 64,000
641.0005.0000	Temporary Erosion, Sediment and Pollution Control by Directive	CS	ALL REQ'D	5% BB	\$ 159,000
641.0006.0000	Withholding	CS	ALL REQ'D	\$ -	\$ -
641.0007.0000	SWPPP Manager	LS	ALL REQ'D	5% BB	\$ 159,000
642.0001.0000	Construction Surveying	LS	ALL REQ'D	5% BB	\$ 159,000
642.0003.0000	Three Person Survey Party	HR	8.0	\$ 300	\$ 2,400
643.0002.0000	Traffic Maintenance	LS	ALL REQ'D	15% BB	\$ 475,000
643.0003.0000	Permanent Construction Signs	LS	ALL REQ'D	3% BB	\$ 95,000
643.0023.0000	Traffic Price Adjustment	CS	ALL REQ'D	\$ -	\$ -
643.0025.0000	Traffic Control	CS	ALL REQ'D	5% BB	\$ 159,000
643.0032.0000	Flagging	CS	ALL REQ'D	5% BB	\$ 159,000
644.0001.0000	Field Office	LS	ALL REQ'D	\$ 2,000	\$ 2,000.00
644.0002.0000	Field Laboratory	LS	ALL REQ'D	\$ 2,000	\$ 2,000.00
644.2004.0000	Engineering Communications	CS	ALL REQ'D	\$ 2,000	\$ 2,000.00
646.0001.0000	CPM Scheduling	LS	ALL REQ'D	\$ 2,000	\$ 2,000.00
670.0001.0000	Painted Traffic Markings	LS	ALL REQ'D	\$ 1,000	\$ 1,000.00

Subtotal \$ 5,141,347.50

Contingency 20% \$ 1,028,270.00

CE @ 25% \$ 1,542,404.00

Subtotal \$ 7,712,021.50

ICAP @ 7.18% \$ 553,723.14

Phase 4 Total \$ 8,265,744.64

Rounded Phase 4 Total \$ 8,270,000.00

Katlian Street Paving and Improvements SSE Notes:

Design Speed:

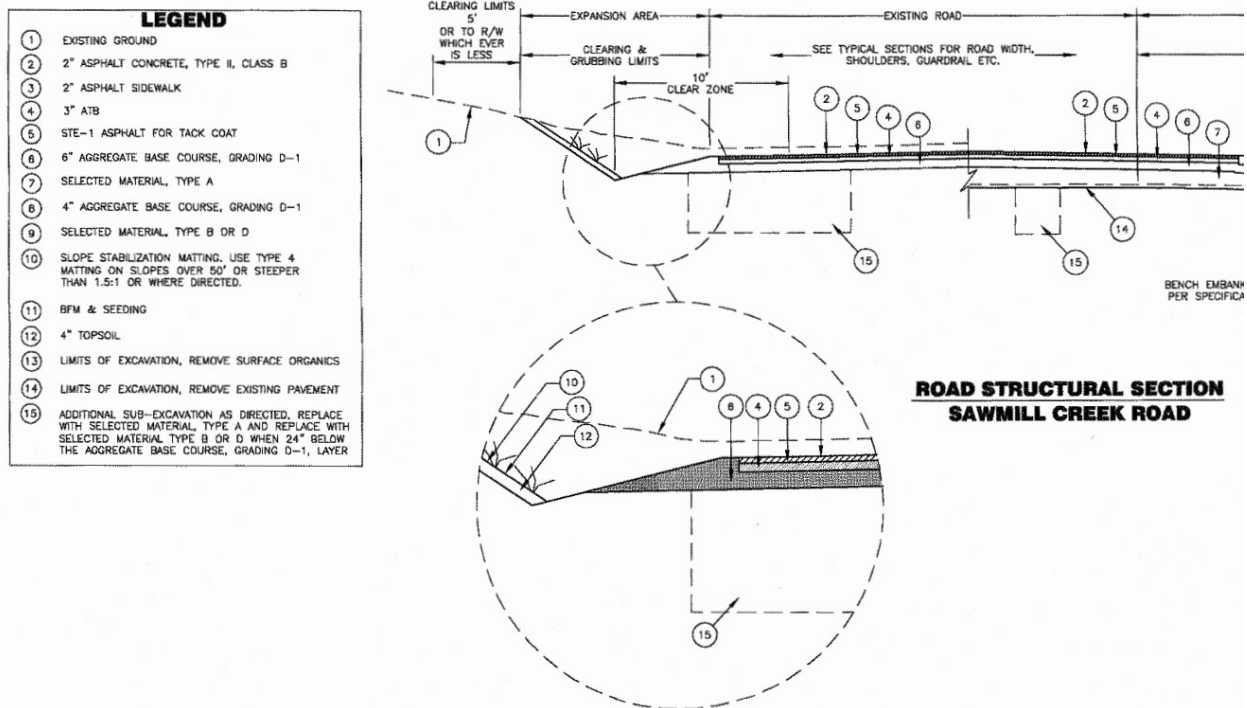
Section 1160.5.3 of the Highway Preconstruction Manual (HPCM) states to use the minimum design speed or posted speed limit. The project will use a design speed of 25mph, which is the posted speed limit for Katlian Street.

Lane and Shoulder Width:

Section 5.3.2 – Width of Traveled Way, pg. 5-13 of the AASHTO GB states that travel lanes for a local urban street should be 10' to 11'. Using Google Earth, the existing roadway width of Katlian Street is 20'. It will be assumed the travel lanes for the road will be 10'.

Typical Section:

For estimating purposes, the typical section will follow a recent SR DOT&PF as-built project. Based on the Sawmill Creek Road Upgrade Phase III – Whale Park to Sawmill Creek Bridge project, the typical section consisted of 2" of HMA, Type II; Class B, tack coat, 3" of ATB, asphalt binder, and 6" of Aggregate Base Course, Grading D-1. See typical section below:



Drainage:

Proposed drainage improvements include replacing curb and gutter, storm drain pipes, manholes, and storm drain inlets. Based on the City and Borough of Sitka Stormwater Management Plan (June 2013), it was estimated that the length to replace the storm drain pipes is about 2,500'. It was also estimated that the number of manholes and inlets to be replaced is 8 and 40, respectively. See attached City and Borough of Sitka Stormwater Management Plan.

ROW:

Based on the City of Sitka's official GIS map, the project area is within the city's ROW. However, due to tight ROW and adjacent properties, further ROW investigation may be needed.

Utilities:

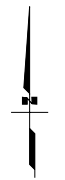
No public utility records were found, and as a result, a survey of overhead and underground utilities of Katlian Street will be needed.

Maintenance & Operations (M&O):

The road is owned by the City of Sitka. Katlian Street will be maintained and operated by the City of Sitka.



— Road Improvement



0 300 600 Feet



KATLIAN STREET PAVING AND IMPROVEMENTS

STATE OF ALASKA
 DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
 6860 GLACIER HIGHWAY, JUNEAU, AK 99811

FEBRUARY 21, 2023

FIGURE 1



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 23-13 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 4/5/2023 In control: City and Borough Assembly

On agenda: 4/11/2023 Final action:

Title: Authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Housing Program Area for \$300,000 for the Housing Land Feasibility Study

Sponsors:

Indexes:

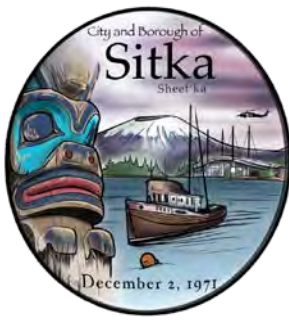
Code sections:

Attachments: [01 Motion](#)
[02 Assembly Memo Denali Commission Housing Grant for Housing Land Feasibility Study](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2023-13 on first and final reading authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Housing Program Area for \$300,000 for the Housing Land Feasibility Study.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator *ALA* (Acting)

From: Amy Ainslie, Planning and Community Development Director
Melissa Henshaw, Public and Government Relations Director

Date: April 5, 2023

Subject: Authorization to Apply for a Denali Commission Funding Opportunity under the Housing Program Area for the Housing Land Feasibility Study

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:

- The grant was announced February 3, 2023, and applications are due by April 14.
- The Housing program area has \$300,000 in available funds.
- Applicants may request awards up to \$300,000; the Commission anticipates making one or more awards.
- There is no cost share (match) required for non-construction projects.
- The Housing program area is for projects that address the lack of affordable housing and structural challenges of building housing in rural Alaska.
- Funds made available for this program area come from the Commission's annual federal congressional appropriation.

Project Background

The Comprehensive Plan 2030 and 2022-2027 Strategic Plan both identify housing availability and affordability as significant community issues warranting high prioritization for CBS project work. The Housing Land Feasibility Study will be managed by the Planning and Community Development Department and aims to understand the best opportunities for housing development on municipal lands. Analyzing the geophysical aspects of lands (slope, soils, wetlands, hydrology, natural hazards, etc.) will inform the amount of land that is suitable for development and at what density. Development costs will also be studied through conceptual designs and cost estimates for roads and utilities. This critical information will support informed decision-making around land development and/or disposal.

Fiscal Note

The FY2024 Draft Administrator's Budget includes \$750,000 in General Fund capital for this project. This grant will help offset those expenses, preserving availability of funding for future phases of housing development work.

Recommendation

Approve this resolution authorizing the Municipal Administrator to apply for a Denali Commission Funding Opportunity under the Housing project area for \$300,000 for the Housing Land Feasibility Study.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2023-13

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR A DENALI COMMISSION GRANT UNDER THE HOUSING PROGRAM AREA FOR \$300,000 FOR THE HOUSING LAND FEASIBILITY STUDY

WHEREAS, Sitka has long recognized the challenges to community and economic well-being resulting from the lack of housing affordability and availability; and

WHEREAS, the Sitka Comprehensive Plan 2030 Housing Goal is to, “Expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods.”; and

WHEREAS, the Sitka 2022-2027 Strategic Plan Action 1.1 is to, “Develop a plan to improve housing options for all in Sitka.”; and

WHEREAS, the municipality is a significant land holder that wishes to better understand its opportunities to contribute to housing availability and affordability through its lands; and

WHEREAS, the Housing Land Feasibility Study will identify the best opportunities on municipal land for housing development informed by study results regarding land developability, housing density potential, and development costs, and

WHEREAS, the Denali Commission announced a grant opportunity and CBS is eligible for up to \$300,000.

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 Housing program area for \$300,000 for the Housing Land Feasibility Study.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 11th day of April 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading: 4/11/2023

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 23-14 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 4/5/2023 In control: City and Borough Assembly
On agenda: 4/11/2023 Final action:
Title: Authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Infrastructure Fund Program Area for \$1,099,165 for purchase of a 150-ton haul out lift for the Gary Paxton Industrial Park (GPIP) Haul Out Project

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Sheet](#)
[02 Assembly Memo Denali Commission Infrastructure Grant for GPIP Haul Out Lift](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2023-14 on first and final reading authorizing the Municipal Administrator to apply for a Denali Commission Grant under the Infrastructure Fund Program Area for \$1,099,165 for purchase of a 150-ton haul out lift for the Gary Paxton Industrial Park (GPIP) Haul Out Project.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator *ALA* (Acting)

From: Melissa Henshaw, Public and Government Relations Director

Date: April 5, 2023

Subject: Authorization to Apply for a Denali Commission Funding Opportunity under the Infrastructure Fund Program Area for the Gary Paxton Industrial Park (GPIP) Haul Out Lift

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:

- The grant was announced February 3, 2023, and applications are due by April 14.
- The Infrastructure Fund program area has \$10 million in available funds.
- Applicants may request awards up to \$2 million.
- There is no cost share (match) required for non-construction projects.
- The Infrastructure Fund program area is for projects that promote rural development in Alaska.
- Funds made available for the Infrastructure Fund come from the BIL.

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 GPIIP that has the capability of hauling out vessels up to 150 tons as well as hauling out larger barges for repair and refurbishment. Specifically, CBS is seeking to construct a marine vessel haul out facility and an EPA approved boat washdown area(s). Additionally, 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.

Part of the cost of Phase 1 includes the equipment to physically haul vessels out of the water and on to land for repairs/maintenance. In order to help offset costs for the project, this funding opportunity is for the purchase of a Marine Travelift Boat hoist. See attached for specs.

Fiscal Note

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. Initial cost estimates for phase 1 are \$12 million, leaving Sitka with a \$4 million shortfall to have a basic operating haul out. Phase 2 consists of an upland shipyard development estimated to cost an additional \$5 million.

Non-construction projects do not require a match, the Marine Travelift Boat Hoist cost is \$1,099,165.00 FOB factory. CBS will be responsible for shipping, which would be covered by the existing appropriation of \$8.2 million.

Recommendation

Approve this resolution authorizing the Municipal Administrator to apply for a Denali Commission Funding Opportunity under the Infrastructure Fund project area for \$1,099,165 to support a Marine Travelift Boat Hoist for the GPIIP Haul Out project.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2023-14

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR A DENALI COMMISSION GRANT UNDER THE INFRASTRUCTURE FUND PROGRAM AREA FOR \$1,099,165 FOR PURCHASE OF A 150-TON HAUL OUT LIFT FOR THE GARY PAXTON INDUSTRIAL PARK (GPIP) HAUL OUT PROJECT

WHEREAS, Sitka's main private haul out facility serving Sitka's marine fleet closed March 31, 2022, leaving the community with no way to fully serve our critical commercial fishing and maritime fleet; and

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, the Denali Commission announced a grant opportunity and CBS is eligible for up to \$2 million; and

WHEREAS, the GPIP Board and CBS have been working on vessel haul out development plans since acquiring the old pulp mill site in 1999; and

WHEREAS, the community voted in October 2022 to allocate \$8.2 million of the city's Permanent Fund to begin development of a haul out with a cost of \$17 million which includes a shortfall for phase 1 of \$4 million to have a basic operating haul out not including phase 2 for the uplands shipyard development.

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 Transportation program area for \$1,099,165 for a haul out lift for the GPIP Haul Out project.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 11th day of April 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading: 4/11/2023

Sponsor: Administrator

150 TG

MOBILE BOAT HOIST
150 Metric Ton Capacity - Tier 4

MARINE  TRAVELIFT®

PRELIMINARY SPECIFICATIONS

	US Measure	Metric
General Information		
Rated lifting capacity	330,000 lbs	150,000 kg
Shipping weight	105,000 lbs	47,630 kg
*Machine shipped disassembled.		
Inside clear height	30'0"	9.14 m
Inside clear width	28'0"	8.53 m
Engine		
Engine make/model	John Deere 4.5L – Tier 4	
Horsepower	139 HP @ 2200 RPM / 104 kW	
Cooling	Liquid	
Service Capacities		
Oil tank capacity	57 Gal	216 L
Fuel tank capacity	50 Gal	189 L
Hoist System		
Hoist	(4) Independent Hydraulic Controls	
Hoisting speed (standard)	5 ft/min	1.52 m/min
Hoisting speed (low/high) (optional)	5/11 ft/min	1.52/3.35 m/min
Wire rope		
Number of parts of lines	32	
Wire rope	3/4" (19 mm), Compacted 8 x 26, Galvanized IWRC	
Depth below grade (standard)	5'0"	1.52 m
Depth below grade (optional)	20'0"	6.10 m
Slings		
Maximum sling spacing	31'6"	9.60 m
Powered sling adjustment	Two	
Slings	(8) Nylon 2-ply, Quick disconnect pin	
Protection	Keel pads and Chine pads	
Sling dimension	12" x 44'	0.30 m x 13.41 m
Drive System		
Drive type	Hydrostatic, closed loop	
Travel speed (standard)	70 ft/min	21.34 m/min
Travel speed (low/high) (optional)	70/140 ft/min	21.34/42.67 m/min
Gradeability		
Gradeability (standard)	5%	
Increased Gradeability (optional)	8.5%	
*Increased gradeability reduces travel speeds.		
**Gradeability shown for concrete or asphalt surfaces. For other surfaces, deduct as follows: Hard packed ground or gravel...2%; Loose gravel...2 to 7%; Mud...2 to 13%; Soft sand...4 to 13%.		
Tires		
Tire type	(8) 18.00 - 25	
Tire pressure	145 PSI	10.0 Bars
Steering type	2-WS at 90°	
2-WS inside turning radius	0'0"	0.00 m
2-WS outside turning radius	49'10"	15.19 m
Exterior Paint		
PPG Protective Coating		
Color	Blue & Grey	
Primer	Zinc Rich Epoxy	
Paint	Engineered Siloxane	



(Machine may be shown with options)

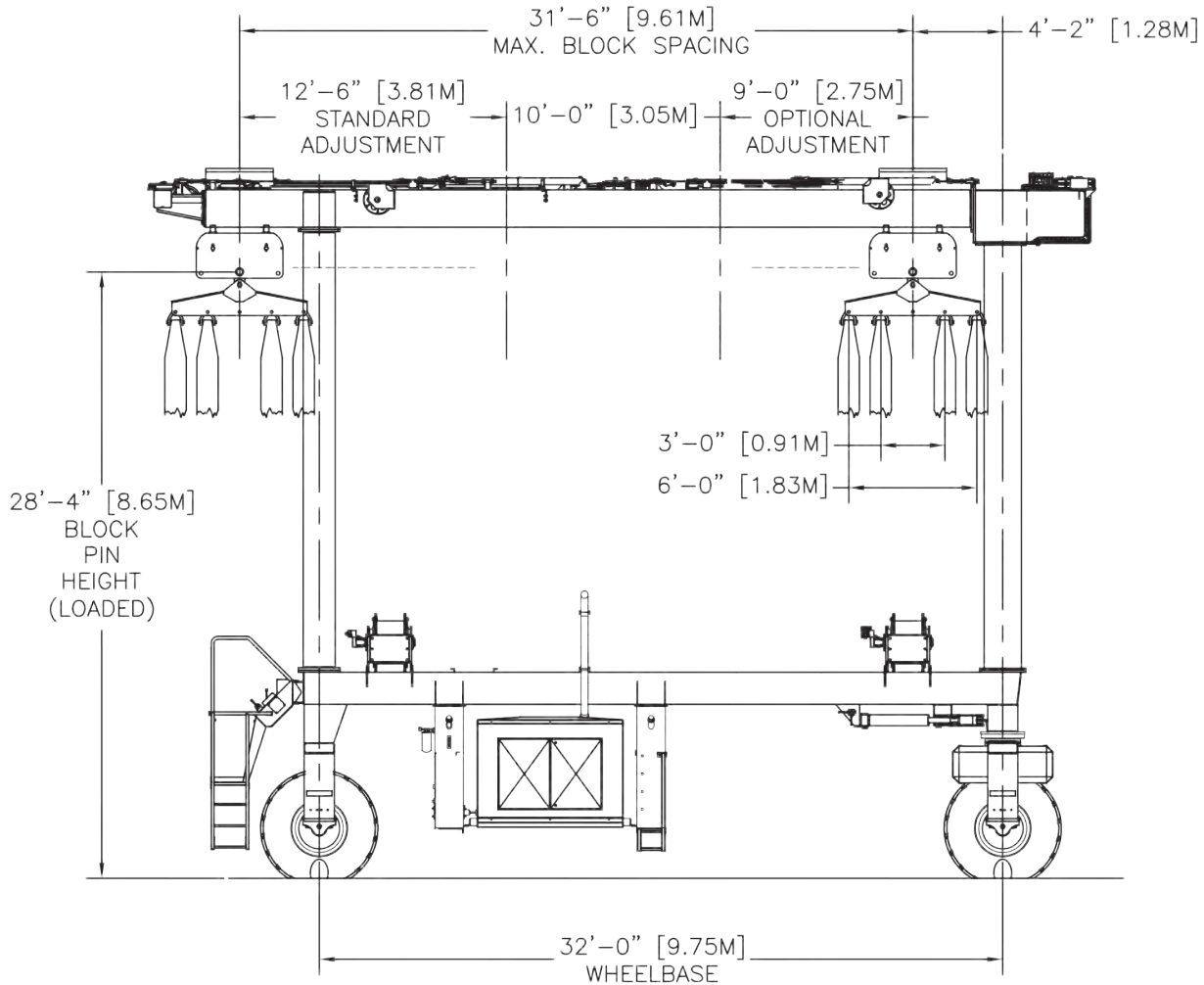
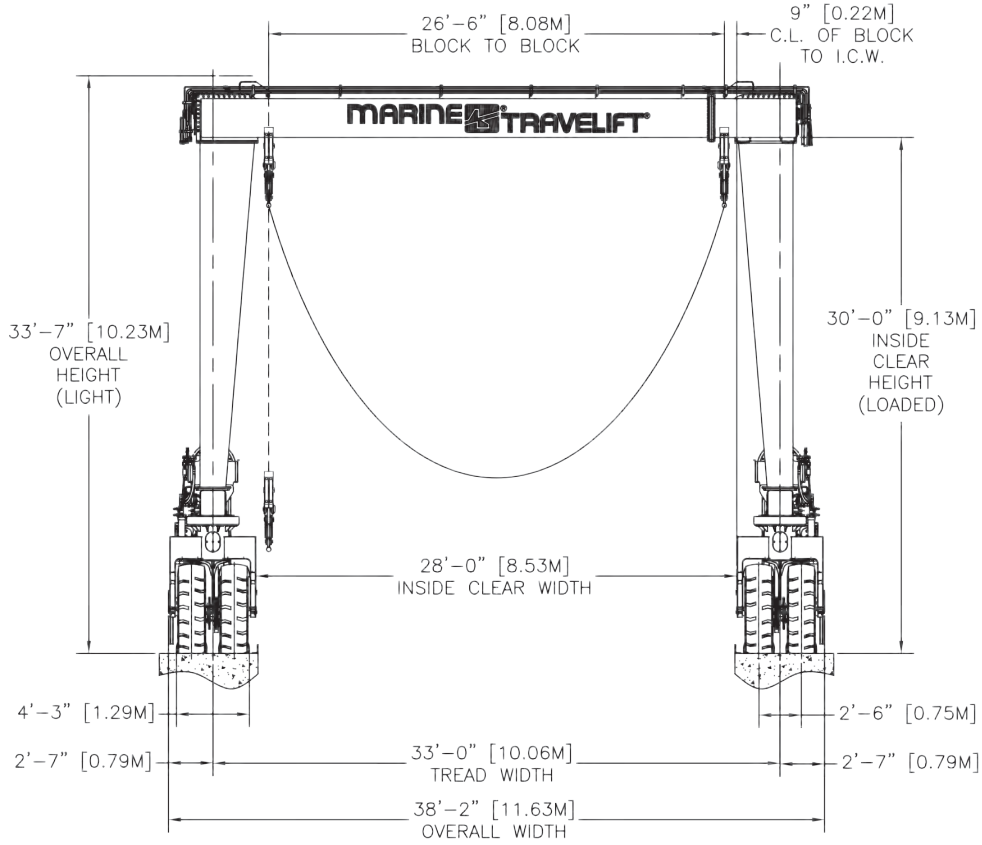
STANDARD EQUIPMENT

- Pivot Trunnion
- Remote Diagnostics
- Intelligent Electronic Load Indicator
- Hydraulic Oil Temperature Monitor
- Hydraulic Pump Pressure Monitor
- Cab Control Direct to Valve
- Industrial Tires
- Formed Steel Structure
- Slew Bearing for Steer Wheels
- Bolting Flange in Top Beam
- Stainless Steel Tubing
- O-Ring Face Seal Hydraulic Fittings
- Cordura Hose Covers
- Parallel Groove Drums
- Chine & Keel Pads
- Greaseless Hydraulic Sling Adjustment
- Hoist 2-Block Systems
- Mechanically Synchronized Hoists

OPTIONS

- Customizable in Height and Width
- Wireless Remote Control with LCD Display
- All Wheel Electronic Steering
- 2 Speed Drive
- Increased Gradeability
- AVT Fuel Saver (Wireless Remote Control Required)
- Customized Spreader Bars Extension
- Enclosed Cab with Heater, Defroster Fan, & Wiper
- LED Work & Drive Lights
- Sound Suppression Kits
- 2 Speed Hoist
- Single tire per corner
- Tire Pressure Monitor
- Change in Block Drop (Below Pier Level)
- Cold Start Kit
- CE Compliance

*Height & width can be modified to fit customer specifications.





CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 23-12 Version: 1 Name:
Type: Resolution Status: AGENDA READY
File created: 4/5/2023 In control: City and Borough Assembly
On agenda: 4/11/2023 Final action:
Title: Authorizing the Municipal Administrator to apply for a Maritime Administration Department of Transportation Port Infrastructure Development Program (PIDP) Grant for \$4,711,399 with a 20% match commitment to support the Eliason Harbor Electrical System Replacement Project

Sponsors:

Indexes:

Code sections:

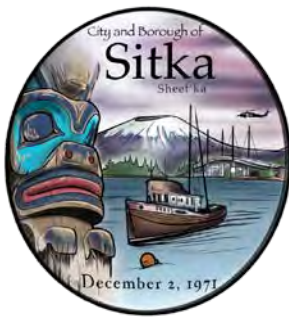
Attachments: [01 Motion Sheet](#)
[02 Assembly Memo PIDP Grant Eliason](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Resolution 2023-12 on first and final reading authorizing the Municipal Administrator to apply for a Maritime Administration Department of Transportation Port Infrastructure Development Program (PIDP) Grant for \$4,711,399 with a 20% match commitment to support the Eliason Harbor Electrical System Replacement Project.

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CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator ~~AAA~~ (Acting)

From: Melissa Henshaw, Public and Government Relations Director

Date: April 5, 2023

Subject: Authorization to Apply for a Maritime Administration's Port Infrastructure Development Program Grant to support the Eliason Harbor Electrical System Replacement Project

Grant Background

Link to the FY 2023 Port Infrastructure Development Program (PIDP):

<https://www.maritime.dot.gov/office-port-infrastructure-development/port-and-terminal-infrastructure-development/2019-port-1>

This is a port and intermodal improvement program to improve the safety, efficiency, or reliability of the movement of goods through ports and intermodal connections to ports. The Infrastructure Investment and Jobs Act and Consolidated Appropriations Act 2023 appropriated a total of \$662.2 million for FY 2023.

Funds for the PIDP are to be awarded as discretionary grants on a competitive basis for projects that support the program objectives: 1) achieving safety, efficiency, or reliability improvements 2) supporting economic vitality at the regional or national level; 3) leveraging federal funding to attract non-federal sources of infrastructure investment; and 4) port resilience with the following selection considerations: climate change and sustainability; equity and Justice40; and workforce development, job quality, and wealth creation.

PIDP Grant key factors:

- PIDP Grant applications are due April 28, 2023.
- There is no minimum award nor maximum.
- No more than 25% will be awarded to any one state.
- 25% of the funds are reserved for small projects and small ports.
- Only one application is allowed.
- Funds are to be obligated by September 30, 2026, and expended within five years of obligation.

Project Background

Eliason Harbor, once referred to as New Thomsen Harbor, was designed by the Alaska Department of Transportation and Public Facilities and constructed in two phases beginning in 1996 and completed in 1999. The electrical system has reached the end of its life. The main feeder cable to the harbor has failed multiple times, in each case requiring Harbor, Electric, Fire, and Police Departments response and even resulting in a small fire on the main float.

The scope of work for this project includes the replacement of the components of the harbor which are in the worst condition: main service equipment, main distribution panelboard and load centers on the floats, and main cables between these components and the new pedestals. Materials and components included are proven to have a long service life in a marine environment. Modifications to the floats will allow the cables to have proper bending radii and chafe protection.

This project is included in the [Sitka Harbor System Master Plan](#) – and the assembly has already approved appropriations totaling \$5.1 million, though paying for this project from working capital is significant burden on the fund. It is a [FY2024 Legislative Priority](#) and is supported by the [Sitka's Strategic Plan 2022-2027](#) goal 4: Plan and invest in sustainable infrastructure for future generations, specifically 4.1: Identify and pursue funding to address existing capital needs and deferred maintenance. In progress is a Sitka Harbor Facilities Condition Assessment that includes an Eliason Harbor electrical inspection.

Fiscal Note

Estimated Project Cost:

\$4,711,399 amount requested

\$1,177,850 20% match

\$5,899,249 total

If funded, the infrastructure improvements will be accounted for within the Harbor Department Enterprise Fund as a capital project.

The 20% match commitment of \$1,177,850 for the Eliason Harbor Electrical replacement will come from the Harbor Fund and has already been appropriated for the project. Should this grant be approved, over \$4 million will be freed up.

Recommendation

Approve this resolution authorizing the Municipal Administrator to apply for a PIDP 2023 Grant with the Department of Transportation (DOT) for \$4,711,399 with a 20% match commitment to support reconstruction of the electrical system for Eliason Harbor.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2023-12

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO APPLY FOR A MARITIME ADMINISTRATION DEPARTMENT OF TRANSPORTATION PORT INFRASTRUCTURE DEVELOPMENT PROGRAM (PIDP) GRANT FOR \$4,711,399 WITH A 20% MATCH COMMITMENT TO SUPPORT THE ELIASON HARBOR ELECTRICAL SYSTEM REPLACEMENT PROJECT

WHEREAS, the working waterfront at Eliason Harbor serves Sitka with moorage, tidal grid, gear work floats, and drive-down load/unloading zones that accommodates up to 242 permanently moored vessels and has averaged approximately 323 unique transient vessels in a given year including commercial fishing, recreation, and charter vessels; and

WHEREAS, the National Oceanic and Atmospheric Administration (NOAA) records show Sitka was ranked 16th port in the U.S. for millions of pounds landed in 2021 with 78.5 million pounds and 14th for U.S. dollars in the same year with \$73.4 million, and ranked 7th port among Alaska ports reporting landings and value in the U.S.; and

WHEREAS, the fishing industry is an important component in this community and furthermore, the capability to have a working waterfront to move product and conduct business is essential; and

WHEREAS, in July 2020 an inspection report of the electrical system stated that the infrastructure had continued to deteriorate from the poor condition in 2018, the harbor was so far past its service life that portions are unserviceable due to severe corrosion; and

WHEREAS, the Maritime Administration, announced a PIDP 2023 grant opportunity; and

WHEREAS, the CBS proposes a \$5,899,249 project to replace the Eliason Harbor electrical system.

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 Maritime Administration’s PIDP 2023 grant for \$4,711,399 with a 20% CBS match commitment of \$1,177,850 for a total project cost of \$5,899,249.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 11th day of April 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading: 4/11/2023

Sponsor: Administrator



CONSTRUCTION COST ESTIMATE

PROJECT Sitka Eliason Harbor Replacement

JOB #: 111-26

Date: 3/23/2023

Base Bid: Replacement of Eliason Harbor Electrical Main Panels, Pedestals, & Load Centers

Labor multiplier	1.6
Labor rate	85
Materials multiplier	1.2

Material/Task	Quant	Units	Cost	Material Total	Labor	Labor Total	Subtotals
Base Bid							
Demo existing electrical	1	ea.	\$ 15,000	\$ 18,000	360	\$ 48,960	
New Electrical Service	1	ea.	\$ 65,000	\$ 78,000	24.00	\$ 3,264	
2KA & 1.6KA SWBs NEMA 3R	1	ea.	\$ 550,000	\$ 660,000	160.00	\$ 21,760	
4C, 4/0 cable to MDP	8500	ft.	\$ 46	\$ 469,200	0.07	\$ 80,920	
GFPE Relays, CTs, SS Boxes	3	ea.	\$ 25,000	\$ 90,000	16.00	\$ 6,528	
4C, 4/0 cable to LC #1	775	ft.	\$ 46	\$ 42,780	0.07	\$ 7,378	
Load Center #1	1	ea.	\$ 50,000	\$ 60,000	80.00	\$ 10,880	
4C, 4/0 cable to LC #2,3,4,5	1800	ft.	\$ 46	\$ 99,360	0.07	\$ 17,136	
Load Center #2&3	2	ea.	\$ 45,000	\$ 108,000	80.00	\$ 21,760	
Load Center #4&5	2	ea.	\$ 40,000	\$ 96,000	80.00	\$ 21,760	
4C, 4/0 cable to LC #6	4000	ft.	\$ 46	\$ 220,800	0.07	\$ 38,080	
Load Center #6	1	ea.	\$ 50,000	\$ 60,000	80.00	\$ 10,880	
60A, 208V, 3Ph Pedestal	28	ea.	\$ 4,000	\$ 134,400	8.00	\$ 30,464	
30A, 120V/50A, 208V 1Ph Ped	56	ea.	\$ 3,000	\$ 201,600	8.00	\$ 60,928	
30A, 120V 1Ph Ped	55	ea.	\$ 3,000	\$ 198,000	8.00	\$ 59,840	
Pedestal Spare Parts	1	ea.	\$ 15,000	\$ 18,000	-	\$ -	
Grounding	1	ea.	\$ 5,000	\$ 6,000	120	\$ 16,320	
Uplands Civil	1	ea.	\$ 75,000	\$ 90,000	125	\$ 17,000	
Drive Down Float Modifications	1	ea.	\$ 75,000	\$ 90,000	250	\$ 34,000	
Addl. floatation for peds & LC	1	ea.	\$ 350	\$ 420	4	\$ 544	
Float structural mods for MDP	1	ea.	\$ 20,000	\$ 24,000	40	\$ 5,440	
Lighting	110	ea.	\$ 1,750	\$ 231,000	4.00	\$ 59,840	
Subtotal				\$ 2,995,560		\$ 573,682	\$ 3,569,242
Profit (10%)							\$ 356,924
Total Electrical - Base Bid							\$ 3,926,166
Inflation - 10%							\$ 392,617
Contingency - 15%							\$ 588,925
Opinion of Probable Construction Cost							\$ 4,907,708
Design, Contract Administration, Construction Inspection, & Other Indirect Costs - 20%							\$ 981,542
Total Recommended Project Cost							\$ 5,889,249