



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
1332 Seward Ave.
Room 229
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Bob Potrzuski*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Schmid*

Tuesday, May 3, 2016

6:00 PM

Assembly Chambers

Meeting to be held at the Sealing Cove Business Center 601 Alice Loop

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

V. 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.

VI. NEW BUSINESS:

- A [16-089](#) Administrative report on the Internal Service, Special Revenue, and Trust Funds

Attachments: [Overview Internal Service, Special Revenue, Trust Funds.pdf](#)

- B [16-085](#) Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds operating outlays

Attachments: [Motion Item B.pdf](#)

[Operating Outlays Internal Service, Special Revenue, Trust Funds.pdf](#)

C 16-087

Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds capital outlays

Attachments: [Motion Item C.pdf](#)

[Capital Outlays Internal Service, Special Revenue, and Trust Funds.pdf](#)

[Vehicle and Equipment Replacement Analysis.pdf](#)

[Central Garage packet.pdf](#)

D 16-088

Discussion/Direction/Decision of the FY2017 Internal Service, Special Revenue, Trust Funds, Enterprise Funds or General Fund and as they relate to other Funds, the School District, and the Sitka Community Hospital

Attachments: [Motion Item D.pdf](#)

VII. PERSONS TO BE HEARD:

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

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

*Sara Peterson, CMC
Municipal Clerk
Publish: May 2*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-089 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 4/28/2016 **In control:** City and Borough Assembly
On agenda: 5/3/2016 **Final action:**
Title: Administrative report on the Internal Service, Special Revenue, and Trust Funds
Sponsors:
Indexes:
Code sections:
Attachments: [Overview Internal Service, Special Revenue, Trust Funds.pdf](#)

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

FY2017 Consolidated Operating Budget

Comprehensive Schedule of Proposed Operating Outlays, Capital Outlays, User Fee Increases and Resulting Changes in Working Capital For City and Borough of Sitka Internal Service, Special Revenue, and Trust Funds

Fund	Operating Outlays	Capital Outlays	Debt Service Outlays	Working Capital Changes	Projected Working Capital
Information Technology	\$999,450	\$0	\$49,238	\$ 90,400	\$388,296
Central Garage	\$831,929	\$821,200	\$65,000	(\$100,500)	\$2,982,746
Building Maintenance	\$799,961	\$0	\$0	(\$27,600)	\$1,737,183
Permanent Fund	\$1,346,888	\$0	\$0	(\$449,000)	\$22,073,000
Pet Adoption	\$2,000	\$0	\$0	(\$1,040)	\$44,400
SEACAD	\$5,000	\$0	\$0	\$0	\$5,035
NARCO Task Force Grant	\$130,000	\$0	\$0	\$0	\$0
State Forfeiture	\$2,000	\$0	\$0	\$0	\$500
Homeland Security Grant	\$30,000	\$0	\$0	\$0	\$0
Library Building	0	\$0	\$0	\$1,700	\$30,400
SE Alaska Economic Development	\$37,500	\$0	\$0	\$0	\$4,113,500
GPIP Contingency	\$19,000	\$0	\$0	\$0	\$862,300
Tobacco Excise Tax	\$680,000	\$0	\$0	\$1,500	\$21,050

Fisheries Enhancement	\$40,000	\$0	\$0	\$0	\$39,750
CPET	\$638,000	\$0	\$0	(\$444,800)	\$70,700
Visitor Enhancement	\$355,710	\$0	\$0	\$0	\$213,000
LID Revolving	\$28,700	\$0	\$0	\$0	\$1,177,300
LID Guarantee	\$6,200	\$0	\$0	\$0	\$283,075
Cemetery	\$2,800	\$0	\$0	(\$800)	\$103,400
Rowe Trust	\$4,000	\$0	\$0	\$0	\$206,800
Library Endowment	\$6,500	\$0	\$0	\$6,500	\$240,350
Bulk Water	\$0	\$0	\$0	\$25,000	\$1,055,700
Seasonal Sales Tax	\$0	\$0	\$4,765,998	(\$234,966)	\$2,057,635
Totals	\$5,965,638	\$821,200	\$4,880,236	(\$1,480,106)	\$37,158,620



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-085 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 4/27/2016 **In control:** City and Borough Assembly

On agenda: 5/3/2016 **Final action:**

Title: Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds operating outlays

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Item B.pdf](#)
[Operating Outlays Internal Service, Special Revenue, Trust Funds.pdf](#)

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

Discussion on proposed Internal Service,
Special Revenue, and Trust Funds operating outlays

POSSIBLE MOTION

I MOVE TO approve the proposed Internal Service,
Special Revenue, and Trust Funds
operating outlays of \$5,965,638.

FY2017 Consolidated Operating Budget

Comprehensive Schedule of Proposed Operating Outlays, Capital Outlays, User Fee Increases and Resulting Changes in Working Capital For City and Borough of Sitka Internal Service, Special Revenue, and Trust Funds

Fund	Operating Outlays	Capital Outlays	Debt Service Outlays	Working Capital Changes	Projected Working Capital
Information Technology	\$999,450	\$0	\$49,238	\$ 90,400	\$388,296
Central Garage	\$831,929	\$821,200	\$65,000	(\$100,500)	\$2,982,746
Building Maintenance	\$799,961	\$0	\$0	(\$27,600)	\$1,737,183
Permanent Fund	\$1,346,888	\$0	\$0	(\$449,000)	\$22,073,000
Pet Adoption	\$2,000	\$0	\$0	(\$1,040)	\$44,400
SEACAD	\$5,000	\$0	\$0	\$0	\$5,035
NARCO Task Force Grant	\$130,000	\$0	\$0	\$0	\$0
State Forfeiture	\$2,000	\$0	\$0	\$0	\$500
Homeland Security Grant	\$30,000	\$0	\$0	\$0	\$0
Library Building	0	\$0	\$0	\$1,700	\$30,400
SE Alaska Economic Development	\$37,500	\$0	\$0	\$0	\$4,113,500
GPIP Contingency	\$19,000	\$0	\$0	\$0	\$862,300
Tobacco Excise Tax	\$680,000	\$0	\$0	\$1,500	\$21,050

Fisheries Enhancement	\$40,000	\$0	\$0	\$0	\$39,750
CPET	\$638,000	\$0	\$0	(\$444,800)	\$70,700
Visitor Enhancement	\$355,710	\$0	\$0	\$0	\$213,000
LID Revolving	\$28,700	\$0	\$0	\$0	\$1,177,300
LID Guarantee	\$6,200	\$0	\$0	\$0	\$283,075
Cemetery	\$2,800	\$0	\$0	(\$800)	\$103,400
Rowe Trust	\$4,000	\$0	\$0	\$0	\$206,800
Library Endowment	\$6,500	\$0	\$0	\$6,500	\$240,350
Bulk Water	\$0	\$0	\$0	\$25,000	\$1,055,700
Seasonal Sales Tax	\$0	\$0	\$4,765,998	(\$234,966)	\$2,057,635
Totals	\$5,965,638	\$821,200	\$4,880,236	(\$1,480,106)	\$37,158,620



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-087 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 4/27/2016 **In control:** City and Borough Assembly

On agenda: 5/3/2016 **Final action:**

Title: Discussion/Direction/Decision on proposed Internal Service, Special Revenue, and Trust Funds capital outlays

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Item C.pdf](#)
[Capital Outlays Internal Service, Special Revenue, and Trust Funds.pdf](#)
[Vehicle and Equipment Replacement Analysis.pdf](#)
[Central Garage packet.pdf](#)

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

Discussion on proposed Internal Service,
Special Revenue, and Trust Funds capital outlays

POSSIBLE MOTION

I MOVE TO approve the proposed Internal Service,
Special Revenue, and Trust Funds
capital outlays of \$821,200.

FY2017 Consolidated Operating Budget

Comprehensive Schedule of Proposed Operating Outlays, Capital Outlays, User Fee Increases and Resulting Changes in Working Capital For City and Borough of Sitka Internal Service, Special Revenue, and Trust Funds

Fund	Operating Outlays	Capital Outlays	Debt Service Outlays	Working Capital Changes	Projected Working Capital
Information Technology	\$999,450	\$0	\$49,238	\$ 90,400	\$388,296
Central Garage	\$831,929	\$821,200	\$65,000	(\$100,500)	\$2,982,746
Building Maintenance	\$799,961	\$0	\$0	(\$27,600)	\$1,737,183
Permanent Fund	\$1,346,888	\$0	\$0	(\$449,000)	\$22,073,000
Pet Adoption	\$2,000	\$0	\$0	(\$1,040)	\$44,400
SEACAD	\$5,000	\$0	\$0	\$0	\$5,035
NARCO Task Force Grant	\$130,000	\$0	\$0	\$0	\$0
State Forfeiture	\$2,000	\$0	\$0	\$0	\$500
Homeland Security Grant	\$30,000	\$0	\$0	\$0	\$0
Library Building	0	\$0	\$0	\$1,700	\$30,400
SE Alaska Economic Development	\$37,500	\$0	\$0	\$0	\$4,113,500
GPIP Contingency	\$19,000	\$0	\$0	\$0	\$862,300
Tobacco Excise Tax	\$680,000	\$0	\$0	\$1,500	\$21,050

Fisheries Enhancement	\$40,000	\$0	\$0	\$0	\$39,750
CPET	\$638,000	\$0	\$0	(\$444,800)	\$70,700
Visitor Enhancement	\$355,710	\$0	\$0	\$0	\$213,000
LID Revolving	\$28,700	\$0	\$0	\$0	\$1,177,300
LID Guarantee	\$6,200	\$0	\$0	\$0	\$283,075
Cemetery	\$2,800	\$0	\$0	(\$800)	\$103,400
Rowe Trust	\$4,000	\$0	\$0	\$0	\$206,800
Library Endowment	\$6,500	\$0	\$0	\$6,500	\$240,350
Bulk Water	\$0	\$0	\$0	\$25,000	\$1,055,700
Seasonal Sales Tax	\$0	\$0	\$4,765,998	(\$234,966)	\$2,057,635
Totals	\$5,965,638	\$821,200	\$4,880,236	(\$1,480,106)	\$37,158,620

**City and Borough of Sitka
Central Garage Fund**

Vehicle and Equipment Replacement Analysis

<u>Vehicle</u>	<u>Original Budget</u>	<u>Revised Budget</u>
Pierce Fire Truck	450,000	
Sewer Service Vacuum Truck (Replaces #313)	395,000	395,000
Bucket Truck - Linemen (Replaces #313)	225,000	225,000
Ford F450 Dump Truck (Replaces #390)	52,000	
Ford Explorer Police Cruiser	49,500	49,500
Ford F250 (Replaces #327)	33,500	33,500
Heavy Equipment Transport Trailer (Replaces #250)	32,000	32,000
Used Ford Explorer (Replaces #308)	31,000	15,000
Ford Transit Van (Replaces #312)	29,700	29,700
Ford F150 (Replaces #363)	29,500	
Ford F150 (Replaces #383)	29,500	29,500
Utility Trailer (Replaces #288)	6,000	6,000
Utility Trailer (Replaces #352)	6,000	6,000
	<u>1,368,700</u>	<u>821,200</u>

*Central Grage will purchase a good condition, low mileage used
Ford Explorer to replace #308, to reduce cost.*

MEMORANDUM

To: Mayor McConnell and Assembly Members
Mark Gorman, Municipal Administrator

From: Nick Kepler, Maintenance and Operations Superintendent NK

Reviewed: Michael Harmon, Public Works Director wH

Date: April 28, 2016

Subject: Central Garage Budget Meeting

I would like to share the attached photos to give a glimpse into some of the challenges that our Central Garage fleet is working through. These pictures are of Unit #362, a 2005 Ford Ranger with 50,000 miles. This vehicle happens to be used by our Public Works Water Division for routine sampling and general transportation. This vehicle is still in service today despite the severely rusted frame and other suspension components. One look at the exterior or interior of this vehicle and one would think that this a fairly new and dependable vehicle. This vehicle came in for a routine service inspection and it was discovered that the frame cross member, fuel tank support and leaf springs were rotten and failing. We removed the bed, replaced all failing components, stripped and treated all remaining rust and placed this vehicle back into service to get all remaining service life that we possibly can for the CBS fleet.

This is a widespread problem in our vehicle fleet with the average age of our vehicles increasing. The attached chart shows that 53% of our fleet vehicles are 11 years of age or older. The majority of our vehicles have a recommended life cycle replacement of 10 years from our Central Garage. The Central Garage is currently developing a fleet replacement plan to streamline this process in the future. We have created and included in your packet a vehicle replacement flowchart to easily answer the inquiries of whether a vehicle is ready for replacement or not and what to do with the vehicle once it has been replaced.

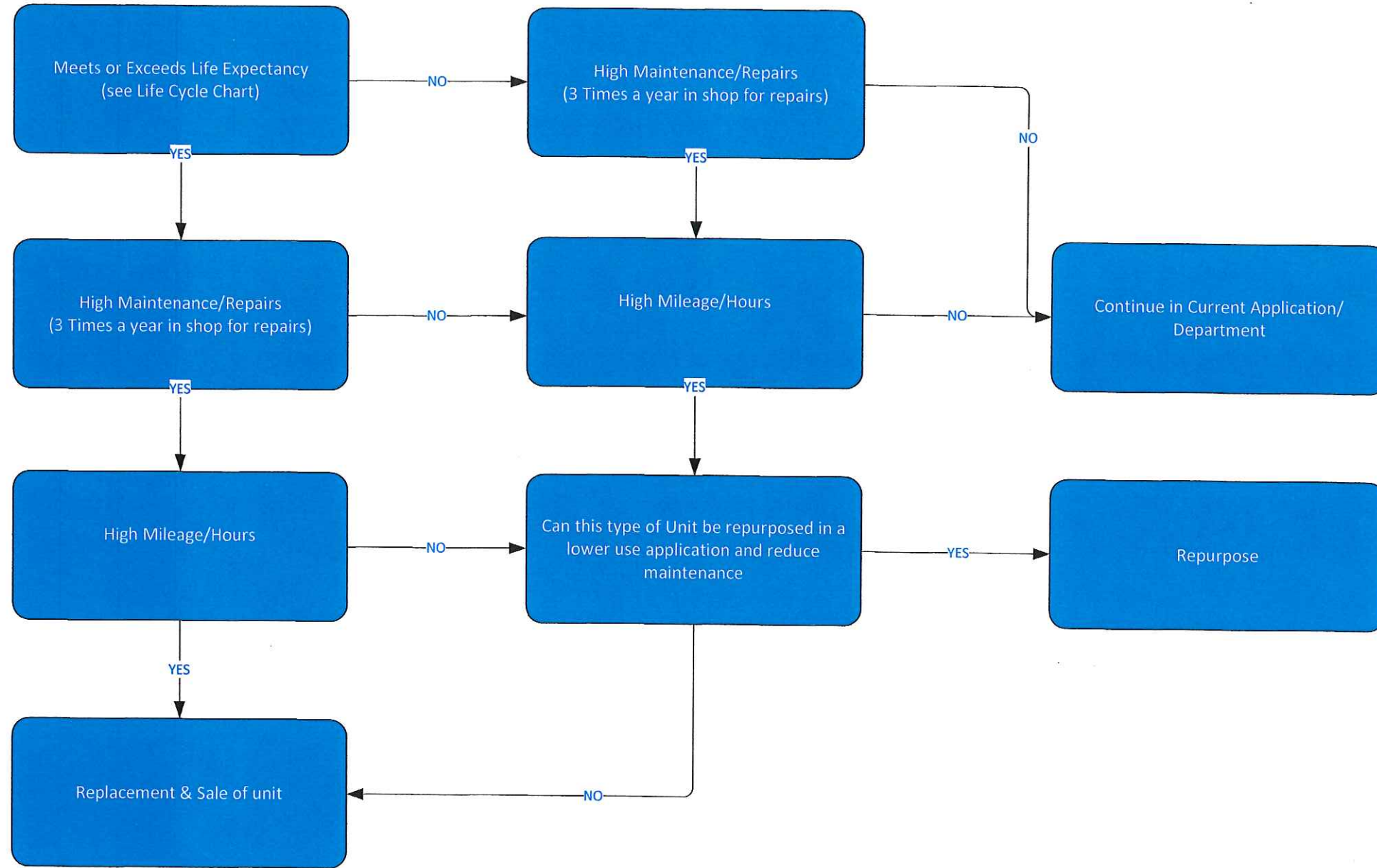
We are constantly looking at new ways to stretch the dollars in our budget. This year we are proposing to replace one of the rollover fleet vehicles with a used replacement rather than a new vehicle. This will not be a solution for every vehicle replacement, but will vary depending on the type of replacement and intended use of the vehicle.





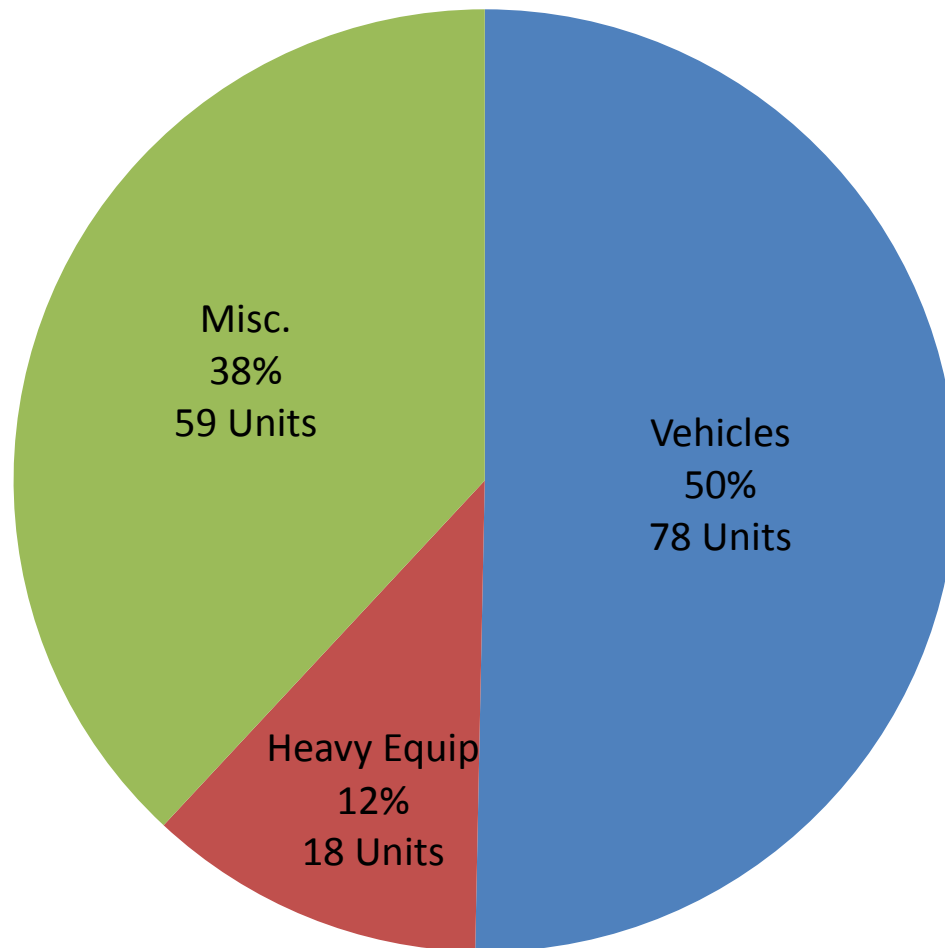


Vehicle Policy Matrix



Central Garage Asset Breakdown

FY16

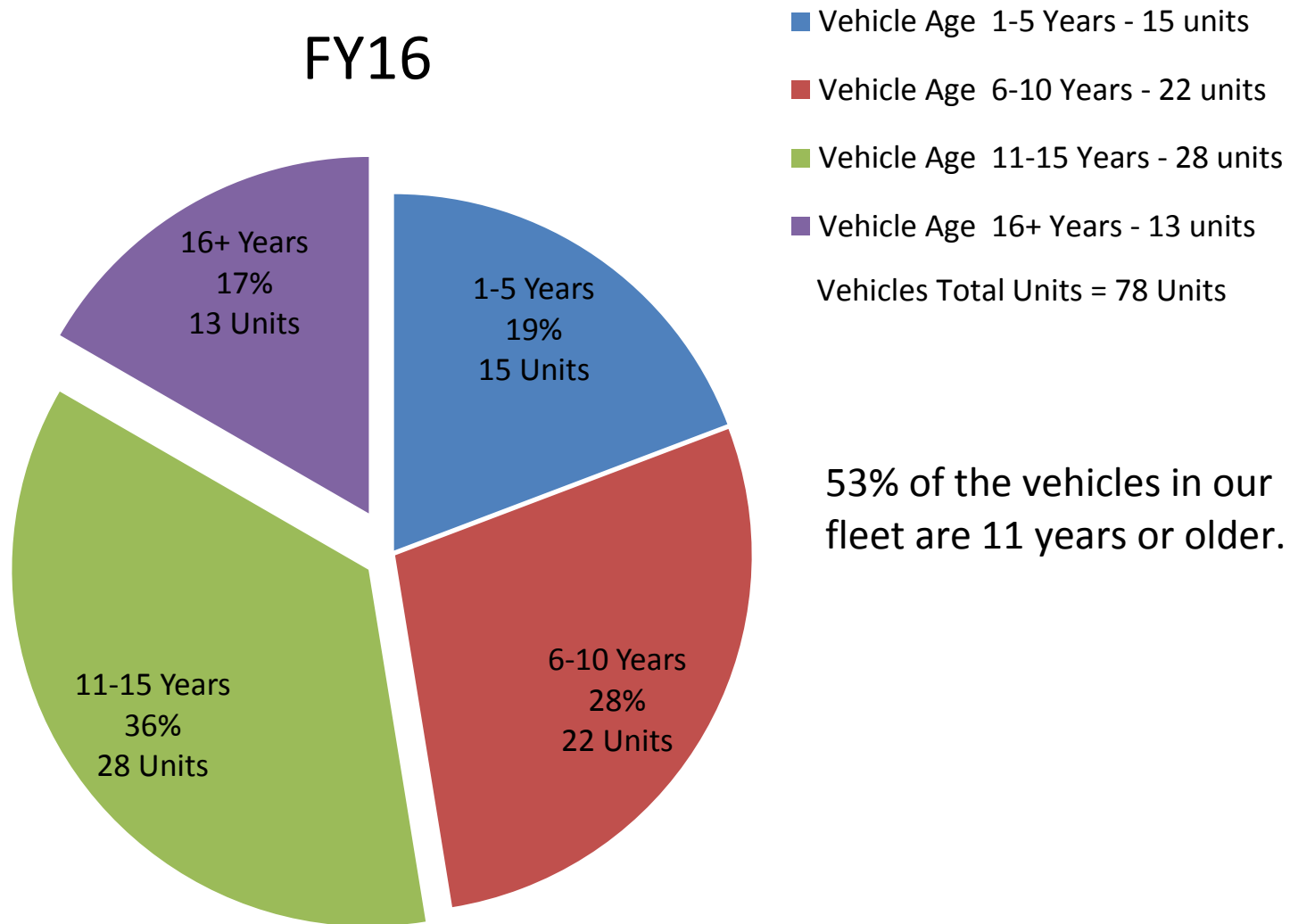


- 50% Vehicles - 78 Units
- 12% Heavy Equipment - 18 Units
- 38% Miscellaneous - 59 Units

Central Garage Total Assets = 155 Units

Central Garage Vehicles

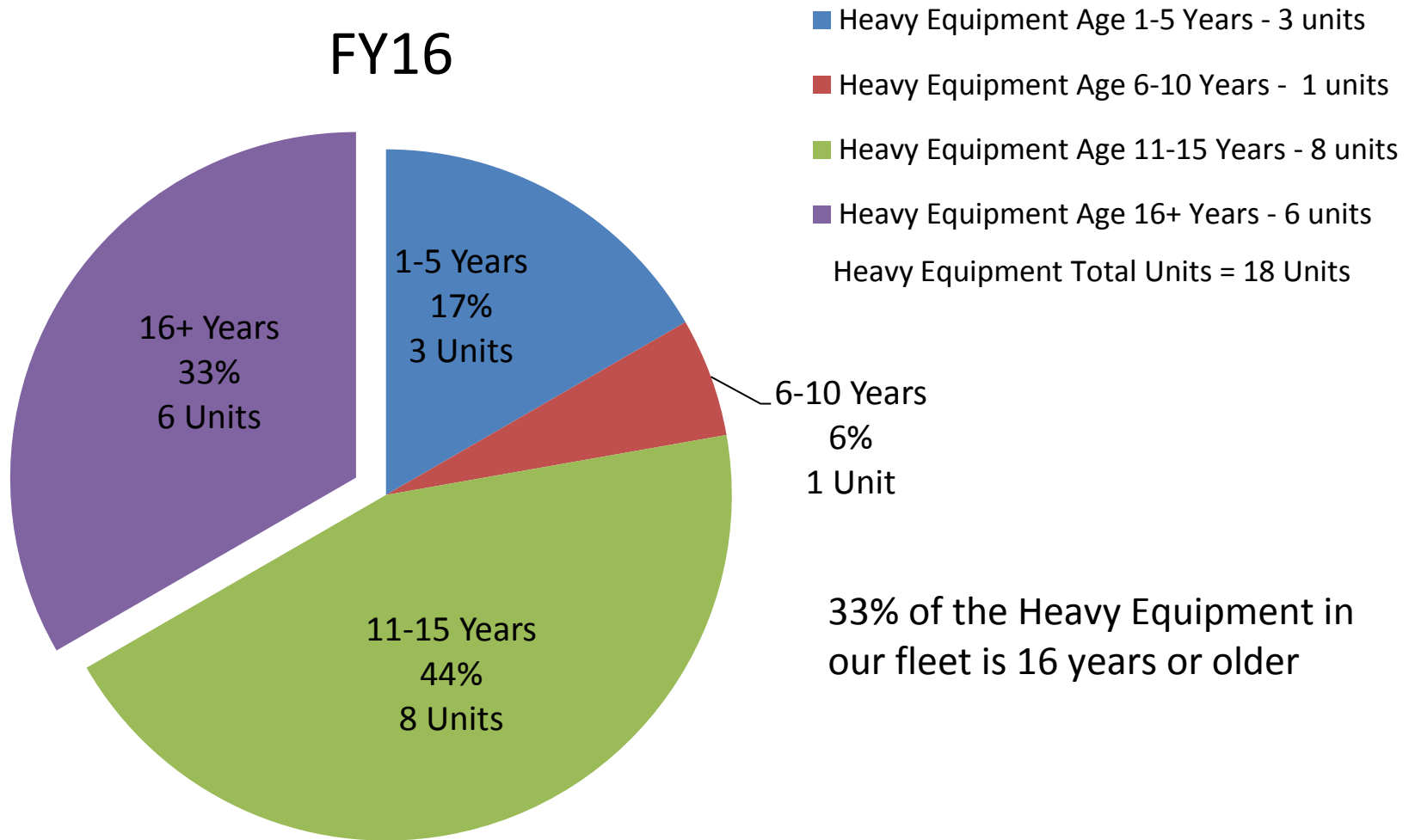
FY16



Central Garage Vehicles Only - October 2015

Central Garage Heavy Equipment

FY16



City and Borough of Sitka

Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 2/11/2016

Date of last inspection: 10/15/2015

Department: ELECTRIC DEPT

Unit Number: 373

VEHICLE INFORMATION

Year, Make, Model: 2006, HI RANGER BUCKET TRUCK

VIN #: 1GDE5C3236F414641

Average annual miles/hours: 500 HRS

Service Life Cycle: 2006/2016

VEHICLE CONDITION

Miles/Hours ☐ low ☐ average ☒ high Current Miles/Hours 5,5000.0

Exterior ☐ good ☒ average ☐ poor Comments _____

Mechanical ☐ good ☐ average ☒ poor Comments IN FOR REPAIRS ROUTINELY

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine ☐ yes ☐ no

Transmission ☐ yes ☐ no

Turn signals/hazards ☒ yes ☐ no

First Aid Kit ☒ yes ☐ no

Suspension/Frame ☐ yes ☐ no

Steering ☐ yes ☐ no

Brakes/Parking brake ☒ yes ☐ no

Tires ☐ yes ☐ no Condition: 70%

Exterior Lights ☐ yes ☐ no

Windshield Wipers ☒ yes ☐ no

Backup lights & buzzer ☒ yes ☐ no

Heater/Defroster ☐ yes ☐ no

Headlights ☒ yes ☐ no

Fire Extinguisher ☒ yes ☐ no

Projected Maintenance: THIS VEHICLE WILL SURPASS ITS SERVICE LIFE IN FY17. THIS EMERGENCY RESPONSE VEHICLE HAS BEEN IN FOR

NON-ROUTINE REPAIRS 6 TIMES IN FY16.

CENTRAL GARAGE RECOMMENDATION

Replacement and sale of unit.

Priority Level: HIGH - EMERGENCY REPOSE VEHICLE Chief Mechanic Signature: PW SUPERINTENDENT

City and Borough of Sitka Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 1/28/2016 Date of last inspection: 7/15/2015
Department: WWTP/STREETS Unit Number: 313

VEHICLE INFORMATION

Year, Make, Model: 2000, INTERNATIONAL, SEWER VAC TRUCK VIN #: 1HTSHADT9YH300986
Average annual miles/hours: 4,780 Service Life Cycle: 2000/2015

VEHICLE CONDITION

Miles/Hours ☐ low ☒ average ☐ high Current Miles/Hours 4,780
Exterior ☐ good ☒ average ☐ poor Comments _____
Mechanical ☐ good ☐ average ☒ poor Comments HAS MANY PROBLEMS PERFORMING ITS EMERGENCY FUNCTIONS
X

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>70%</u>
Exterior Lights	<input type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: THIS UNIT HAS BEEN IN THE GARAGE FOR NON-ROUTINE REPAIRS 8 TIMES IN FY16. WITH THE AGE OF THIS VEHICLE TURNING
16 YEARS IN SERVICE WITH A 15 YEAR LIFE EXPECTANCY WITH MULTIPLE MALFUNCTIONS DO TO AGE OF UNIT, CENTRAL GARAGE RECOMMENDS THAT THIS
UNIT BE RETIRED OF SERVICE.

CENTRAL GARAGE RECOMMENDATION

REPLACEMENT/SALE OF UNIT

Priority Level: HIGH - EMERGENCY RESPONSE VEHICLE Chief Mechanic Signature: PW SUPERINTENDENT

City and Borough of Sitka Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 1/28/2016

Date of last inspection: 1/16/2015

Department: WWTP

Unit Number: 312

VEHICLE INFORMATION

Year, Make, Model: 2000, CHEVY ASTRO AWD VAN

VIN #: 1GCDL19W7YB158230

Average annual miles/hours: 4,000

Service Life Cycle: 2000/2010

VEHICLE CONDITION

Miles/Hours ☐ low ☒ average ☐ high Current Miles/Hours 67,250

Exterior ☐ good ☒ average ☐ poor Comments _____

Mechanical ☐ good ☐ average ☒ poor Comments AGE OF VEHICLE IS EXCESSIVE

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine ☐ yes ☐ no

Transmission ☐ yes ☐ no

Turn signals/hazards ☒ yes ☐ no

First Aid Kit ☒ yes ☐ no

Suspension/Frame ☐ yes ☐ no

Steering ☐ yes ☐ no

Brakes/Parking brake ☒ yes ☐ no

Tires ☐ yes ☐ no Condition: 70%

Exterior Lights ☐ yes ☐ no

Windshield Wipers ☒ yes ☐ no

Backup lights & buzzer ☒ yes ☐ no

Heater/Defroster ☐ yes ☐ no

Headlights ☒ yes ☐ no

Fire Extinguisher ☒ yes ☐ no

Projected Maintenance: WITH THE AGE OF THIS VEHICLE TURNING 16 YEARS IN SERVICE, CENTRAL GARAGE IS CONCERNED ABOUT MANUFACTURED

SAFETY PARTS NO LONGER BEING AVAILABLE SUCH AS SEATBELTS, BRAKE HARD PARTS LIKE ABS SYSTEM AND MASTER CYCLINDER. THIS VEHICLE CAN BE

TAKEN OUT OF SERVICE VERY RAPIDLY. (MANUFACTURER MAKE PARTS FOR 10 YEARS, CAN FIND ITEMS POTENTIALLY FOR 5 YEARS AFTER THAT, 15 TOTAL)

CENTRAL GARAGE RECOMMENDATION

REPLACEMENT/SALE OF UNIT

Priority Level: HIGH - (NON-EMERGENCY) Chief Mechanic Signature: PW SUPERINTENDENT

City and Borough of Sitka Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 1/28/2016 Date of last inspection: 8/27/15
Department: Grounds Unit Number: #327

VEHICLE INFORMATION

Year, Make, Model: Ford 2002 F-250 Extended Cab VIN #: _____
Average annual miles/hours: 7,000 Service Life Cycle: 2002/2012

VEHICLE CONDITION

Miles/Hours ☐ low ☐ average ☒ high Current Miles/Hours 118,500
Exterior ☐ good ☒ average ☐ poor Comments _____
Mechanical ☐ good ☒ average ☐ poor Comments _____

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>70%</u>
Exterior Lights	<input type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: With the age of this vehicle turning 13 years in service with minimal issues but with high miles there are possibilities of major component failures such as transmission, axles and major suspension components.

CENTRAL GARAGE RECOMMENDATION

Replacement/sale of unit

Priority Level: High (non emergency) Chief Mechanic Signature: _____

City and Borough of Sitka

Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 2/1/2016 Date of last inspection: 4/15/2015
Department: Streets Unit Number: 250

VEHICLE INFORMATION

Year, Make, Model: 1993, Load King, Tilt trailer Heavy Duty VIN #: _____
Average annual miles/hours: N.A. Service Life Cycle: 1993/2017

VEHICLE CONDITION

Miles/Hours ☐ low ☐ average ☐ high Current Miles/Hours N/A
Exterior ☐ good ☐ average ☒ poor Comments _____
Mechanical ☐ good ☐ average ☒ poor Comments Major Rust Invasion

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no
Exterior Lights	<input type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: Central Garage has RED TAGGED this unit due to major rust invasion on structural members.

This unit is recommended to be immediately replaced and sold at auction.

CENTRAL GARAGE RECOMMENDATION

Replacement and sale.

Priority Level: HIGH (non-emergency) Chief Mechanic Signature: _____

City and Borough of Sitka

Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 1/28/2016 Date of last inspection: 1/16/2015
Department: POLICE DEPT Unit Number: 425

VEHICLE INFORMATION

Year, Make, Model: 2013, FORD EXPLORER VIN #: 1FM5K8AR7DGB40809
Average annual miles/hours: 24,000 Service Life Cycle: 2003/2016

VEHICLE CONDITION

Miles/Hours ☐ low ☒ average ☐ high Current Miles/Hours 72,5000.0
Exterior ☐ good ☒ average ☐ poor Comments _____
Mechanical ☐ good ☒ average ☐ poor Comments _____

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>90%</u>
Exterior Lights	<input type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: CENTRAL GARAGE SEES NO MAJOR CHANGE IN PROJECTED MAINTENANCE FOR THIS UNIT, OPERATIONAL REQUEST BY SPD.

THIS UNIT IS ON A 3 YEAR/100,000 MILE REPLACEMENT CYCLE.

CENTRAL GARAGE RECOMMENDATION

THIS UNIT WILL BE ROLLED OVER INTO THE POLICE DEPT FLEET TO ALLOW RETIREMENT OF AN OLDER UNIT.

Priority Level: HIGH Chief Mechanic Signature: PW SUPERINTENENDT

City and Borough of Sitka

Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 1/28/2016 Date of last inspection: 1/16/2015
Department: PW Admin Unit Number: #308

VEHICLE INFORMATION

Year, Make, Model: 2000, Ford, Explorer VIN #: _____
Average annual miles/hours: 4,000 Service Life Cycle: 2000/2010

VEHICLE CONDITION

Miles/Hours ☐ low ☒ average ☐ high Current Miles/Hours 44,480.0
Exterior ☐ good ☒ average ☐ poor Comments _____
Mechanical ☐ good ☐ average ☒ poor Comments _____

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>70%</u>
Exterior Lights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: This vehicle was in the shop for non-routine repairs 6+ times in FY16. With this vehicle turning 16 years in service. Central Garage is concerned about manufactured safety parts no longer available; such as seatbelts, brake parts, ABS parts and master cylinders. This vehicle may be taken out of service soon.

CENTRAL GARAGE RECOMMENDATION

This vehicle is recommended to be replaced in FY17 with a high quality used vehicle to lower replacement cost.

Priority Level: Medium Chief Mechanic Signature: _____

CITY & BOROUGH OF SITKA

VEHICLE REPLACEMENT EVALUATION

Unit#383

DEPARTMENT INFORMATION

1. Date of Inspection: 2/1/16 Date of last Inspection: 4/15/15
2. Department: electric department

VEHICLE INFORMATION

8. Make/Year/Model: FORD 2007 RANGER 4X4 EX CAB
9. Average Miles annually: 10,000
10. Serviced every: 4000 10a. Vehicle Intended Use: TRANSPORT PEOPLE & TOOLS
11. Service Life Agreement. 2005/2015

VEHICLE CONDITION

13. Miles: ☐ low ☐ Average ☒ high Current Miles: 98,560.0
14. Exterior: ☒ good ☐ Average ☐ Poor Comments: _____
15. Mechanical: ☒ good ☐ Average ☐ poor Comments: GREAT ROLL OVER UNIT

OPERATIONS CHECK

16. Turn signals/hazards. ☒ Yes ☐ no
17. Headlights ☒ yes ☐ no
18. Windshield wipers. ☒ Yes ☐ no
19. Tires. (Condition) 90%
20. brakes/parking brake. ☒ Yes ☐ no
21. Backup lights and sound ☒ yes ☐ no
22. First aid kit ☒ Yes ☐ no
23. Fire Extinguisher ☒ yes ☐ no
24. Emergency Triangles ☐ yes ☒ no (Heavy Equipment only)

PROJECTED MAINTENANCE

With the age being with in its useful time and the over all condition of unit being good, Central garage recommends replacement and this unit to be rolled back into the fleet eliminating an older unit and or a maintenance menace.

RECOMMENDATION Replacement and relocate PRIORITY LEVEL (MEDIUM)

Chief Mechanic _____ P.W Superintendent _____

City and Borough of Sitka Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 2/11/2016 Date of last inspection: 10/27/2015
Department: Grounds Unit Number: #288

VEHICLE INFORMATION

Year, Make, Model: 1997, Utility Trailer VIN #: _____
Average annual miles/hours: N.A. Service Life Cycle: 1997/2017

VEHICLE CONDITION

Miles/Hours	<input type="checkbox"/> low	<input type="checkbox"/> average	<input type="checkbox"/> high	Current Miles/Hours <u>N.A.</u>
Exterior	<input type="checkbox"/> good	<input type="checkbox"/> average	<input checked="" type="checkbox"/> poor	Comments <u>Frame fatigue and cracking</u>
Mechanical	<input type="checkbox"/> good	<input type="checkbox"/> average	<input checked="" type="checkbox"/> poor	Comments _____

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>90%</u>
Exterior Lights	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: This unit will end it's service life during FY17. This unit is experiencing major structural failures and needs to be replaced immediately.

CENTRAL GARAGE RECOMMENDATION

Replacement/sale of unit

Priority Level: High (non emergency) Chief Mechanic Signature: _____

City and Borough of Sitka Vehicle Evaluation Form

DEPARTMENT INFORMATION

Date of inspection: 2/11/2016 Date of last inspection: 10/15/2015
Department: Grounds Unit Number: #352

VEHICLE INFORMATION

Year, Make, Model: Spectra 2003 Trailer VIN #: _____
Average annual miles/hours: N.A. Service Life Cycle: 2003/2023

VEHICLE CONDITION

Miles/Hours	<input type="checkbox"/> low	<input type="checkbox"/> average	<input type="checkbox"/> high	Current Miles/Hours <u>N.A.</u>
Exterior	<input type="checkbox"/> good	<input type="checkbox"/> average	<input checked="" type="checkbox"/> poor	Comments <u>Frame fatigue and cracking</u>
Mechanical	<input type="checkbox"/> good	<input type="checkbox"/> average	<input checked="" type="checkbox"/> poor	Comments _____

OPERATIONS CHECK

Are the systems below functioning properly, can we expect continued service without additional maintenance?

Engine	<input type="checkbox"/> yes <input type="checkbox"/> no	Transmission	<input type="checkbox"/> yes <input type="checkbox"/> no
Turn signals/hazards	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	First Aid Kit	<input type="checkbox"/> yes <input type="checkbox"/> no
Suspension/Frame	<input type="checkbox"/> yes <input type="checkbox"/> no	Steering	<input type="checkbox"/> yes <input type="checkbox"/> no
Brakes/Parking brake	<input type="checkbox"/> yes <input type="checkbox"/> no	Tires	<input type="checkbox"/> yes <input type="checkbox"/> no Condition: <u>60%</u>
Exterior Lights	<input type="checkbox"/> yes <input type="checkbox"/> no	Windshield Wipers	<input type="checkbox"/> yes <input type="checkbox"/> no
Backup lights & buzzer	<input type="checkbox"/> yes <input type="checkbox"/> no	Heater/Defroster	<input type="checkbox"/> yes <input type="checkbox"/> no
Headlights	<input type="checkbox"/> yes <input type="checkbox"/> no	Fire Extinguisher	<input type="checkbox"/> yes <input type="checkbox"/> no

Projected Maintenance: This unit is 13 years of age and no longer fits the needs of our operations. The Central Garage recommends the sale of this unit and to be replaced with a small affordable replacement.

CENTRAL GARAGE RECOMMENDATION

Replacement/sale of unit

Priority Level: Medium (non emergency) Chief Mechanic Signature: _____



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-088 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 4/27/2016 **In control:** City and Borough Assembly

On agenda: 5/3/2016 **Final action:**

Title: Discussion/Direction/Decision of the FY2017 Internal Service, Special Revenue, Trust Funds, Enterprise Funds or General Fund and as they relate to other Funds, the School District, and the Sitka Community Hospital

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Item D.pdf](#)

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

Discussion/Direction/Decision of the FY2017 Internal Service, Special Revenue, Trust Funds, Enterprise Funds or General Fund and as they relate to other Funds, the School District, and the Sitka Community Hospital.

Note: This item is optional. No action or discussion is required.