



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

*Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

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

Tuesday, July 14, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[20-143](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[2020-06-29 Murkowski Electrical Load Federal Funding Request](#)

[2020-06-29 Sullivan Electrical Load Federal Funding Request](#)

[PW Assembly Update 6 June 19](#)

V. CEREMONIAL MATTERS

[20-137](#) Service Award: Library Commission Member Dr. Paul Bahna

Attachments: [Bahna Service Award](#)

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

VII. 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.

VIII. 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** [20-138](#) Approve the minutes of the June 18, 23, 25, 30, and July 7 Assembly meetings

Attachments: [Consent and Minutes](#)

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [20-139](#) Reappoint Scott Wagner to a two-year term on the Gary Paxton Industrial Park Board of Directors

Attachments: [Motion Wagner](#)

[Wagner Application GPIIP](#)

- C** [20-140](#) Reappoint Susan Royce to a three-year term on the Animal Hearing Board

Attachments: [Motion Royce](#)

[Royce Application Animal Hearing](#)

- D** [20-141](#) Reappoint Bert Stedman to a three-year term on the Investment Committee

Attachments: [Motion Stedman](#)

[Stedman Application Investment](#)

- E** [20-142](#) Appoint Chuck Miller to a three-year term on the Historic Preservation Commission in the category of Native Community

Attachments: [Motion Miller](#)

[Miller Application HPC](#)

[Miller STA Recommendation Letter](#)

X. UNFINISHED BUSINESS:

- F** [ORD 20-34](#) Making supplemental appropriations for fiscal year 2021 (Airport Terminal Improvement Project)

Attachments: [Motion Ord 2020-34](#)

[Memo Ord 2020-34](#)

[Ord 2020-34](#)

- G** [ORD 20-35](#) Making supplemental appropriations for fiscal year 2021 (COVID-19 Re-appropriation)
Attachments: [Motion Ord 2020-35](#)
[Memo Ord 2020-35](#)
[Ord 2020-35](#)
- XI. NEW BUSINESS:**
- H** [RES 20-24](#) Ordering people in the City and Borough of Sitka to wear masks or cloth face coverings in public places
Attachments: [Motion Res 2020-24](#)
[Res 2020-24](#)
- I** [RES 20-23](#) Concerning the relocation of the Alexander Baranov statue to the Sitka Historical Society Museum
Attachments: [Motion Res 2020-23](#)
[Res 2020-23](#)
- J** [ORD 20-36](#) Placing an advisory proposition on the ballot of the regular municipal election on October 6, 2020, concerning removal of the Baranov statue from its current location (1st reading)
Attachments: [Motion Ord 2020-36](#)
[Ord 2020-36](#)
- K** [ORD 20-42](#) Authorizing the lease of .579 acres of ATS 559 Tidelands adjacent 1302 Sawmill Creek Road to Whitecap Properties, LLC (1st reading) PULLED
Attachments: [01 Motion Ord 2020-42](#)
[02 Memo Ord 2020-42](#)
[03 Ord 2020-42](#)
[04 Whitecap Tidelands Lease Agreement Final](#)
[05 Exhibit A Plat 2007-18 ATS 559](#)
- L** [20-144](#) Discussion/Direction on next steps of No Name Mountain/Granite Creek Master Plan action item - 4951 Halibut Point Road
Attachments: [Discussion Direction](#)
[Memo No Name Mountain](#)
[Request for Information DRAFT](#)
[RFI Attachments](#)

- M** [ORD 20-41](#) Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 2 - Businesses and Nonprofits) 1st reading
 Attachments: [Motion Ord 2020-41](#)
 [Memo and supporting documentation Ord 2020-41](#)
 [Ord 2020-41](#)
- N** [ORD 20-40](#) Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 3 - New City Funded Relief Programs) 1st reading
 Attachments: [Motion Ord 2020-40](#)
 [Memo and supporting documentation Ord 2020-40](#)
 [Ord 2020-40](#)
- O** [ORD 20-39](#) Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 4 - City Impact/Mitigation Spending) 1st reading
 Attachments: [Motion Ord 2020-39](#)
 [Memo and supporting documentation Ord 2020-39](#)
 [Ord 2020-39](#)
- P** [ORD 20-38](#) Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 5 - School District) 1st reading
 Attachments: [Motion Ord 2020-38](#)
 [Memo and supporting documentation Ord 2020-38](#)
 [Ord 2020-38](#)
- Q** [ORD 20-37](#) Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 6 - Contingency) 1st reading
 Attachments: [Motion Ord 2020-37](#)
 [Memo and supporting documentation Ord 2020-37](#)
 [Ord 2020-37](#)

XII. PERSONS TO BE HEARD:

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

XIII. REPORTS

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

XIV. EXECUTIVE SESSION

Not anticipated.

XV. 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 Assembly meetings are livestreamed through the City's website, aired live on KCAW FM 104.7, and broadcast live on local television channel 11. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: July 10*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-143 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 7/6/2020 **In control:** City and Borough Assembly
On agenda: 7/14/2020 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[2020-06-29 Murkowski Electrical Load Federal Funding Request](#)
[2020-06-29 Sullivan Electrical Load Federal Funding Request](#)
[PW Assembly Update 6 June tf](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, July 14	Regular Meeting	6:00 PM
Tuesday, July 28	Regular Meeting	6:00 PM



Municipal Election Reminders

Monday, July 20	First day to file candidate petitions
Tuesday, July 28	Last scheduled meeting to introduce ordinances for charter changes and ballot measures
Friday, August 7	5:00 PM deadline for filing candidate petitions
Tuesday, August 11	Last scheduled meeting to adopt ordinances for charter changes and ballot measures
Tuesday, October 6	Municipal Election

Expiring Terms:

Mayor
Gary Paxton

Assembly
Steven Eisenbeisz
Richard Wein

School Board
Elias Erickson
Dionne Brady-Howard

Assembly Calendar

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July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28 Jun	29	30	1 Jul	2	3	4
		Christianson 6:00pm Special Meeting: GPIP Haulout	Christianson 6:00pm Library Commission - Liaison Christianson 7:00pm Planning Commission - Liaison Mosher	Christianson	Christianson Eisenbeisz	Christianson Eisenbeisz
5	6	7	8	9	10	11
Christianson Eisenbeisz	Christianson Eisenbeisz	Christianson Eisenbeisz 6:00pm Special Meeting: CARES Act Funding	Christianson Eisenbeisz 5:00pm <u>Tree & Landscape</u> - Liaison Wein 6:00pm Historic Preservation - Liaison Mosher	Christianson Eisenbeisz 12:00pm <u>LEPC -</u> Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Wein	Christianson Eisenbeisz	Christianson Eisenbeisz
12	13	14	15	16	17	18
Christianson Eisenbeisz	Eisenbeisz	12:00pm <u>Parks & Recreation -</u> Liaison Knox 6:00pm Regular Assembly Mtg	7:00pm Planning Commission - Liaison Mosher			
19	20	21	22	23	24	25
		12:00pm <u>Tree and Landscape</u>	6:00pm <u>Police and Fire -</u> Liaison Nelson			
26	27	28	29	30	31	1 Aug
		6:00pm Regular Assembly Mtg				

Assembly Calendar

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August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 Jul	27	28 6:00pm <u>Regular Assembly Mtg</u>	29	30	31	1 Aug
2	3	4	5 6:00pm <u>Library Commission - Liaison Christianson</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission - Liaison Mosher</u>	6	7	8
9	10 Paxton	11 Paxton 12:00pm <u>Parks & Recreation - Liaison Knox</u> 6:00pm <u>Regular Assembly Mtg</u>	12 Paxton 5:00pm <u>Tree & Landscape - Liaison Wein</u> 6:00pm <u>Historic Preservation - Liaison Mosher</u>	13 Paxton 12:00pm <u>LEPC - Liaison Nelson</u> 1:30pm <u>Health Needs & Human Services - Liaison Wein</u>	14	15
16	17	18	19 7:00pm <u>Planning Commission - Liaison Mosher</u>	20	21	22
23	24	25 6:00pm <u>Regular Assembly Mtg</u>	26 6:00pm <u>Police and Fire - Liaison Nelson</u>	27	28	29
30	31	1 Sep	2 6:00pm <u>Library Commission - Liaison Christianson</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission - Liaison Mosher</u>	3	4	5



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

June 29, 2020

Senator Lisa Murkowski
522 Hart Senate Office Building
Washington, DC 20510

Dear Senator Murkowski,

Thank you for your continued support to the City and Borough of Sitka and your diligent work to help all Alaskan communities recover from the impact of the ongoing global pandemic. Your leadership is appreciated in these trying times.

As you know, SouthEast Alaska Regional Health Consortium (SEARHC) and U.S. Coast Guard (USCG) expansions are in the beginning stages and could bring a combined 500+ additional citizens into Sitka. Buildings will be constructed on the SEARHC campus and shore infrastructure improvements will be required at the USCG facility. These expansions will place a drastically increased load on our City utilities infrastructure, which will require significant upgrades. The expansion will also burden our already strained housing and childcare capacity.

Do you or your staff have any specific information on our funding requests for Green Lake Dam maintenance and overhaul to increase electrical power to Japonski Island to support SEARHC and the USCG? We recently learned that SEARHC is proceeding with pace on their expansion, and the USCG currently has contractors in town working on infrastructure improvements for the new cutter to be stationed in Sitka.

My judgement is the increase of our electrical distribution to support SEARHC and the USCG needs to be initiated in the next 12 months.

Thank you for your consideration.

Respectfully,

John M. Leach
Municipal Administrator



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

June 29, 2020

Senator Dan Sullivan
302 Hart Senate Office Building
Washington, DC 20510

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Respectfully,

John M. Leach
Municipal Administrator

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH JUNE 2020

Wastewater Treatment Plant (WWTP) Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Installation of building felt and hat-channel for new siding.
- New interior partition sheetrock and wall closure.
- Window Installation.
- Installation of new transformer by CBS PW & Electric Dept.
- Completion of significant portions of the installation of the new mechanical and electrical systems.
- Structural steel received on site.

Future Milestones

- Roof installation of structural steel supporting new exhaust fans (requires a crane), July 2020.
- Reconstruction of all building siding, doors, and windows, Summer/Fall 2020.
- Completion of installation of new mechanical, electrical, and SCADA building systems, Winter 2021.
- Substantial Completion required May 20, 2021.

Background

The Wastewater Treatment Plant was built in the early 1980's and many of the building systems, including the building envelope (exterior siding, windows and doors), electrical, plumbing and mechanical, including the HVAC (ventilation air) system, have failed or are past their useful life and require replacement. The air quality within the building is inadequate and corrosive, and as a result the exposed piping and metal within the building have corroded.

Total project cost is currently estimated at \$9,782,000. Funding for this project is provided by the following sources:

\$263,000 – WW Fund Working Capital
(\$218,000) – WW Working Capital moved to the SCADA Control Project
\$9,737,000 – DEC Loans
\$9,782,000 – Total Available Project Funding

Current Contracts: McCool Carlson Green (design)	\$898,284
MCG Constructors, Inc./DCI Joint Venture (w/CO-1)	\$7,432,800

Critical Secondary Water Supply (DESIGN PHASE)

For more information and history on this project, visit the City website at:
www.cityofsitka.com > Public Works Department > Public Works Projects > Critical Secondary Water Supply – or go directly to:
<https://www.cityofsitka.com/government/departments/publicworks/projects.html>

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Facilitate discussion between NSRAA and CBS Administration to establish a project cost sharing structure for potential EDA grant: July 2020.
- Solicit construction bids for Sawmill Creek intake and filter plant: February 2021.
- Award construction contract: April 2021.
- Substantial Completion for secondary water source project anticipated in October 2021.

Background

The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. 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. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds. Total project cost is estimated at \$18 million. Funding for the project is provided by:

\$530,000 – Working Capital
\$17,620,000 – Alaska Clean Water Fund loan
\$18,150,000 – Total Available Project Funding

Current Contracts:	CRW Engineering Group (design)	\$1,104,291
	Jacobs (design review, design management)	\$87,000
	Pall Water (supply filtration equipment)	\$2,339,350

Crescent Harbor Float Replacement – Phase I (CONSTRUCTION PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Electrical subcontractor to install substations, June & July 2020. This will provide power to the electrical equipment adjacent to the slips. Schedule subject to supply-chain delays due to COVID-19.
- Project Substantial Completion date is July 18, 2020. Schedule subject to supply-chain delays due to COVID-19, and will likely need to be extended to late July via change order.

Background

The physical condition of Crescent Harbor had deteriorated to point where in-house repairs are no longer sufficient to adequately maintain the facility. Harbor Department staff and Public Works Department engineers determined the harbor now presents an operational and safety risk due to floats sinking, decay of wooden beams, corrosion of metal fixtures and failure of walk-down ramps to meet ADA accessibility requirements.

The project has an estimated total cost of \$13 million for design and construction. Funding for this project is provided by the following sources:

\$1,000,000 – Harbor Fund Working Capital
 \$5,000,000 – AK DOT Harbor Matching Grant
\$8,025,000 – Harbor Revenue Bonds
 \$14,025,000 – Total Available Project Funding

Current Contracts: Jacobs (project administrative support) \$315,905
 Turnagain Marine Design-Build Contract \$13,149,652

Sitka Cross Trail Phase 6 (CONSTRUCTION PHASE)

Milestones This Period

- 5,320 feet (of 14,000 feet total) of rough trail constructed through June 19, including 730 feet topped with surface course (D-1 gravel).

Future Milestones

- Complete rough trail construction, Winter 2020-21.
- Construction of No Name Creek bridge, Spring 2021.
- Construction of Harbor Mountain Road trailhead parking area, Summer 2021.
- Construction of Old Sitka Rocks connector, Summer 2021.
- Substantial Completion, September 2021.
- Open for recreational trail use, October 2021.

Background

The project includes extending the Sitka Cross Trail from Harbor Mountain Road north to the Starrigavan Boat Launch overflow parking lot, adjacent to the USFS Forest & Muskeg trailhead. A small parking lot will be constructed at the Harbor Mountain Trailhead. The project also includes a connector trail in the vicinity of No Name Mountain for users to access the Cross Trail from the Old Sitka cruise ship dock. The total length of new trail to be constructed is 14,000 feet (2.6 miles), increasing the total length of the Sitka Cross Trail system to over 7 miles, including multiple access points throughout.

The project is being constructed by Sitka Trail Works, who has assisted with the development of the project from start to finish. The current funding plan is as follows:

\$ 2,132,698 – Grant from Western Federal Lands
 \$ 72,575 – CBS GF and/or CPET Funds
\$ 142,596 – STW contribution
 \$ 2,347,869 – Total Available Project Funding

Current Contracts: Sitka Trail Works, Inc. \$2,010,644

Thomsen Harbor Anode Replacement (DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Advertise for construction bids, July 2020.
- Construction planned for October 2020. Substantial Completion, February 2021.

Background

Old Thomsen Harbor was originally built in 1976. In 2006, the CBS replaced the Old Thomsen Harbor floats with new timber floats as part of a comprehensive capital improvement program. At the time of construction, a cathodic protection system was considered to prevent future corrosion, but not installed due to financial considerations. Some of the existing steel piles are already showing signs of mild corrosion. This project will install cathodic protection on all of the steel pipe piles in Thomsen Harbor in the form of sacrificial anodes welded to the piles. The new anodes are designed to protect the piles for 20 years, thereby extending the life of this important and expensive harbor facility.

The project currently has an estimated total cost of \$450,000. Total available funding for this project is \$406,000. Funding for this project is provided by the following sources:

\$203,000 – Harbor Fund Working Capital
\$203,000 – AK DOT Harbor Matching Grant
\$406,000 – Total Available Project Funding

If necessary, additional working capital – approximately \$44,000 – from the nearly completed Crescent Harbor Phase 1 project may be transferred to fully fund this project prior to an award of a construction contract.

Current Contracts: PND Engineers, Inc.

\$17,870

Sitka Seaplane Base (SPB) (PLANNING PHASE)

For more information and history on this project, visit the City website at:

www.cityofsitka.com > Public Works Department > Public Works Projects > New Sitka Seaplane Base – or go directly to:

<https://www.cityofsitka.com/government/departments/publicworks/SitkaSeaplaneBaseSitingStudy.htm>

Milestones This Period

- Pilot Stakeholder Virtual Meeting for planning level pilot input on facility size, amenities, and priorities.

Future Milestones

- Prepare revised Planning Level Facility Concepts based on information collected in the Pilot Meeting and the Pilot Survey, July 2020.
- Review revised facility concepts with Pilot Stakeholders and FAA, July 2020.
- Completion of the Intertidal Habitat and Marine Life Surveys. These studies will impact and influence the final preliminary facility layout, July/August 2020.
- Permitting: DRAFT NEPA Environmental Assessment (EA) prepared and ready for Public Review: September/October 2020.
- Planning for land acquisition and business plan: October/November 2020.
- Assembly update presentation and public meeting for input on drafts EA, facility layout, and business plan: October/November 2020.

- Prepare and submit AIP grant applications to FAA for next phase Design/Land Acquisition: Spring/Summer 2021 (depends on federal funding cycle).

Background

The existing Seaplane Base has been operating for 65 years and is at the end of its useful life. The Assembly passed an action plan to construct a new facility just inside the breakwater on Japonski Island (end of Seward Street) making this a top priority to secure Federal Funding, land, and ultimately construction. Federal funding is anticipated to cover 93.75% of the cost of construction and another \$150k per year in operational maintenance. For this reason, it is essential for the project development to follow the required Federal funding process anticipated to span four years.

There are 5 main phases required to complete to be eligible to proceed to the next stage and receive Federal funding:

1. Planning and Environmental Review (current funded stage):
Complete early 2021
2. Planning Level Layout plan (current funded stage): Complete early 2021
3. Land acquisition (not funded until EA is completed and approved):
Complete Summer 2022
4. Design/Final Permitting (must build or give back FAA funds):
Complete Summer 2022
5. Construction: 2023-2024

We understand there are concerns over the length of the process especially as it relates to these initial grant phases of work for the Environmental Assessment and completed a kickoff meeting to help clarify and brainstorm options in navigating the required federal process as well as to provide an opportunity to give comments and ask questions, before the project proceeds into the permitting phase.

For detailed meeting notes and presentation materials, visit the project web page at the link above.

The preliminary total project cost is estimated at \$16 million. Funding for this project is provided by the following sources:

\$842,629 – FAA AIP Grant (E/A & Planning Grant)
\$56,176 – General Fund Working Capital (Req'd CBS Match @ 6.25%)
 \$898,805 – Total Available Project Funding

Current Contracts: DOWL (E/A & Aviation Planning) \$707,079

Sitka Sea Walk Phase 2 (PLANNING & DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Additional scoping effort to be performed to explore more affordable alternatives, July 2020. (Route described in Background section below deemed too expensive to fit within existing funding.)
- Design phase to kick off in late 2020 with plans for multiple meetings throughout the process.
- Construction is estimated to begin Spring 2021.

Background

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. The project is being delivered (managed) by Western Federal Lands (WFL), will be designed in 2020 and construction is expected to begin Summer 2021. Multiple rounds of public involvement are anticipated throughout the design process. The current funding plan is as follows:

\$ 1,674,713 – Grant from Western Federal Lands
 \$158,060 – CBS GF and/or CPET Funds
\$1,832,773 – Total Available Project Funding

Current Contracts: No CBS contracts at this time.

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- Applied for Alaska Sustainable Salmon Fund grant. The list of projects selected for funding will be released in December 2020.

Future Milestones

- Complete design, July 2020.
- Project to be bid in Fall 2020 and constructed in Summer 2021 when public schools are not in session. The closure of Peterson Street would cause major school-bus delays.

Background

The project includes replacement of deteriorated 60" corrugated metal culvert crossing under Peterson Street with a 15' wide plate arch culvert, allowing for fish passage. Peterson Street is a collector street that provides critical access to side streets and local residences as well as to Sitka High School.

Total project cost is estimated at \$1,215,000. Funding for the project is provided by:

\$1,020,000 – General Fund Working Capital
\$55,000 – National Fish & Wildlife Foundation design grant
\$60,000 – U.S. Fish and Wildlife Service Fish Passage construction grant
\$80,000 – U.S. Fish & Wildlife Service Fish Passage construction grant

\$1,215,000 – Total Available Project Funding

Current Contracts: DOWL (design)

\$116,070

Channel and Eagle Way Lift Station Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Rehabilitate Channel and Eagle Way lift stations:
 - Eagle Way construction startup: July 13, 2020.
 - Channel construction startup: August 6, 2020.
 - Substantial Completion (both sites): October 23, 2020.
 - Physical Completion (both sites): November 23, 2020.

Background

Eagle Way Lift Station is responsible for pumping all sewage east of Eagle Way toward the Wastewater Treatment Plant. Channel Lift Station is responsible for an apartment complex and one private residence on Halibut Point Road. Both lift stations require excess maintenance due to corrosion and/or outdated pumping equipment. Project will rehabilitate lift stations, re-using existing infrastructure to the extent feasible.

The estimated construction cost for the project is approximately \$1.2 million. Funding for the project is provided by:

- \$250,000 – DCCED grant (Eagle Way Lift Station)
- \$530,000 – Wastewater Fund Working Capital (Eagle Way Lift Station)
- \$108,266 – Wastewater Fund Working Capital (Channel Lift Station)
- \$371,109 – ACWF loan (Channel Lift Station)
- \$1,259,375 – Total Available Project Funding

Current Contracts:	DOWL (C-EW portion of bigger design project)	\$100,975
	DXPE (Eagle Way portion of pump supply contract)	\$56,714
	Boreal Control (C-EW portion of control equipment supply contract)	\$97,200
	Marble Construction (construction)	\$829,238

Brady Lift Station Rehabilitation (DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

- Complete design and bid out project: July 2020.
- Request supplemental appropriation for approximately \$250K. This was missed during the FY21 budget process: August 2020 (after we open bids).
- Issue Notice to Proceed to low bidder: August 2020.
- Construct Brady Lift Station improvements:
 - Start construction: November 2020.

- Substantial Completion: February 2021.
- Physical Completion: March 2021.

Background

Brady Lift Station is responsible for pumping all sewage generated north of Brady Street to the Wastewater Treatment Plant. A plug valve in the lift station has failed, making it impossible to isolate one of the three pumps for maintenance. Equipment is outdated and requires excessive maintenance. Project will rehabilitate lift station, re-using existing infrastructure to the extent feasible. Work is scheduled to minimize impacts to True Value. The project will require use of part of their parking lot.

The estimated construction cost for the project is approximately \$900K. Funding for the project is provided by:

\$217,400 – ACWF loan
\$428,759 – Wastewater Fund Working Capital
 \$646,159 – Total Available Project Funding

A supplemental budget request for \$250K will be needed to fully fund the project.

Current Contracts:	DOWL (Brady portion of bigger design project)	\$115,467
	DXPE (Brady portion of pump supply contract)	\$53,730
	Boreal Control (Brady portion of control equipment supply contract)	\$97,700

Airport Terminal Improvements (DESIGN PHASE)

Milestones This Period

- Execution of the TSA grant amendment offer for additional funding for the Design of the TSA Baggage Screening Area.
- Assembly approval of appropriation (first reading) to spend additional TSA grant funds.

Future Milestones

- Complete the 35% design milestone for the rest of the terminal improvements, August/September, 2020.
- Complete the 65% design milestone, February/March 2021.
- Resolve the remaining 30% TSA design submittal issues for the TSA Baggage Screening Area during the 35% to 65% design phase, February/March 2021.
- AK DOT involvement during 65% design milestone regarding potential FAA AIP funding & Improvement phasing Fall/Winter 2020/2021.
- Bid phase 1 of project, Fall 2021.
- Construct phase1, 2021/2022.
- Phased construction **subject to funding 2021 through 2024.**
- Identify funding sources for terminal improvements beyond the PFC/Bonding and AIP grant request to AK DOT, like airport terminal user fees, parking fees, curbside and taxi permit fees, which are all typical Airport Revenue sources.

- Phased construction has been delayed to at least 2021 through 2023, due to the Federal Government shutdown at the end of 2018 and difficulties with the completion and approval of the 30% TSA Baggage Screening Area/Equipment design.

Background

The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant in the amount of \$158,569.25 to design specific improvements to the TSA Baggage Screening Area. Other areas impacted by these design changes are ineligible for the TSA design funding. The Assembly approved moving forward to the 65% Schematic Design Milestone for the preferred concept plan that was presented in the Assembly work-session August 8, 2017. Passenger Facility Charges (PFC) were applied for and approved by ADOT and FAA. Collection of the PFCs began May 1, 2018. The total anticipated revenue collection over the 20-year period of collection is \$6,840,000.00, which will finance the \$4,025,000 revenue bond along with its fees and debt service.

The estimated cost for the project as identified is approximately \$15 Million. The current funding plan outlines the following components:

• Passenger Facility Charge Revenue	\$4,025,000	Bond Secured
• TSA OTA Grant	\$158,569	Secured
• TSA Funding	\$3,397,500	Unsecured
• Eligible AIP Grant Request through AK-DOT	\$10,283,954	Unsecured

Current contracts: MCG Architects (design) \$449,069

Maintenance Activities

Streets

- Cleaned out the ditch around Monastery Street Area.
- Excavated an area approximately 100 ft long and the width of the road, approximately 3ft deep on Etoin St. to allow water drainage to prevent reoccurring potholes.
- Removed trees behind the High School.
- Graded gravel roads.
- Did storm drain maintenance on Indian River Road.
- Cleaned the ditches on Rands Drive.
- Better defined the ditch bottom of Davidoff Street.
- Took recycled glass to the Construction Debris landfill.
- Clean out catch basins on Indian River Road.
- Changed manhole lids on Somer Drive and Patterson Way.
- Upgraded a crosswalk on Siginaka Way, by painting it. Put no parking signs and established a handicap parking spot by installing with proper signage.

- Placed water on the gravel roads to control the dust.
- Excavated and graded around lower Moller Field.
- Graded Kimsham Field parking lot.
- Swept the streets.
- Filled the potholes on the City/State building back parking lot and around town.
- Excavated a ditch and transformer base for Electric Dept. at the Wastewater Plant.
- Assisted the Water Department in repairing a waterline on Baranof St.
- Accepted a boat at Construction Debris landfill.
- Buried approximately 80 yards of bio solid material at the Bio Solid Landfill.

Central Garage

- Repair an ignition switch in the Senior Center van.
- Swapped out a mower deck with another walker mower.
- Replaced a CV axle and ball joints in a Police Vehicle, Unit 424.
- Serviced equipment at the scrapyard to get ready for City clean up.
- Replaced wear shoes and broom on the street sweeper as well as repaired the hydraulic hose.
- Repaired brakes on Ford Ranger, Unit 362.
- Inspected welds on our F350 Flatbed, Unit 478 due to factory warning stating we may have a defect.
- Completed numerous other repairs from fixing a flat tire to changing windshield wipers.

Scrapyard

- Processed 215,240 pounds of scrap metal. Shipped 10 Gondolas averaging 10.7 tons a gondola.
- Total gondolas for the fiscal year was 90, which is a total of 1,789,310 pounds of scrap metal.
- Shipped out (8) 55-gallon drums of waste gasoline.

Grounds Maintenance

Completed

- Preventive maintenance schedule – Normal operations 84 preventative maintenance (PMs)
- Reactive/Requested Work Orders – 12PMs

Ongoing

- Sports programs starting to operate following state mandates for COVID. Grounds team providing support for field use and groups operations.
- Temp Attendant positions continue to touch point sanitization for restrooms facilities and once a day custodial cleaning services for all recreation and grounds sites. Also providing support services to public harbors restrooms. Harbors assisting with locking specific sites at night shift.
- Providing support, continuing maintenance and repairs as required pertaining to COVID-19.

- Lower Moller East Playground – work has continued on the playground as time allows base off crew and time resources available.
- Sitka Community Playground warranty work underway. 5 phase of work each closing off small section allowing the majority of the playground to remain open during replacement of surfacing tiles. Phase four almost complete.
- Approved by parks and recreation committee, pickle ball courts set up in the tennis courts. Streets crew will help ground maintenance with volunteer group on lining the courts.

Building Maintenance

Completed

- Preventive maintenance schedule – Normal Operations – 209 PMs.
- Roof patches at City bailer building in scrap yard.
- Deep cleaning of the library tile floor and bathrooms utilizing contractor
- Provide report requested by Airport TSA on building maintenance records required by TSA OSHA for COVID.
- Repaired a water supply leak at the Sitka Airport main terminal, in the overhead heating supply.

Ongoing

- Touch point sanitization of selected public city buildings. Airport, City Hall, Library, City/State (Public spaces & Courts as needed).
- City/State office complaints on damaged window with cold weather. Provided estimated cost to replace based off other windows. Reached out to contractor for proposal. State would need to pay for replacing.
- State DOT/PF requesting City/State to no longer be part of their infrastructure. Discussion on option to proceed with City/State 1967 Agreement.
- Centennial Hall – Gutter membrane installation, product has arrived and contractor will be installing when weather is conducive.
- Tom Young Cabin Heater Problems- Someone tried to fix the carbonator- crew went done and replaced the carbonator unit. Still having issue and unit ware. New unit system ordered.

Monitoring

- Harrigan Centennial Hall – tile floor cracking common areas, waiting to see if weather changes creates more issues.
- Harrigan Centennial Hall additional cracks discovered under meeting room 5 carpet tiles. Waiting to see what happens with weather changes and activate on plan for repairs if required.

Water/Wastewater

A water leak on Baranof Street was discovered by using leak detection and correlation equipment. The leak was on the chlorination tap (photo). Crews were able to cut out the tap and install a compression fitting and cap.



Significant progress has been made on the wastewater treatment plant rehabilitation project.



Hat channel and felt paper installed. Preparing for new windows.



New louvers installed



New windows installed



Conduit installation



Sheetrock installation



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-137 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 7/6/2020 In control: City and Borough Assembly
On agenda: 7/14/2020 Final action:
Title: Service Award: Library Commission Member Dr. Paul Bahna
Sponsors:
Indexes:
Code sections:
Attachments: [Bahna Service Award](#)

Date	Ver.	Action By	Action	Result
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Service Award

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

Paul Bahna

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

Signed and sealed this 14th day of July 2020



Mayor Gary L. Paxton



ATTEST: Municipal Clerk, Sara Peterson





CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-138 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 7/6/2020 In control: City and Borough Assembly
On agenda: 7/14/2020 Final action:
Title: Approve the minutes of the June 18, 23, 25, 30, and July 7 Assembly meetings
Sponsors:
Indexes:
Code sections:
Attachments: [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 – Read aloud a portion of each item being
voted on that is included in the consent vote.**

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

POSSIBLE MOTION

I MOVE TO approve the minutes of the
June 18, 23, 25, 30, and July 7
Assembly meetings.



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson

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

Thursday, June 18, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Nelson, Knox, and Mosher participated by videoconference.

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

Karen Lucas told of the Sitka Community Working Group and concept to acquire the former Presbyterian Church as a community center. The group would like to rehabilitate the church to help the most vulnerable population in Sitka and have it be owned by the City or Sitka Tribe of Alaska (STA). The facility would be managed by a non-profit, be self-sustaining, and provide food and shelter to those it serves. Nancy Furlow spoke in support of establishing the project Ms. Lucas spoke of and urged the Assembly to do the same. Harriet Bealeal spoke in support of a Sitka Community Center as spoke of by Ms. Lucas. Sergeant Gary Cranford introduced Robert Moelder a new Police Officer. Jennifer Alley encouraged the Assembly to extend funding to STA. Galen Paine spoke in support of acquiring the former Presbyterian Church for a community center.

VI. NEW BUSINESS:

A 20-120 Discussion / Direction / Decision on CARES Act funding program design and

associated applications

Municipal Administrator John Leach provided an overview of the CARES Act Working Group and their work thus far. Leach stated Sitka was scheduled to receive \$14,036,874 in CARES Act funding and reviewed the specific funding categories. Further, Leach reviewed the areas in which the CARES Act Working Group was looking for guidance on.

Christianson spoke favorably of the groundwork and offered comments. Eisenbeisz also spoke in support of the framework and wondered of the amount set aside for Category 4: City Impact/Mitigation Spending (\$1.75M). Leach noted some of the funding was set aside for COVID-19 testing of community members. Christianson shared some of the challenges with testing. In addition, he reminded a requirement was the money needed to be spent by the end of the year. Knox, a working group member, shared thoughts for moving forward and reminded it was complicated. He said there were two different tracts to move forward with for businesses qualifications - 1) more robust with exact impacts shared or 2) a simple application process to disseminate funding quickly. Wein noted the importance of determining need and commented it was difficult to determine based on information provided. Wein wished to see the funding used efficiently and said what was missing were projects that would exist after the pandemic was over. He reminded the funding could address help with the community center. Wein also wished to see ventilation systems replaced and improved in public buildings. He wondered how to make efficient use of the money with lasting effects. Paxton spoke favorably of the framework and applications. He suspected the full amount of money set aside for utilities may not be needed. Mosher reminded the funding was intended for the entire community, spoke in support of keeping the process simple, and not to be used on specific projects - e.g. community center. Nelson thanked the working group for their thorough work and shared opinions on the categories.

Eisenbeisz wondered of the definition of "spent." Chief Finance and Administrative Officer Jay Sweeney stated it needed to be distributed, a check written, by December 31, 2020. Sweeney also clarified the money had to be used for COVID-19 relief. He explained all expenditures of CARES Act funding had to mitigate adverse impacts of COVID-19 pandemic on the municipality. Paxton believed the community center to be an interesting opportunity.

Christianson suggested the Assembly discuss the categories and agree on funding for each. Wein said it was difficult to determine if need was unknown.

A motion was made by Christianson to AMEND moving \$750,000 from category 4 to category 3. The amendment PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Knox, Mosher, Nelson, and Paxton

No: 1 - Wein

Public Comment

Loyd Platson spoke in support of a community center. Jennifer Alley spoke in opposition to the categories. Eric Van Cise School Board Clerk spoke to category 4 and of the benefits of AmeriCorps volunteers. He told of the technology used and the need to be prepared to enhance learning and lasting benefits for students. Karen Lucas stated counselors were lacking in the School District and advocated for the positions. Nalami James spoke to categories, advocated for a homeless shelter, and suggested flat coverage for utilities. Connie Sipe a Sitka Legacy Fund member provided

recommendations to the categories, noted the work required to vet the applications, and offered to help streamline the process.

A motion was made by Wein to AMEND adding category 7: The motion FAILED by the following vote.

Yes: 2 - Paxton, and Wein

No: 5 - Christianson, Eisenbeisz, Nelson, Knox, and Mosher

A motion was made by Christianson to accept the overall structure as put forth by the CARES Act Working Group and associated amounts for Category 1: Utility/Moorage Assistance of \$4.5M; Category 2: Business and Non-Profit Grants for \$5M; Category 3: New City Funded Programs for \$2.5M; Category 4: City Impact/Mitigation Spending for \$1M; Category 5: Sitka School District Request for \$430K; Category 6: Contingency \$627,653 as AMENDED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Eisenbeisz, Knox, Mosher, Nelson, and Paxton

No: 1 - Wein

Leach was looking for guidance in category 2 and offered to bring back a proposal with more developed criteria. Wein thought to include a disclaimer. Nelson thought there was no need to split category two as there was enough wiggle room. She stated to look at applications and noted that the funding was to assist with impacts from COVID-19, not make everyone whole.

Garry White, SEDA Executive Director and a member of the CARES Act Working Group spoke to data of businesses in Sitka estimating potential applicants for category 2. He mentioned that there was no way to track revenue at this time or FTE's. He agreed with Eisenbeisz to use estimated numbers and if need be reallocate funding.

Christianson was not in support of distributing funding for those businesses that had unpaid financial obligations and felt they should be paid prior to receiving a grant. Knox told of the working group discussion if the funding was leverageable.

Chief Finance and Administrative Officer Jay Sweeney gave his perspectives of giving grants to entities in Sitka with the proviso that the grant you receive may be offset by debt owed city. He stated it wasn't disallowed and felt it was reasonable use of the funding. He stated there was no specific guidance on if allowed to give CARES Act funding for debt incurred prior to March 15. Municipal Attorney Brian Hanson offered his logic that funding was given to offset what they would have typically received if the pandemic did not occur in which they could have paid their bills. He felt under that circumstances, it was fair and the risk should be taken to allow an offset. His opinion was that the city shouldn't terminate eligibility for having a past due debt.

Mosher did not feel that an applicant should be prohibited from receiving funds if they had a past due balance. Knox would like to see the Assembly entertain the idea brought forward by Connie Sipe of the Sitka Legacy Fund.

VII. PERSONS TO BE HEARD:

Karen Lucas spoke to community center support and clarified it was not a homeless

shelter but rather a multi-use social service center. Duce Audette a resident of Presbyterian church neighborhood wondered of the impacts of a community center in the neighborhood. He advocated to slow the process down. Dr. Wein reported the Kelmscott Chaucer as one of the most beautifully printed books listed in our history. He stated only 425 were printed and made from linen and noted there was still beauty in the world.

VIII. EXECUTIVE SESSION

None.

IV. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:20 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 Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson

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

Tuesday, June 23, 2020

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Knox participated by videoconference

Present: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

20-131 Reminders, Calendars, and Correspondence

V. CEREMONIAL MATTERS

None.

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

20-121 Special Report: Alaska's Chief Medical Officer, Dr. Anne Zink (via videoconference)

Municipal Administrator John Leach thanked Dr. Zink for her time. Dr. Anne Zink shared data specific to Sitka for COVID-19 testing. She noted that there was not 100% accuracy on testing but that all positives should be treated as such. She encouraged

social distancing, wearing a mask, and keeping social circles small to avoid spreading the disease. She told of contract tracing and tracers, investigations, and mandatory reporting. She noted that Alaska was the 8th most tested state with the lowest rate. She answered Assembly member's questions surrounding testing with regards to positive and negative results and the timeline.

Wein said that Alaska was lucky to have Dr. Zink and thanked her for her difficult job.

VII. PERSONS TO BE HEARD

Garry White Chair of University of Alaska Southeast Sitka Campus Advisory Council informed of the potential close down of southeast campuses in FY2022. He extended an invitation for an Assembly Member to sit on the Council. Doug Osborne told of an online petition to remove the statue of Baranov in front of Harrigan Centennial Hall. He asked the Assembly to consider the removal. Harriet Miyasato Beleal, Nancy Furlow, Paulette Moreno, Tom Gamble, Chandler O'Connell, Bob Sam, Scott Maxwell, and Nicholas Galanin spoke in support of removal of the Baranov statue. Andrew Hames, Brian Hames, and Roger Hames spoke to the history of the statue, that it was a gift and asked that if it were removed, it go to a museum. Valorie Nelson spoke as a member of the public and told of concerns of the divisiveness of the statue.

VIII. CONSENT AGENDA

A motion was made by Nelson that the Consent Agenda consisting of items A, B, and C be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

A 20-123 Approve the minutes of the June 9 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

B 20-124 Approve a new liquor license application and premises diagram application for Harbor Mountain Brewing Company at 1209 A Sawmill Creek Road

This item was APPROVED ON THE CONSENT AGENDA.

C 20-125 Approve an application for the renewal of a retail marijuana store license for Anna M. Cleaver dba Weed Dudes at 1321 Sawmill Creek Road Suite J & K

This item was APPROVED ON THE CONSENT AGENDA.

D RES 20-22 Setting the millage rates for the fiscal year July 1, 2020 through June 30,

A motion was made by Wein that this resolution be APPROVED on FIRST AND FINAL READING with the clerical change in the total amount of assessed value as \$1,178,465,990. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

E 20-126 Appoint Jeff Budd to an unexpired term on the Library Commission

A motion was made by Christianson that this item be APPROVED. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

X. UNFINISHED BUSINESS:

F ORD 20-32 Making supplemental appropriations for fiscal year 2020 (*Secure Rural Schools Support*)

Eric Van Cise Sitka School Board Clerk spoke in support of funding the schools and wondered of the splitting of funds historically.

Wein stated the Secure Rural Schools Act was dual purpose to be used for both schools and roads. He noted the monies that would be given to the School District from the CARES Act funding. Nelson was not in support and stated that roads needed funding. Mosher spoke in support of the 50/50 split. Christianson felt that the funding was needed for schools and that counselors were needed. Paxton was in support although noted the need for funding roads in the future.

A motion was made by Mosher that this ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 5 - Christianson, Eisenbeisz, Knox, Paxton, and Mosher

No: 2 - Wein, and Nelson

G ORD 20-33 Amending Title 4 "Revenue and Finance" of the Sitka General Code by revising Chapter 4.09 "Sales Tax" relating to exemption certificate

A motion was made by Mosher that this ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote.

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

XI. NEW BUSINESS:

New Business First Reading

H ORD 20-34 Making supplemental appropriations for fiscal year 2021 (*Airport Terminal Improvement Project*)

Public Works Director Michael Harmon noted the intent to remodel the airport in a partnership with TSA to upgrade their secured area. He stated this grant enabled improvement and would speed up the processing of luggage.

Wein noted the 5% match for city.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

I ORD 20-35 Making supplemental appropriations for fiscal year 2021 (*COVID-19 Re-appropriation*)

Municipal Administrator John Leach explained to carry funding forward in next fiscal year for FEMA, reimbursement needed to be appropriated. He explained that it could be used for emergency isolation, personal protection equipment, meals, overtime wages - anything directly related to the emergency that would then be submitted for reimbursement.

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

Yes: 7 - Christianson, Eisenbeisz, Knox, Wein, Paxton, Mosher, and Nelson

Additional New Business Items

- J 20-127** Discussion / Direction of a request to purchase a portion of Tract A11 of Whitcomb Heights Subdivision encompassing approximately 41,000 square feet near the corner of Cushing Street and Kramer Avenue
- Planning Director Amy Ainslie gave an overview of the request to purchase 41,000 square feet of a parcel in the Whitcomb Heights subdivision. She spoke to the process of competitive bid that would need to take place and relayed that the Planning Commission felt it was appropriate to sell. Chief Finance and Administrative Officer Jay Sweeney noted if sold the proceeds would go to the Permanent Fund but that the costs from selling the property could be used from the Benchlands Capital Project Fund. Public Works Director Michael Harmon spoke to the multiple landslide reports, and the two in final form. He told of infrastructure.
- Wein felt it should be a request for proposals (RFP) process and wondered of the cost to the city. Christianson was in support of selling, but wondered if it would be better to sell the entire parcel and not a portion. Eisenbeisz thought to sell the entire parcel and noted the buyer could reimburse the costs of surveying and subdividing. Paxton was in agreement with the RFP process and having the owner pay to install utilities. Nelson felt to proceed with caution because of the history in the vicinity. She was in agreement to sell the entire lot and an RFP.
- K 20-129** Discussion / Direction on the disposition of unpaid personal property taxes
- Municipal Administrator John Leach reminded he had informed the Assembly of the unpaid amounts in 2019 and that any balance less than \$200 could be written off by the Finance Director while the Administrator had authority to write off anything over \$200 and under \$1,000 if deemed uncollectible. He noted two of the listed account owners were working toward promissory notes. He asked for Assembly direction for the remaining debts. Municipal Attorney Brian Hanson relayed that the Sitka General Code sets policy and that a case by case assessment needed to be done. He noted he worked on collection items weekly.
- Nelson disclosed she was a member of one of the entities. She stated she would like more transparency as to who the parties are of outstanding balances owed to the city. Christianson wondered of including these amounts into next year's bills and roll it forward. Wein felt uncollected debts were a problem that needed to be solved city wide. Mosher agreed a precedent should be set and the debts collected.
- L 20-128** Appeal of the denial of a public records request filed by Nick Feronti for Northern Justice Project, LLC (*possible executive session*)

Municipal Attorney Brian Hanson spoke to practice and procedure for this quasi-judicial hearing and he explained the appeal of a denial of a public records request. He noted that a decision needed to be made and that the burden of proof was on the city. He stated the Mayor's role during the procedure and confirmed that the next step if the Assembly denied would be superior court.

Hearing

Appellant/Staff presentation of evidence and argument: Nick Feronti of the Northern Justice Project spoke to the denial as wrongfully denied. He told of transparency and the theory for public access to government as a fundamental right and gave context of new criminal charges. He spoke to the process and urged the Assembly to look at the denial letter. Hanson told of the process for public records requests and of practice and procedures. He noted that the vast majority of records were disclosed however there were a few occasions of denials. He explained the law enforcement interference exception in the Sitka General Code and the distinguishing pending versus active cases.

Appellant/Staff response or clarifying statements: Feronti called on witness, Ryan Silva. Silva answered questions of his employment history, misconduct of the Sitka Police Department, a lawsuit, an investigation, and privacy. Feronti stated irrelevancies and speculation. He suggested erring on the side of releasing the documents. Hanson strongly urged the Assembly to deny the appeal. He reiterated that the documents involved an investigation that was started by the Sitka Police Department then continued by the Alaska State Troopers. He told of the importance of witnesses needing privacy and that confidentiality was needed during active cases.

Deliberation by Assembly: Mosher spoke in support to deny the appeal and stated that Hanson's argument was clear and logical. Christianson concurred and stated the request was asking for records for an ongoing investigation that the Troopers were conducting. Wein stated the question was, what was allowed by law and as to whether the denial was justified by law. He spoke to reasonable doubt and wondered if the decision to disclose reasonably interfered with the prosecution. He didn't feel there was enough information and that records should be disclosed. Nelson spoke in support of disclosure. Eisenbeisz spoke in support to deny the request and noted the difference in a pending criminal investigation and a pending criminal case. He believed that if it were a pending criminal case, it should be released, however, he viewed an investigation differently.

A motion was made by Knox to deny the appeal. The motion PASSED by the following vote.

Yes: 5 - Paxton, Christianson, Knox, Mosher, and Eisenbeisz

No: 2 - Wein, and Nelson

XII. PERSONS TO BE HEARD:

Mary Ferguson spoke of disappointment of the denial of the appeal for the records request release. She spoke to the lack of transparency. Rachel Moreno spoke in support of school funding and counselors in the School District. George Paul spoke to political differences and spoke in support to leave the Baranov statue and the canoe in front of Harrigan Centennial Hall. He urged to support government to government relationships and asked to open the Library. Tom Gamble recommended mediation for

quasi-judicial items. He would like encourage the Assembly to invoke change and told of a previous equity summit he hosted and was planning another August 8. Ryan Silva spoke in disappointment in the denial of the records request and felt there wasn't enough information.

XIII. REPORTS

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

Assembly Liaisons - Christianson reported on the Gary Paxton Industrial Park Board of Directors meeting. Wein reported on the Tree and Landscape Committee.

Clerk - Henshaw told of the vacancies to fill for the regular municipal election to be held October 6.

Other - Eisenbeisz reported on the City Seal Redesign process. Wein attended and reported on the Advisory Board meeting for University of Alaska Southeast.

XIV. EXECUTIVE SESSION

M 20-130 Financial matter: Alaska Pure Sea Salt - Forbearance Agreement

A motion was made by Christianson to go into Executive Session with Chief Finance and Administrative Officer Jay Sweeney under the statutory categories of discussing subjects that ten to prejudice the reputation and character of any person and to discuss matters, the immediate knowledge of which, would adversely affect the finances of the City and Borough of Sitka and invite in, if and when ready, Jim Michener of Alaska Pure Sea Salt. The motion PASSED by the following voice vote.

Yes: 7 - Christianson, Knox, Wein, Paxton, Nelson, and Mosher

No: 7 - Eisenbeisz

The Assembly was in executive session from 9:30 p.m. to 9:50 p.m. Jim Michener was in executive session from 9:40 to 9:50 p.m.

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

A motion was made by Nelson to direct the Administrator and staff to draw up the forbearance agreement as discussed in executive session with Alaska Pure Sea Salt. The motion PASSED by the following vote.

Yes: 7 - Wein, Knox, Eisenbeisz, Mosher, Paxton, Nelson, and Christianson

XV. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:52 p.m.

ATTEST: _____

**Melissa Henshaw, CMC
Acting Municipal Clerk**



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

*Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson*

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

Thursday, June 25, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Wein arrived at 6:01 p.m.

Present: 5 - Christianson, Eisenbeisz, Wein, Paxton, and Mosher

Absent: 2 - Knox, and Nelson

IV. PERSONS TO BE HEARD

None.

V. NEW BUSINESS:

A 20-132

Annual evaluation for Municipal Attorney Brian Hanson (*requests evaluation to be held in executive session*)

A motion was made by Mosher to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Attorney Brian Hanson. In addition, pursuant to customary practice, I move to exclude the Municipal Administrator and Acting Municipal Clerk. The motion PASSED by unanimous consent.

The Assembly was in executive session from 6:01 p.m. to 6:34 p.m.

A motion was made by Christianson to reconvene as the Assembly in regular

session. The motion **PASSED** by unanimous consent.

Paxton stated that the Municipal Attorney, Brian Hanson received a satisfactory evaluation and thanked him for his work.

B 20-133

Quarterly evaluation for Municipal Administrator John Leach (*requests evaluation to be held in executive session*)

A motion was made by Mosher to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Administrator John Leach. In addition, pursuant to customary practice, I move to exclude the Municipal Attorney and Acting Municipal Clerk. The motion PASSED by unanimous consent.

The Assembly was in executive session from 6:35 p.m. to 7:16 p.m.

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

Paxton announced the Assembly gave Leach a satisfactory report and thanked him especially during these difficult times relating to the COVID-19 pandemic.

VI. PERSONS TO BE HEARD:

None.

VII. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Seeing no objection, the meeting ADJOURNED at 7:18 p.m.

ATTEST: _____
Melissa Henshaw, CMC
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor Christianson

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

Tuesday, June 30, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Knox and Nelson participated by videoconference.

Present: 5 - Christianson, Knox, Wein, Paxton, and Nelson

Absent: 2 - Eisenbeisz, and Mosher

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 20-135 Appoint an Assembly Member to the University of Alaska Southeast Sitka Campus Advisory Council

Paxton relayed that the University of Alaska Southeast (UAS) budgets would be seen by the Legislative Finance Committee. He also noted the importance of the UAS campus for the community. Wein stated he had attended the last two meetings and noted the feeling of a sense of urgency. He offered to be the Assembly member to participate in the Council. He told of his concerns of detriment to the community if the Sitka campus was lost and if the campus were to be absorbed into the University of

Fairbanks which would be considered in the fall. Christianson thought that if it continued to look as though the campus would be cut back, then more response would be needed from the community as a whole. Christianson and Nelson were in support of Wein being appointed. Nelson stated she had been a member years ago and there used to be an Assembly member who sat on the council.

Garry White stated the council typically met twice a year but that they would meet more frequently until October.

A motion was made by Christianson to appoint Dr. Wein to the University of Alaska Southeast Sitka Campus Advisory Council. The motion PASSED by the following vote.

Yes: 5 - Christianson, Knox, Wein, Paxton, and Nelson

Absent: 2 - Eisenbeisz, and Mosher

B 20-134

Discussion / Direction / Decision regarding a contract to construct, maintain, and operate a haulout and shipyard at the Gary Paxton Industrial Park with Sitka Industrial Marine Shipyard, LLC (SIMS) formerly WC Enterprises

Municipal Administrator John Leach gave an overview, noting that staff was back before the Assembly as directed after entering into negotiations. He gave history of the process of the notification in November, Halibut Point Marine's haulout closure, the request for proposal (RFP), two bids received and scored, and WC Enterprises (Sitka Industrial Marine Shipyard, LLC - SIMS) was selected. He updated that SIMS recommended process for the haulout could not be completed with existing infrastructure. The negotiated contract was taken to the Gary Paxton Industrial Park (GPIP) Board of Directors where it was approved with the stipulation of legal review due to the funding profile change. He stated the change was outside the confines of the original bid. He would know mid September if the grant would be received.

Garry White SEDA Executive Director stated the terms were similar to others out at GPIP which controls the development. He noted that grant funds were a great opportunity, but it complicated this process. He said GPIP approved the terms with the stipulation that legal review it.

Christianson agreed that the addition of possible grant money was a huge change and felt that because of the grant uncertainty, it was a reason to slow down or reject the bid. He asked staff to make this a priority moving forward if the RFP's were rejected. Nelson spoke in opposition to the city managing the haulout. She had concerns from the beginning and felt another RFP should be issued after the grant situation was known. Wein spoke in support of the city starting the process and while moving forward, to then draw ideas in and develop it that way. He stated the RFP was a waste of time. He noted the need to reject these terms. He felt the submitters of the RFP could be involved in the future planning process and stated with more minds in the room, it offered a better solution. Paxton stated the contract was at a point of non responsiveness. He requested to have a plan on how to go out to bid and a plan if the grants were not received. He noted the need to have a haulout next summer, but that it was important to get the project done right even if it took longer. He commented to staff that the process needed to be high priority.

Public Comment: Dan Cooper of SIMS told of complications with the possibility of grant funding. He said he had asked throughout the process if they were outside the RFP terms and would like an extension to correct them. Michael Nurco would like to see the process move forward without recent replies to the RFP's. He suggested to

have set ground plans for what the boatyard needed. He encouraged the Assembly to slow down and would like to thank SIMS for their efforts. Baker Hensley stated he had submitted the proposal that wasn't selected and suggested that both RFP's get rejected. He thought to issue a request for information. He recommended a user group on shipyard needs. Amy Underhill commented of the need of a local shipyard and the difficulties of taking boats to get hauled out elsewhere. She stated that a lot of work had gone into the RFP's.

A motion was made by Wein to reject all bids. The motion PASSED by the following vote.

Yes: 5 - Christianson, Knox, Wein, Paxton, and Nelson

Absent: 2 - Eisenbeisz, and Mosher

VII. PERSONS TO BE HEARD

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Seeing no objection, the meeting ADJOURNED at 6:45 p.m.

ATTEST: _____
Melissa Henshaw, CMC
Acting Municipal Clerk



CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Gary Paxton
Deputy Mayor Steven Eisenbeisz,
Vice Deputy Mayor Kevin Mosher,
Kevin Knox, Dr. Richard Wein, Valorie Nelson, Thor
Christianson

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

Tuesday, July 7, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Knox and Nelson participated by videoconference.

Present: 5 - Knox, Wein, Paxton, Mosher, and Nelson

Absent: 2 - Christianson, and Eisenbeisz

IV. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

V. PERSONS TO BE HEARD

Gayle Young voiced concern for the homeless population in Sitka and expressed the need for a homeless shelter.

Wayne Dye believed there should be an enterprise fund for road maintenance. In addition, he suggested the idea of a fuel tax to pay for road maintenance.

Richard Wein recognized Father Dwight of St. Gregory's Catholic Church, thanked him for his service to Sitka, and wished him well at his next assignment.

VI. NEW BUSINESS:

- A [20-136](#) Discussion / Direction / Decision on CARES Act funding program design and associated grant applications

Municipal Administrator John Leach reviewed the work to date of the CARES Act Working Group and the funding design. He noted the categories were utility/moorage assistance (\$4.5 million); business and non-profit grants (\$5 million); new City funded programs (\$2.5 million); City impact/mitigation spending (\$1 million); School District (\$430,000); and a contingency (\$627,653).

Knox told of an email he had shared explaining in more detail category 3 - new City funded programs, reminded there were details that still needed to be worked out, and that daycare facilities throughout Alaska were operating at reduced numbers due to COVID-19 restrictions and having to use reserves for operations. Wein offered comments related to each of the categories, expressed disappointment with the work product, and stressed the need for additional budgeted amounts for food security and transitional employment program which were subcategories of category 3. Mosher spoke in support of the proposed budget and reminded, while not perfect and more details were needed, it was important to move forward and distribute the money. Paxton noted the importance of using the money to address immediate needs and thanked the Working Group. Nelson expressed the need for equitability, wished to have more information regarding the numbers provided for registered businesses, and wondered how COVID-19 had created a daycare emergency.

Margaret Hart spoke to the need for childcare in Sitka.

A motion was made by Mosher to approve the budget as proposed by the CARES Act Working Group. The motion PASSED by the following vote.

Yes: 4 - Knox, Wein, Paxton, and Mosher

No: 1 - Nelson

Absent: 2 - Christianson, and Eisenbeisz

VII. PERSONS TO BE HEARD

None.

VIII. EXECUTIVE SESSION

None.

IV. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections the meeting ADJOURNED at 7:05 p.m.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-139 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 7/6/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Reappoint Scott Wagner to a two-year term on the Gary Paxton Industrial Park Board of Directors

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Wagner](#)
[Wagner Application GPIP](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Scott Wagner to a two-year term on the Gary Paxton Industrial Park Board of Directors.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Gary Paxton Industrial Park

Name: Scott Wagner Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: _____

Length of Residence in Sitka: 27 years Registered to vote in Sitka? Yes No

Employer: NSRAA

Organizations you belong to or participate in: LEPC

Explain your main reason for applying: To continue serving as GPIIP board chair and facilitate the development and operation of the park.

What background, experience or credentials will you bring to the board, commission, or committee membership?
I am Operations Manager for NSRAA. I can help to develop long term park goals and efficient operation.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ *(To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)*

Date: 6/18/2020 Signature: *Scott Wagner*

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Scott Wagner

Experience

March 2020-Present NSRAA Sitka, AK

General Manager

- Oversee all NSRAA staff and operations
 - Report directly to NSRAA Board of Directors
 - Oversee all aspects of NSRAA financials
-

June 2011-March 2020 NSRAA Sitka, AK

Operations Manager

- Oversaw all Hatchery/Field projects and staff
- Responsible for NSRAA budget development
- Responsible for Grant applications, budgeting, spending and reporting

May 2005-June 2011 NSRAA Sitka, AK

Hatchery Manager

- Interim Manager at Medvejie Hatchery summer 2005
- Hidden Falls Hatchery Manger fall 2005-2011
- Oversaw all aspects of hatchery operation and staff

Aug 1994-May 2005 NSRAA Sitka, AK

Fish Culturist

- Green Lake Chinook project
- Deep Inlet chum rearing
- Project Supervisor

Mar 1992-Aug 1994 NSRAA Sitka, AK

Seasonal Fish-Tech

- Fish Feeder
- Net Washer
- Maintenance assistant

Education

Aug 1991-May 1994 Sheldon Jackson College Sitka, AK

Bachelor of Science, Mariculture

- Fisheries minor

Boards-Committees

City of Sitka Gary Paxton Industrial Park Board Chair 2014-Present Sitka, AK

ALPS Federal Credit Union Board of Directors 2005-2009 Sitka, AK

City of Sitka Local Emergency Planning Committee 2013-Present Sitka, AK



GARY PAXTON INDUSTRIAL PARK BOARD OF DIRECTORS

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SCOTT WAGNER 304 Nicole Drive	747-6850 w 747-3791 h scott_wagner@nsraa.org	11/25/14 6/28/16 6/26/18	6/24/16 6/28/18 6/26/20	CHAIR
VAUGHN MORRISON 114 Toivo Circle	738-0294 vmorrison26@yahoo.com	9/25/18	9/25/20	VICE CHAIR
SHEILA FINKENBINDER 424 Andrews Street	738-3098 sitkasheila@gmail.com	3/28/17 3/26/19	3/28/19 3/26/21	<i>At-Large</i>
AL STEVENS 2606 Sawmill Creek Road	747-7996 738-8237 c al.stevens@silverbayseafoods.com	8/27/19	3/26/21	Parrish's term
MIKE JOHNSON 2017 Cascade Creek Road	747-1401 966-4042 southeastmike@hotmail.com	8/27/19 4/14/20	4/24/20 4/14/22	
Garry White 329 Harbor Drive, #202	747-2660 747-7688 fax garrywhite@gci.net			GPIP Director
John Leach City & Borough of Sitka 100 Lincoln Street	747-1808 747-7403 fax john.leach@cityofsitka.org			Municipal Administrator
Thor Christianson 100 Lincoln Street	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison
Vacant 329 Harbor Drive, #202	747-2660 747-7688 fax sedasitka@gmail.com			Secretary

Established by Ordinance 00-1568

Five members appointed by the Assembly for 2-year terms, one designated At-Large

Revised: June 18, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-140 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 7/6/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Reappoint Susan Royce to a three-year term on the Animal Hearing Board

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Royce](#)
[Royce Application Animal Hearing](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Susan Royce to a three-year term on the Animal Hearing Board.



Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka

Board/Commission/Committee: Animal Control
Name: Susan V. Rayce Preferred Phone: [Redacted]
Address: [Redacted] Alternate Phone: [Redacted]
Email Address: [Redacted] Fax Number: Ø
Length of Residence in Sitka: 44 YEARS Registered to vote in Sitka? Yes No
Employer: Jim McGowan
Organizations you belong to or participate in: SITKA VOL. FIRE DEPT

Explain your main reason for applying: my interest is making sure ^{clear} animals, especially dogs, ARE treated with respect.

What background, experience or credentials will you bring to the board, commission, or committee membership?
Dog obedience instructor, dog agility instructor, SAR dog trainer, dog "behaviorist".

- Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:
- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
 - An immediate family member employed within the scope of this appointment.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

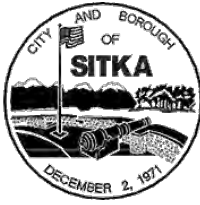
→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 6/29/20 Signature: [Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org



ANIMAL HEARING BOARD

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SUSAN ROYCE 1919 Cascade Creek Rd.	747-6064 747-6599 fax svroyce@gmail.com	7/9/02 7/12/05 6/24/08 6/14/11 6/10/14 6/13/17	7/09/05 7/12/08 6/24/11 6/14/14 6/10/17 6/13/20	CHAIR Animal Trainer
CARIN ADICKES 1401 Edgecumbe Dr.	747-1078 4seapeople@gci.net	1/26/10 1/8/13 12/22/15	1/26/13 1/8/16 12/22/18	Animal Interest Group
MORGAN DOUBLEDAY 1705 Sawmill Creek Road	747-5424 w 738-4242 c cogeye@aol.com	4/8/08 6/22/10 6/11/13 6/14/16 6/11/19	7/10/10 6/22/13 6/11/16 6/14/19 6/11/22	Dog Keeper
KATHY INGALLINERA 108 Kiksadi Court	966-8764 w 966-2251 h	7/12/11	7/12/14	Non-animal Keeper
MARY ANN JONES 515 Charteris St	747-1815 w 747-8787 h majeryj@gmail.com	9/13/11	9/13/14	Alternate Resigned 10/12/12
DAVID HUNT 209 Jarvis Street	747-7387 w doctordaveak@gmail.com	8/9/11 8/26/14 5/14/19	8/9/14 8/26/17 5/14/22	Veterinarian Resigned 9/4/19

Note: Hearing boards do not have an assembly liaison nor does the Animal Control Officer sit on the board. The hearing board consists of five members as defined in Ordinance 02-1656.

5 Members from Public and one alternate
 Initial terms staggered (1) one-year (2) two-year and (2) three-year terms and (1) alternate with 3-year term.
 Established by Ordinance 02-1656
 The Animal Hearing Board shall meet within 5 business days, or as soon as possible thereafter, after receipt for a hearing.

Revised: September 13, 2019



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-141 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 7/6/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Reappoint Bert Stedman to a three-year term on the Investment Committee

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Stedman](#)
[Stedman Application Investment](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO reappoint Bert Stedman to a three-year term on the Investment Committee.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: SITKA INVESTMENT COM.

Name: BERT STEEDMAN Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: _____

Length of Residence in Sitka: 48 years Registered to vote in Sitka? Yes No

Employer: STATE OF AK

Organizations you belong to or participate in:
SITKA MASONIC LODGE; SITKA CHAMBER OF COM.; ELKS;
SONS OF NORWAY

Explain your main reason for applying:

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

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

NONE

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 6/29/2020 Signature: [Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Explain your main reason for applying.

For continuity of the committee and too bring 30 plus years of investment experience, at the citizen, municipal and State level. Continue to pursue keeping Sitka an affordable and pristine community to raise families in.

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

Since graduating from the University of Oregon in 1985, with a Business Degree in Finance, I have been working with portfolio management at several levels. Finance experience includes analysis, review, and policy setting for individuals, communities and the State of Alaska.

I have been involved with the Sitka Permanent for several decades and been a member of the Sitka Investment Committee since its inception and would like to continue to serve the committee and community.



INVESTMENT COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
MICHAEL REIF PO Box 2346	738-6016 reifmike55@gmail.com	10/14/14	11/26/16 11/22/19 11/12/22	CHAIR
JERE CHRISTNER 1201 Georgeson Loop	738-4053 toss@ak.net	1/14/14	1/14/17 1/10/20 1/28/23	VICE-CHAIR
BERT STEDMAN 1806 Sawmill Creek Rd.	747-8905 h 747-8620 fax In Juneau: 907-465-3873 h 907-465-3922 business Bstedman@gci.net	6/10/03 6/14/05 6/24/08 6/28/11 6/24/14 6/27/17	6/10/05 6/14/08 6/24/11 6/28/14 6/24/17 6/27/20	
MAX RULE 110 Donna Drive	738-3239 maxrule@me.com	9/26/17	9/26/20	ALTERNATE
Jay Sweeney 100 Lincoln Street	747-1836 w jay.sweeney@cityofsitka.org			Finance Director/ Ex-Officio
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison

Four members from the public one serving as an alternate voting member for three-year terms.

Established by Ordinance 01-1651

Revised: January 29, 2020



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-142 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 7/6/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Appoint Chuck Miller to a three-year term on the Historic Preservation Commission in the category of Native Community

Sponsors:

Indexes:

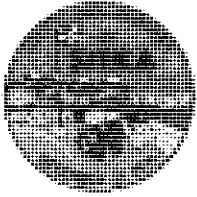
Code sections:

Attachments: [Motion Miller](#)
[Miller Application HPC](#)
[Miller STA Recommendation Letter](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO appoint Chuck Miller to a three-year term on the Historic Preservation Commission in the category of Native Community.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Historic Preservation Commission
 Name: Chuck Miller Preferred Phone: [REDACTED]
 Address: [REDACTED] Alternate Phone: N/A
 Email Address: [REDACTED] Fax Number: [REDACTED]
 Length of Residence in Sitka: 47 yrs. Registered to vote in Sitka? Yes No
 Employer: Sitka Tribe of Alaska

Organizations you belong to or participate in: Sitka Softball Association (President),
 Noow Tlein Dancers, Gájaa Héén Dancers, Cultural Resource Committee (STA),
 SEARAC Elders Council, Coho Clan House leader (Kayaash Ka Hit)

Explain your main reason for applying: To help the city with cultural resources in the
 Tlingit Native Community.

What background, experience or credentials will you bring to the board, commission, or committee membership?
Grew up in a Tlingit household w/ grandparents teachings; Product of Sitka
 Native Education Program (15yrs) also work w/ program today. Born and raised
 in Sitka and have been a part of almost all Tlingit events in Sitka.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

I can't think of any conflicts at this time.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 07/02/2020 Signature: Luis C. Miller (Chuck Miller)

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
 Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
 Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Phone
E-mail

Luis “Chuck” Miller

Work experience

09/2019-Present Sitka Tribe of Alaska (STA) Sitka, Alaska
Culture and Community Liaison II

- The STA Culture and Community Liaison II works closely with the STA CREED and other staff, STA government to government partners, and other community and regional partners to (1) Promote Tlingit, Alaska Native and indigenous culture (surface and deep culture), and (2) Advocate for the interests and needs of STA Tribal Citizens in Sitka's and Alaska's public institutions.

04/2018-09/2019 Sitka Tribe of Alaska(STA)/Sitka National Historical Park(SNHP) Sitka, Alaska
Deputy Operations Lead/Operations Lead

- The Deputy Operations Lead works under the direction of the STA Operations Lead to assist with oversight of Sitka National Historical Parks Interpretation, Education and Volunteer Unit operations and STA's responsibilities under NPS – STA Annual Funding Agreements. The SNHP Deputy Operations Lead reports directly to the STA/SNHP Operations Lead and works closely with the STA/SNHP Education Specialist, STA Seasonal Rangers, contractors and SNHP partners.

02/2017-04/2018 SouthEast Alaska Regional Health Consortium
Sitka, Alaska

Patient Experience Representative

- The Patient Experience Representative (PER) functions as a customer service liaison and facilitator between the patient, family, staff and SEARHC administration to help foster and improve an excellent patient experience.

05/27/14-Present Sitka Tribe of Alaska Sitka, Alaska
Language & Cultural Education Manager

- Work with Tribal youth and other agencies to plan and execute culture based activities that promote positive development and that challenge youth to strive to meet their full potential, including self-esteem building and wholesome values including Tlingit values and healthy lifestyle learning.

04/30/13-05/14 SEARHC/Raven's Way Program Sitka, Alaska
Counselor II

- Work with at risk adolescents from around the State of Alaska with substance abuse issues. Counsel and implement treatment plans. Facilitate daily treatment activities. Provide leadership and guidance to other Youth Workers. Compose and coordinate activity schedule for youth, with local resources. Facilitate ropes course and initiatives with youth.

11/03-04/30/2013 SEARHC/Bill Brady Healing Center; Sitka, Alaska

Counselor II

- Work with adult clients in a residential treatment facility from around the State of Alaska and provide group and individual substance abuse counseling. Facilitate and teach group discussions on substance abuse and behavioral health. Facilitated initiatives, low and high ropes activities.

07/97-11/03 SEARHC/Raven's Way Program Sitka, Alaska

Counselor I

- Work with at risk adolescents from around the State of Alaska with substance abuse issues. Counsel and implement treatment plans. Facilitate daily treatment activities. Provide leadership and guidance to other Youth Workers. Compose and coordinate activity schedule for youth, with local resources. Facilitate ropes course and initiatives with youth.

11/99-03/00 SEARHC/Mental Health Unit Sitka, Alaska

Mental Health Outreach Worker

- Provide culturally relevant mental health education; and alcohol/drug counseling and support to individuals and families in Sitka. Collaborate with other social service agencies to offer emotional support, prevention, teaching healthy living concepts, and program development.

03/99-10/99 Sitka Tribal Enterprises Sitka, Alaska

Community House Building Manager / Dance Program Coordinator

- Manage and supervise the overall operation of the Sheet'kaKwaan NaaKahidi (Community Clan House). Direct and supervise Tlingit Native dance performance and dancers for the tourism season. Seek continuous guidance and direction from Tlingit elders to ensure an authentic, traditional and respectful dance performance.

1994-1997 Sitka Tribal Enterprises Sitka, Alaska

Dance Program Coordinator

- Facilitate and maintain traditional, authentic Tlingit dancing through native people of Sitka, for entertainment of tourists. Develop and implement song and dance, while overseeing and developing work schedules and supervising community house and dancers.

1991-1994 NaaKahidi Theatre/Sealaska Juneau, Alaska

Actor/Storyteller

Tell authentic Alaska Native Stories with song, dance and masks. Traveled the world and claimed Spain on behalf the Tlingit People of Alaska

Education

01/00-05/04 University of Alaska Fairbanks Fairbanks, Alaska

- **Rural Human Service Program/Certificate Program – 30 credits**

05/91 Sitka High School Sitka, Alaska

- **Diploma**

Accreditations

- Alaska Commission for Behavioral Health Certification (ACBHC) Chemical Dependency Counselor Level II – State of Alaska #2207
- American Softball Association – Certified Umpire – Sitka, Alaska

Volunteer experience

- Gajaa Heen Dancers – Sitka Native Education Program – Sitka, Alaska 1997-present
- Bill Brady Healing Center – Sitka, Alaska – 1994-2003
- Raven's Way Program – Sitka, Alaska – 1994-present
- Drum member/Caretaker – Haa Shagoon Drum (SEARHC)
- Caretaker of Kayaash Ka Hit (Mother Coho Clan House) Sitka, AK

Awards received

Southeast Alaska Regional Health Consortium (SEARHC)

Raven's Way Program and Bill Brady Healing Center, Sitka, Alaska

- Certificate (SEARHC) – 15 years of High Quality Service, 2013
- Kutx.ayanaha (Star) Award/Terrific Trio Award – Winter 2012
- Hall of Famer Award (Very first recipient) – 2013 (SEARHC)
- Certificate (SEARHC) – 10 years of High Quality Service, 2007
- Merit Award (Raven's Way) – 09/25/01
- Merit Award (Raven's Way) – Summer 1998
- Merit Award (Bill Brady Healing Center) – November 2008

Rural Providers Conference – Sitka, Alaska

- Dedication of Conference to the "Miller Family" – 1997

Sitka Native Education Program, Sitka, Alaska

- Certificate of Achievement – 15 years with Cultural Program – 1976-199

Sitka Prevention & Treatment Services Inc., Sitka, Alaska

- Culture Bearer Award – 04/00



HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ROBERTA LITTLEFIELD 4102 Halibut Point Road	738-4004 c 747-3444 h robittlefield@gci.net	7/13/10 4/24/12 5/27/15 6/26/18	01/27/12 4/24/15 5/27/18 6/26/21	Chair At large
ROBERT SAM 456 Katlian Street	623-7097 bob.sam@sitkatriben-sn.gov	2/24/15 2/27/18	2/24/18 2/27/21	Vice Chair STA
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h james.poulson1@gmail.com	2/22/11 2/25/14	2/22/14 2/25/17 9/8/18 8/30/21	Secretary Historical Society
ANA DITTMAR 217 Marine Street Unit B	623-7537 anadittmar1@hotmail.com	4/10/12 5/27/15 6/12/18	4/10/15 5/27/18 6/12/21	At large
SCOTT SALINE PO Box 3183	738-7889 c shsaline@gci.net	4/26/16	4/26/19 5/14/22	At large
<i>ANNE POLLNOW PO Box 6326</i>	<i>738-0794 anne@sealevelsitka.com</i>	<i>4/28/15 4/25/17</i>	<i>4/22/17 4/25/20</i>	<i>Vice Chair At large</i>
<i>CANDACE RUTLEDGE 1304 Edgumbe Drive B</i>	<i>738-2207 candacemrutledge@gmail.com</i>	<i>8/13/19</i>	<i>2/28/20</i>	<i>At large Sopow's term</i>
Amy Ainslie Planning Director	747-1815 amy.ainslie@cityofsitka.org			Staff Liaison/ Secretary
Kevin Mosher 100 Lincoln Street	752-0467 assemblymosher@cityofsitka.org			Assembly Liaison

7 members from selected categories 3-year terms

Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska, At-Large (4)

Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409

Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: June 12, 2020

Sitka Tribe of Alaska

Tribal Government for Sitka, Alaska



July 7, 2020

Mayor Paxton and Assembly
City of Sitka
100 Lincoln Street
Sitka, Alaska 99835

Re: Recommendation of the appointment of Chuck Miller to the Native
Community seat on the CBS Historic Preservation Commission

Dear Mayor and Honorable Members of the Sitka Assembly:

Sitka Tribe of Alaska (STA) Tribal Council is pleased to strongly support Chuck Miller for the open position of the Native Community representative on the City & Borough of Sitka Historic Preservation Commission.

Chuck Miller, a lifelong Sitkan and citizen of Sitka Tribe of Alaska, has a wealth of knowledge of our community and its history. He has dedicated much of his adult life to better understanding his own heritage as well as the tribal language and culture, and indeed, the greater culture at large. Chuck is community-minded and well suited to helping expand the ties that bind us together as one community. His respect for the understanding and preservation of our collective culture as well as his ability to work collaboratively towards the advancement of our community will serve the commission well.

STA is proud to recommend Chuck to this important commission and urge you to support his appointment as well.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kathy Hope Erickson'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Kathy Hope Erickson
Tribal Chairman



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-34 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 6/17/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Airport Terminal Improvement Project)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-34](#)
[Memo Ord 2020-34](#)
[Ord 2020-34](#)

Date	Ver.	Action By	Action	Result
6/23/2020	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-34 on second and final reading making supplemental appropriations for fiscal year 2021 (Airport Terminal Improvement Project).



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator *[Signature]*

From: Michael Harmon, Public Works Director *[Signature]*
Melissa Haley, Controller *[Signature]*

Date: June 10, 2020

Subject: Budget Adjustment for Increased Grant Amount
TSA Baggage Screening Improvements
Sitka Rocky Gutierrez Airport Terminal Improvements Project

Background

The City and Borough of Sitka (CBS) received a grant from the Transportation Security Administration (TSA) in June of 2016 for \$158,570 for the design of improvements to the baggage screening area to increase the speed, efficiency, and security of baggage and fish box handling. Sitka is unique in terms of the need to process a large flow of fish box traffic quickly and efficiently with very limited space in the current configuration.

Assembly approved the application for these funds and execution of the TSA grant agreement in August 2014 and appropriated the TSA grant funding in Ordinance 2016-16 for the design and bidding services. The TSA grant will cover 95% of the total costs with a CBS 5% local match.

As this project has progressed the scope and cost are becoming more refined. To address these changes, TSA has authorized increased grant funds of \$86,816.70 to support the design phase of the project. A budget adjustment ordinance is needed to approve this increased grant amount.

Analysis

The TSA baggage area is one of the needed critical improvements identified in the Terminal Improvements Project Conceptual Planning Diagram, which was approved by the Assembly in 2017. Its physical location is central within the terminal building. Determining the final size and shape is critical because any changes to it would impact the adjacent areas and other critical terminal improvements. You can view the

conceptual plan and assembly ordinance on the project page.

The project has effectively been on hold awaiting the TSA Grant Amendment. This offer was received April 28, 2020. With Assembly approval of the budget appropriation, we will be able to move forward with the SIT Terminal Improvements Project along with the specific TSA Baggage Screening Improvement.

Fiscal Note

The TSA grant modification will cover 95% of the total additional costs \$86,816.70 with an addition CBS 5% match needed of \$4,569.30. See the cost breakdown below. The Airport Terminal Improvement Project has sufficient funds already appropriated and available to support the required match funds.

Total Anticipated TSA baggage area improvement budget:

<u>Preconstruction:</u>	<u>Original Grant</u>	<u>Increase</u>	<u>Total</u>
TSA Grant Amount	\$158,569.25	\$86,816.70	\$245,384.95
CBS 5% Local Match	\$8,345.75	\$4,569.30	\$12,915.05

Construction:

Anticipated TSA Grant Amount	\$3,397,500
Anticipated CBS 5% Local Match	<u>\$178,815</u>
Total	<u>\$3,567,315</u>

It is important to note there is not guarantee we will receive more funding to construct this project but we are following the steps necessary to be eligible.

Recommendation

Increase the Airport Baggage & TSA Area project budget by \$86,816.70 and authorize the additional expenditures of these funds.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-34

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

(Airport Terminal Improvement Project)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make a supplemental operating appropriation for FY2020.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

FISCAL YEAR 2021 EXPENDITURE BUDGETS
CAPITAL PROJECTS
Fund 760 – Airport Terminal Improvements Project #90835: Increase appropriations in the amount of \$86,817 for a TSA Grant to be expensed on the Airport Terminal Improvements Project.

Explanation

As this project has progressed the scope and cost are becoming more refined. To address these changes, TSA has authorized increased grant funds of \$86,816.70 to support the design phase of the project. A budget adjustment ordinance is needed to approve this increased grant amount.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 14th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 6/23/2020
2nd and final reading 7/14/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-35 Version: 1 Name:
Type: Ordinance Status: AGENDA READY
File created: 6/17/2020 In control: City and Borough Assembly
On agenda: 7/14/2020 Final action:
Title: Making supplemental appropriations for fiscal year 2021 (COVID-19 Re-appropriation)
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Ord 2020-35](#)
[Memo Ord 2020-35](#)
[Ord 2020-35](#)

Date	Ver.	Action By	Action	Result
6/23/2020	1	City and Borough Assembly		

POSSIBLE MOTION


I MOVE TO approve Ordinance 2020-35 on second and final reading making supplemental appropriations for fiscal year 2021 (COVID-19 reappropriation).



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: John Leach, Municipal Administrator 
Date: June 18, 2020
Subject: FY21 Supplemental Appropriation (COVID-19 Re-appropriation)

Background

An emergency ordinance, appropriating \$500K of an available \$2M in emergency reserve funds to respond to the COVID-19 pandemic, was passed on March 16, 2020 at first reading and later extended to the end of FY20 during the second reading on May 12, 2020.

Analysis

The \$500K was appropriated for emergency spending in the following areas:

Contingency – Personnel
Contingency – Supplies
Contingency – Contracted/Purchased Services

The State, Federal, and Local COVID-19 emergency declaration still exists, and we are still using the funds for emergency needs such as supplies for the Emergency Operations Center, overtime wages, public affairs expenses, personal protective equipment, and mitigation efforts. Most of the funds are reimbursable by FEMA, and our projects have been submitted to their grant portal awaiting a decision.

Fiscal Note

Of the original \$500K appropriated in FY20, \$125,983 has been spent or encumbered. It is requested that the remaining balance of the original appropriation be re-appropriated in the following amounts for FY21:

Contingency – Personnel - \$105,000
Contingency – Supplies - \$110,000
Contingency – Contracted/Purchased Services - \$130,000

Recommendation

Approve Ordinance 2020-35 as presented for FY21.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-35
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL
APPROPRIATIONS FOR FISCAL YEAR 2021
(COVID-19 Re-appropriation)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for Fiscal Year 2021.

4. ENACTMENT. In accordance with Section 11.10 (a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period July 1, 2020 and ending June 30, 2021 is hereby adjusted as follows:

Table with 3 rows: FISCAL YEAR 2021 EXPENDITURE BUDGETS, GENERAL FUND, and three contingency items: Personnel (\$105,000), Supplies (\$110,000), and Contracted/Purchased Services (\$130,000).

Explanation

The Municipal Administrator has determined that various unexpended appropriations for Fiscal Year 2020, which will lapse on June 30, 2020, are essential to the Municipality. The Municipal Administrator, therefore is recommending that the items that will lapse identified above be re-appropriated in Fiscal Year 2021 through supplemental appropriations as set forth in Section 11.10 (a) of the Charter. A short explanation of each supplemental appropriation is included.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 14th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 6/23/2020
2nd and final reading 7/14/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 20-24 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Ordering people in the City and Borough of Sitka to wear masks or cloth face coverings in public places

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Res 2020-24](#)
[Res 2020-24](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Knox / Christianson

POSSIBLE MOTION

I MOVE TO approve Resolution 2020-24 on first and final reading ordering people in the City and Borough of Sitka to wear masks or cloth face coverings in public places.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-24

ORDERING PEOPLE IN THE CITY AND BOROUGH OF SITKA TO WEAR MASKS
OR CLOTH FACE COVERINGS IN PUBLIC PLACES

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health system, endangering the lives and the wellbeing of the people, economy and general life of Sitka; and

WHEREAS, a phased reopening has allowed businesses to get back to work, with precautions in place, but with cases rising in Alaska and throughout the United States, our open status is in jeopardy unless more individuals in Alaska, the residents of Sitka and those visiting act decisively to stop the spread; and

WHEREAS, additional science and public health understanding of the efficacy of the use of masks in helping prevent the spread of COVID-19 shows that more widespread use is in our communities' best interest, the CDC and the Alaska Medical Director now recommend wearing of masks when physical distancing cannot be maintained or when in indoor public places of our community.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, hereby orders the following:

1. All individuals shall wear masks or cloth face coverings over their noses and mouths when they are indoors in public settings or communal spaces outside the home. This Order is subject to the conditions and exceptions stated below.
2. The settings included in this Order include, but are not limited to, the public and communal spaces within the following:
 - A. Grocery stores, pharmacies, and all other retail stores.
 - B. Restaurants, cafes, bars, and breweries – including food preparation, carry-out, and delivery food operations. There is a limited exception for customers while they are eating or drinking in one of these settings.
 - C. Buses, taxis, and other forms of public transportation when passengers are present.
 - D. Personal care facilities, to the extent required.
 - E. Childcare facilities.
 - F. Communal areas of offices where people from multiple households are present.
 - G. Elevators and indoor communal spaces in other buildings.

- 51 3. Employers are responsible to make sure employees who are present in the workplace have
52 access to and wear masks or cloth face coverings when in direct contact with customers,
53 members of the public, or other employees. Masks are not required when the only direct contact
54 is between members of the same household or when employees are not near others (within six
55 feet).
56
- 57 4. This Order does not apply to the following categories of people or activities:
58
- 59 A. Any child under the age of 2 years, as these very young children should not wear a face
60 covering because of the risk of suffocation;
61
 - 62 B. Any child under the age of 12 years, unless a parent or caregiver supervises the use of
63 face coverings by the child to avoid misuse;
64
 - 65 C. Any child in a childcare or day camp setting, although such settings may provide their own
66 requirement for use for children age 2 years old or older;
67
 - 68 D. Any individual for whom wearing a mask or cloth face covering would be contrary to his or
69 her health or safety because of a medical condition or mental health condition, and any
70 individual unable to tolerate a mask due to a physical or mental disability;
71
 - 72 E. Individuals who are speech impaired, deaf, or hard of hearing, or individuals
73 communicating with someone who is deaf or hard of hearing, where facial or mouth
74 movements are an integral part of communication;
75
 - 76 F. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise
77 unable to remove the face covering without assistance;
78
 - 79 G. Individuals who are exercising, if mask wearing would interfere with their breathing;
80
 - 81 H. Individuals who are incarcerated, in police custody, or inside a courtroom, as these
82 individuals should follow guidance particular to their location or institution;
83
 - 84 I. Individuals performing an activity that cannot be conducted or safely conducted while
85 wearing a mask (for example, a driver experiencing foggy glasses, a dental patient receiving
86 care, an equipment operator where there is a risk of dangerous entanglement); and,
87
 - 88 J. Musicians, presenters, ministers, and others communicating to an audience or being
89 recorded, for the duration of their presentation/practice/performance where mask usage
90 impairs communication, and so long as safe physical distancing is maintained.
91
- 92 5. If a person declines to wear a mask or face covering because of a medical condition or
93 disability as described above, this Order does not require them to produce medical
94 documentation verifying the stated condition or disability. Businesses may wish to consider
95 accommodating such individuals through curbside or delivery service or by allowing the
96 individual inside without a mask if doing so will not place others at risk.
97

98 6. Since this Order is a resolution, without the effect of law, it is unenforceable. The people of
99 Sitka are respectfully requested to comply with this Order. Additionally, violation of this Order
100 does not create grounds for residents to harass individuals who do not comply with it.

101
102 **EFFECTIVE DATE AND DURATION.** This resolution shall be effective immediately after its
103 adoption. A public services announcement shall be widely distributed providing public notice of
104 the orders in this resolution. This resolution shall remain in effect through September 8, 2020, or
105 until earlier terminated by the Assembly.

106
107 **PASSED, APPROVED AND ADOPTED** by the Assembly of the City and Borough of Sitka,
108 Alaska on this 14th day of July, 2020.

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Gary L. Paxton, Mayor

113 ATTEST:

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117 Sara Peterson, MMC

118 Municipal Clerk

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120 1st and final reading 7/14/2020

121

122 Sponsors: Knox/Christianson



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 20-23 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Concerning the relocation of the Alexander Baranov statue to the Sitka Historical Society Museum

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Res 2020-23](#)
[Res 2020-23](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Knox / Eisenbeisz

POSSIBLE MOTION

I MOVE TO approve Resolution 2020-23 on first and final reading concerning the relocation of the Alexander Baranov statue to the Sitka Historical Society Museum.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-23

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA CONCERNING
THE RELOCATION OF THE ALEXANDER BARANOV STATUE TO THE
SITKA HISTORICAL SOCIETY MUSEUM**

WHEREAS, the City and Borough of Sitka recognizes the fact that Sitka is built upon the homelands and villages of the Tlingit people, who have occupied this land they called Sheet'ka since time immemorial, and without whom the building of the City and Borough of Sitka would not have been possible; and

WHEREAS, although Sitka's history includes war, the Tlingit people now share these bountiful lands and waters with the City and Borough of Sitka and welcomes all visitors to live in peace, and with this message, the citizens of Sitka holds that our public gathering spaces should exemplify a diverse Sitka that is safe, just, and welcoming to all; and

WHEREAS, the City and Borough of Sitka was generously gifted a statue of Alexander Baranov by the Hames Family; this statue and stone pedestal is placed in front of Sitka's Harrigan Centennial Hall, and is one of the first monuments displayed to greet a visitor to Sitka; and

WHEREAS, it is well known that Alexander Baranov as director of the Russian-American Fur Company left an indelible mark on the history of Sitka; however, it is also well known that much of this history involves Baranov directly overseeing enslavement of Tlingit and Aleut people to hunt fur mammals to near extinction; violation of Native women, families, and law; murder, and theft of indigenous property – often justified under a theory of racial and cultural superiority; Baranov's cruelty earned him the Tlingit nickname *Loosh Te'ix* "No Heart"; the violence dispensed by Baranov continues to ripple through time, with waves of historical trauma still causing pain for Native people this very day; and

WHEREAS, the Baranov statue's prominence at a focal gathering spot in Sitka continues to incite divisions in our community; the placement at a center-point risks a wrong message to Sitka's residents and visitors; the monument to Baranov continues to normalize a figure steeped in racial division, violence, and injustice; Sitka has a choice regarding the values it can project, and should lead with our nationally recognized voice as a leader in wellness, reconciliation, and healing; and

WHEREAS, relocating the statue of Baranov to the Sitka Historical Society Museum will allow a full display providing historical context, as well as important lessons to be passed onto future generations.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka directs the relocation of the Baranov statue to an appropriate location within the Sitka Historical Society Museum in Harrigan Centennial Hall as soon as possible.

BE IT FURTHER RESOLVED, a committee of three Assembly representatives, three Sitka Tribe of Alaska Tribal Council representatives and one Sitka Historical Society representative will coordinate the relocation, provide important historical background and context, and assist in the museum curation of the statue;

BE IT FINALLY RESOLVED, it is the intent of the Assembly of the City and Borough of Sitka to place the statue in the care of the Sitka Historical Society Museum.

56 Resolution 2020-23
57 Page 2 of 2

58
59

60 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska, on
61 this 14th day of July, 2020.

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63

Gary L. Paxton, Mayor

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65

ATTEST:

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68 Sara Peterson, MMC
69 Municipal Clerk

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71

1st and final reading 07/14/2020

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73

Sponsors: Knox/Eisenbeisz



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-36 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Placing an advisory proposition on the ballot of the regular municipal election on October 6, 2020, concerning removal of the Baranov statue from its current location (1st reading)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-36](#)
[Ord 2020-36](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Nelson / Mosher

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-36 on first reading placing an advisory proposition on the ballot of the regular municipal election on October 6, 2020, concerning removal of the Baranov statue from its current location.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-36

ADVISORY BALLOT PROPOSITION
FOR OCTOBER 6, 2020, REGULAR MUNICIPAL ELECTION

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA PLACING AN ADVISORY
PROPOSITION ON THE BALLOT OF THE REGULAR MUNICIPAL ELECTION ON
OCTOBER 6, 2020, CONCERNING REMOVAL OF THE BARANOV STATUE
FROM ITS CURRENT LOCATION

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 City and Borough of Sitka owns the statue of Alexander Baranov, currently located in front of Harrigan Centennial Hall. The Baranov statue was a gift from Lloyd and Barbara Hames in 1989. The Assembly is considering removing the Baranov statue from its current location to another undetermined location. The Assembly desires guidance from the voters of the City and Borough of Sitka in making their decision. To that end, this ordinance contains an advisory proposition intended to be submitted to the voters of the City and Borough of Sitka at its regular municipal election on October 6, 2020, which is an ADVISORY VOTE in accordance with Sitka General Code 2.40.130. The advisory ballot proposition asks whether the Assembly should remove the Baranov statue from its current location.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the following proposition shall be placed on the ballot at the regular municipal election on October 6, 2020:

Proposition No. _____

Advisory Question

Should the City and Borough of Sitka remove the statue of Alexander Baranov from its current location in front of Harrigan Centennial Hall?

YES

NO

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

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka on this 28th day of July, 2020.

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ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsors: Nelson and Mosher

Gary L. Paxton, Mayor



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-42 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Authorizing the lease of .579 acres of ATS 559 Tidelands adjacent 1302 Sawmill Creek Road to Whitecap Properties, LLC (1st reading) PULLED

Sponsors:

Indexes:

Code sections:

Attachments: [01 Motion Ord 2020-42](#)
[02 Memo Ord 2020-42](#)
[03 Ord 2020-42](#)
[04 Whitecap Tidelands Lease Agreement_Final](#)
[05 Exhibit A Plat 2007-18 ATS 559](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-42 on first reading authorizing the lease of .579 acres of ATS 559 Tidelands adjacent 1302 Sawmill Creek Road to Whitecap Properties, LLC.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator *JL*

From: Amy Ainslie, Planning Director *AA*

Date: July 8, 2020

Subject: Ordinance for Tidelands Lease of ATS 559 to Whitecap Properties, LLC

Background

Alaska Tidelands Survey (ATS) 559 was patented to the City and Borough of Sitka from the State of Alaska on July 15, 2010 with the condition that the grantee (CBS) may lease the land, but may not sell it. The tidelands were originally leased to S.J. Cucchiari in 1965, as the upland owner of 1302 Sawmill Creek Road. After the sale of the upland property from the Salvatore J. Cucchiari Trust to Whitecap Properties, LLC (Whitecap), CBS approved a consent to assignment and assumption of tidelands lease to Whitecap in 2011.

Analysis

The Whitecap lease originated from the State for this property which expired on May 4, 2020. Upon executing the lease agreement, the tenant will pay for the year 2020 which will be pro-rated to begin on May 4th.

These tidelands have no other upland access other than through Whitecap's property at 1302 Sawmill Creek Road. Thus, granting this lease through competitive bidding would be inappropriate, as there is no alternative legal land access to the parcel.

Leasing the property to Whitecap Properties is the highest and best use for value return to the municipality for this land asset.

Fiscal Note

The Planning Department received a valuation of the parcel from the city Assessor, and thus had a basis for setting the lease payment amount. The Assessor agrees with the previous Assessor's recommendation in using a lease rate of 9% per annum of the assessed value of the property. This is supported by SGC 18.16.220 which states that the municipality by ordinance may elect to lease tidelands upon its own initiative upon

such terms as are set out in the authorizing ordinance. It is under that provision that this item is brought forward at the recommended terms.

Recommendation

Pass a motion to approve the lease ordinance.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-42

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING THE LEASE OF .579 ACRES OF ATS 559 TIDELANDS ADJACENT 1302 SAWMILL CREEK ROAD TO WHITECAP PROPERTIES, LLC

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 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 facilitate the lease of .579 acres of ATS 559, tidelands adjacent to 1302 Sawmill Creek Road to Whitecap Properties, LLC, for the continued operation of a mobile/manufactured home court.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka.

A. The leasing of .579 acres of ATS 559 adjacent to 1302 Sawmill Creek Road is hereby authorized with the following terms:

- 1) The parcel is valued at \$26,896.
2) The annual lease payments shall be \$2,420 a year.
3) The lease term is for fifty-five (55) years.

B. The Administrator is authorized to execute a lease document consistent with the terms of this ordinance, SGC Title 18 that governs municipal leases, and, existing municipal policies.

C. The City and Borough Assembly finds competitive bidding is inappropriate and unnecessary due to the nature of the property since it can only realistically be used by the upland property owner.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 28th day of July, 2020.

Gary L. Paxton, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator



LEASE AGREEMENT

BETWEEN

**THE
CITY AND BOROUGH OF
SITKA, ALASKA**

AND

WHITECAP PROPERTIES LLC.

**TIDELAND LEASE AGREEMENT
 BETWEEN
 CITY AND BOROUGH OF SITKA, ALASKA
 AND
 WHITECAP PROPERTIES, LLC.**

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**TIDELAND LEASE AGREEMENT
BETWEEN
CITY AND BOROUGH OF SITKA, ALASKA
AND
WHITECAP PROPERTIES, LLC.
PREAMBLE**

This Tideland Lease Agreement (“Lease”) between City and Borough of Sitka, Alaska and Whitecap Properties, LLC is effective upon execution of the Lease by both Parties, City and Borough of Sitka, Alaska, 100 Lincoln Street, Sitka, Alaska 99835 (“Sitka” or “Lessor”) and Whitecap Properties, LLC, 1304B Sawmill Creek Road B (“Lessee”). This Lease is issued under authority of Sitka General Code (“SGC”), Chapter 18.16, entitled “Tideland Lease Procedure”. This Lease consists of the Special Provisions, the General Provisions, and the attached Exhibit A.

Exhibit A – Alaska Tidelands Survey No. 559, containing 0.579 acres, more or less, according to the survey plat recorded in the Sitka Recording District on July 16, 2007, as Plat 2007-18.

SPECIAL PROVISIONS

ARTICLE I LEASE, TERM OF LEASE, AND TERMINATION OF LEASE

Section 1.1 Conveyance of Estate in Lease.

Lessor, for and in consideration of the Rents received and of the covenants and agreements made by Lessee, does lease to Lessee, and Lessee leases from Lessor, the “Subject Property” as shown on Exhibit A. Exhibit A shows approximately 0.579 acres of filled tidelands, to be used for a mobile home park.

Section 1.2 Lease Term.

The Lease term is fifty-five (55) years and commences on May 4, 2020 and ends on May 3, 2075 unless sooner terminated or extended as provided in this Lease.

Section 1.3 [RESERVED]

Section 1.4 Disposition of Improvements and Lessee's Personal Property Following Term of Lease.

Lessee shall remove from the Subject Property any personal property or improvements constructed, installed, or deposited on the Subject Property at the termination of this Lease or any extension unless Lessee makes a separate written agreement with Lessor to do otherwise. Any improvements or personal property not removed after thirty (30) days have passed after termination of this Lease shall be deemed abandoned, and at Lessor's option, shall become the property of Lessor. Lessee shall repay to Lessor any costs of removing such improvements or personal property from the Subject Property if Lessor does not exercise such option. Subject to Lessor’s obligations under Subsection 3.1 below, Lessee agrees to leave Subject Property in a neat and clean condition at the end of the Term of the Lease.

Section 1.5 Covenants to Perform.

This Lease is made upon the above and the following terms and conditions, each of which the Party bound by such covenants and conditions agrees to perform, irrespective of whether the particular provision is in the form of a covenant, an agreement, a condition, a direction, or otherwise, and each Party agrees to provide the other Party with documents or further assurances as may be required to carry out the expressed intentions.

ARTICLE II RENT

Section 2.1 Calculation & Method of Payment of Rent During the Term of the Lease.

The first year of the Lease begins on the commencement date of this Lease set out in Article I. Each successive year of the Lease begins on the corresponding anniversary commencement date of the Lease. Notwithstanding any other provision of this Lease, on the term start date set out in Article I, Lessee shall pay Rent each year at a rate of \$2,420/year, *[9% times estimated market value of \$26,896]* commencing with the first year's rent on the day this Lease is signed. Each subsequent year's payment shall be on May 4. The first year's rent shall be deemed to have commenced on May 4, 2020, (reflecting the expiration date of the lease in effect at the time of application for this lease). Subsequent years' rents shall be based on a May 4 anniversary commencement date.

Section 2.2 Adjustment to Rent Upon Every Seventh Anniversary Commencement date

In accordance with Sitka General Code 18.16.210, on the seventh anniversary commencement date, and each seven years thereafter Rent shall be adjusted as follows: Rent shall be designed to approximate the national inflation or deflation rate using the Consumer Price Index-U.S. City Average- All Items (base period 1984=100). The base figure is \$26,896 per year and the tax year on which it was calculated is Fiscal Year 2020. Lessee shall calculate and pay the adjustments without demand and notice by Lessor.

Section 2.3 [RESERVED]

Section 2.4 Property Tax Responsibility.

Beginning with the Term of this Lease and each calendar year after, Lessee will be responsible to pay Lessor property taxes for its possessory interest in the tideland to the extent taxable as determined by the Municipal Assessor.

ARTICLE III RESTRICTIONS UPON USE OF SUBJECT PROPERTY

Section 3.1 Lessee's Obligations as to Construction, Maintenance, Repair and Safety

(a) Except as otherwise provided in this Lease, Lessee acknowledges the leasehold is in an "as is" condition. Subject to Section 3.2 below, at the sole cost and expense of Lessee and in compliance with all legal requirements, Lessee may purchase, construct, develop, repair, transfer to the Subject Property, and/or maintain any improvements, personal property, fixtures, and other items on the Subject Property in a first-class manner using materials of good quality. Lessee shall maintain the Subject Property.

(b) Lessee acknowledges that Lessor has made no representation or warranty with respect to Lessee's ability to obtain any permit, license, or approval.

(c) Lessee shall also use the Subject Property and any improvements placed on the Subject Property only for lawful uses and as specified in the Lease and only for permitted and approved conditional uses subject to the Sitka General Code, Title 22.

(d) Lessee shall not permit the accumulation of waste or refuse matter on the Subject Property, and Lessee shall not obstruct or permit the obstruction of the streets, sidewalks, access ways, or alleys adjoining the Subject Property, except as may be permitted by Lessor or other municipal authorities having jurisdiction. Lessee shall do all things necessary during the term of this Lease to remove any dangerous condition from time to time existing on the Subject Property as the result of the use by Lessee.

(e) Lessee may erect outdoor signage at its expense with the written permission of Lessor Building Official and the Public Works Director. The style, size and physical placement location of the sign will be approved on a case-by-case basis.

Section 3.2 Lessor's Approval of Certain Alterations or Improvements.

Lessee shall not make or permit to be made any alteration of, addition to, or change in, structures and improvements, nor demolish all or any part of the structures or improvements without the prior written consent of Lessor, which consent shall not be unreasonably withheld. The phrase "structures and improvements" in the previous sentence includes water and wastewater systems and electrical systems. In requesting consent, Lessee shall comply with all applicable laws and ordinances, and shall submit to the Lessors Public Works Director, or his or her written designee, detailed plans and specifications of proposed work, an explanation of the needs and reasons for the work, and a plan of full payment of the costs of the work. Lessor shall notify Lessee of its approval or objections no later than thirty (30) days after receiving the information described in the previous sentence. In approving or objecting, Lessor shall be acting in its proprietary function and not its regulatory function, any such approval in this proprietary function does not relieve Lessee of any obligation to obey the law. Nothing in this Section shall be interpreted to prevent Lessee from removing at the termination of this Lease any improvements or personal property as described in Section 1.4.

Section 3.3 Rights of Access to Property

(a) Lessor reserves for itself and any public utility company the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of opening, inspecting, repairing, replacing, reconstructing, maintaining, or servicing the public utilities, if any, located on the Subject Property, as well as for the purposes of constructing or installing new public utilities. Lessor also reserves for itself and the Alaska Department of Environmental Conservation the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of regulation and enforcement of this Lease. Lessor also reserves for itself the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of inspection of all work being performed in connection with the construction of improvements.

(b) Lessee shall not construct any permanent improvements over or within the boundary lines of any easement for public utilities without receiving the written prior consent of Lessor and any applicable utility company.

(c) Lessee acknowledges that the Subject Property is or shall be subject to agreements for ingress and egress, utilities, parking, and maintenance. Lessee agrees that it shall comply with the terms of such cooperative agreements, in accordance with the terms of such agreements, those portions of such maintenance expenses that are attributable to the Subject Property, as more fully set forth therein.

Section 3.4 Additional Conditions of Lease.

Lessee recognizes and shall cause all beneficiaries of Lessee and all permitted successors in interest in or to any part of the Subject Property to recognize that:

(a) Lessee will cooperate with Lessor equipment and building maintenance contractor and will notify Lessor of any maintenance deficiencies or of any equipment failures that require maintenance or repair. Lessee will be provided a 24 hour telephone number to notify Lessor of any event that requires immediate response by Lessor.

(b) Lease payments will be annually in cash or by check, bank draft or money order made available to the City and Borough of Sitka, Alaska. Installments to be delivered or mailed to 100 Lincoln Street, Sitka, Alaska 99835, by or on the annual payment due date.

(c) Lease payments shall become delinquent if not paid within ten (10) days after the due date. Delinquent payments are subject to a late charge of \$25 and interest accrued from the due date at 12% per annum.

(d) The charges and fees paid by Lessee to Lessor must be separated according to Lessor's accounting standards.

(e) Lessor will only invoice if Lease payments are delinquent. Lessor will only invoice if failure to make Lease payment within thirty (30) days of due date. Lessor, at its option, can terminate the Lease for Lessee's failure to make payment, and in accordance with this Lease.

(f) Lessee covenants and agrees that as it relates to use of the Subject Property, it will not, on the grounds of race, color or national origin, discriminate or permit discrimination against any person or group of person in any manner prohibited by Federal, State or local laws or regulations promulgated under such laws, and Lessee further grants Lessor the right to take such action to enforce such covenant as it deems necessary or as it is directed pursuant to any Federal, State or local laws or regulations.

(g) Lessor may, upon at least ten (10) days prior written notice to Lessee, temporarily suspend the supply of water, wastewater service, the supply of electric power, the use of pipelines, or the use of the Improvements in order to perform routine maintenance and, in all events, subject to unavoidable delays. Such interruptions shall be of as short duration as necessary to perform such

maintenance, and Lessor shall not be responsible for any such costs or expenses as a result of suspending such utilities.

(h) Lessee shall timely pay the Lessor Fire Marshal or Building Inspector fees and other building permit fees, and shall also timely file and pay all applicable property taxes and assessments. These include any Local Improvement District costs that may be assessed.

(i) Lessee shall be responsible for taking any measures that Lessee deems necessary to provide security for their property. Lessor is not responsible for theft or vandalism.

(j) Lessor sales tax applies to Rent. Sales tax rates, limits, exemptions, and exclusions are subject to change by Lessor Assembly.

(k) Lessee shall timely pay all other Lessor billings (i.e., electricity, business taxes, etc.).

(l) Failure of Lessee to file and pay such Lessor taxes, and pay utilities, assessment payments, and all other Lessor billings, may subject this Lease to be terminated.

(m) Whitecap Properties, LLC. shall be liable under this Lease to comply with all of its provisions.

Section 3.5 Control of Rodents and Other Creatures on Subject Property.

Lessee shall take reasonable affirmative measures to ensure that its operations do not attract to Subject Property any of the following creatures: rodents, vermin, insects, eagles, crows, ravens, seagulls, mink, otters, or bears.

ARTICLE IV UTILITY SERVICES AND RATES

Section 4.1 Provision of Utility Services.

Lessee will pay for utilities, if available.

Section 4.2 Rates for Utility Services Provided by Lessor.

Utility rates charged by Lessor for utility services shall be those set forth in Sitka's Customer Service Policies and/or Sitka General Code. Lessee acknowledges the requirements of Section 9.4 as to utility lines. The Sitka Assembly may change utility rates from time to time by amending the Customer Service Policies and/or Sitka General Code.

Section 4.3 Lessee to Pay for Utility Services.

Lessee will pay, or cause to be paid, all proper charges for any of the following, if available: electricity and solid waste; sewer and water; and for all other public or private utility services, which shall be used by or supplied to the Subject Property at any time during the Term of this Lease. In the event that any charge, cost, or expense for any of the above-mentioned utility services or for any of the other above-mentioned services shall not be paid when due and payable, Lessor shall have the right, but shall not be obligated, to pay it, with the understanding that amounts paid by Lessor shall constitute additional Rent due and payable under this Lease, and shall be repaid to Lessor by Lessee immediately on rendition of a bill by Lessor. Interest at the highest rate allowable

by law shall be added as a charge for unpaid utility bills paid by Lessor on behalf of Lessee. Lessor reserves the right to suspend utility services if Lessee does not pay for utility services. Failure to timely pay utility services may also result in Lessor terminating this Lease.

Section 4.4 Lessor Not Liable for Failure of Utilities or Building.

Except to the extent that any such failure, injury, or other casualty is due to Lessor's negligence or breach of any obligation under this Lease, Lessor shall not be liable for any failure of building roof, water supply, sewer, or electric current, or for any injury or damages to person or property caused by or resulting from any natural disaster, natural condition, gasoline, oil, steam, gas, electricity, or hurricane, tornado, flood, wind or similar storms or disturbances, or water, rain, or snows which may leak or flow from the street, sewer, or from any part of the building or the Subject Property, or leakage of gasoline or gas from pipes, appliances, sewer, or plumbing works or from any other place. Lessor shall not be held responsible or liable for any claim or action due to or arising from any suspension of operation, breakage, unavoidable accident or injury of any kind occurring to, or caused by the sewer mains by an act of God or Nature, beyond Lessor's control, or caused by the elements, strikes, riots, or a terrorist or terrorists.

Section 4.5. Requirement Regarding Potable Water Services.

All potable water services will be metered and protected by approved backflow prevention in accordance with Customer Service Policies and/or Sitka General Code.

ARTICLE V LIABILITY

Section 5.1 Limits on Lessor Liability Limitation.

Lessee agrees to indemnify, defend, and hold harmless Lessor against and from any and all claims by or on behalf of any person, firm, or entity arising, other than due to acts or omissions of Lessor, from the conduct or management of or from any work or thing whatsoever done in or about the Subject Property and structures and improvements, including liability arising from products produced on the property. Lessee also agrees to indemnify, defend, and save Lessor harmless against and from any and all claims and damages arising, other than due to acts or omissions of Lessor, during the term of this Lease from: (a) any condition of the Subject Property or improvements placed on it; (b) any breach or default on the part of Lessee regarding any act or duty to be performed by Lessee pursuant to the terms of this Lease; and (c) any act or negligence of Lessee or any of its agents, contractors, servants, employees or licensees. Lessee agrees to indemnify, defend, and hold harmless Lessor from and against all costs, counsel and legal fees, expenses, and liabilities incurred, other than due to acts or omissions of Lessor, in any claim or action or proceeding brought asserting claims of or asserting damages for any alleged act, negligence, omission, conduct, management, work, thing, breach, default, accident, injury, or damage described in the previous two sentences. The above agreements of indemnity are in addition to and not by way of limitation of any other covenants in this Lease to indemnify or compensate Lessor. The agreements of indemnity by Lessee do not apply to any claims of damage arising out of the failure of Lessor to perform acts or render services in its municipal capacity.

Section 5.2 Limits on Lessee Liability.

Except to the extent of liabilities arising from Lessee's acts or omissions, Lessor indemnifies, defends, and holds Lessee harmless for liabilities to the extent that they were incurred by reason

of conditions existing on the site as of the date of execution of this Lease or by reasons of Lessor's acts or omissions. Lessor also agrees to indemnify, defend, and save Lessee harmless against and from any and all claims and damages arising, other than due to acts or omissions of Lessee, during the term of this Lease from (a) any condition of the Subject Property or improvements placed on it; (b) any breach or default on the part of Lessor regarding any act or duty to be performed by Lessor pursuant to the terms of the Lease; and (c) any act or negligence of Lessor or any of its agents, contractors, servants, employees, or licensees. Lessor agrees to indemnify, defend, and save harmless Lessee from and against all costs, counsel and legal fees, expenses, and liabilities incurred, other than due to acts or omissions of Lessee, in any claim or action or proceeding brought asserting claims of or asserting damages for any alleged act, negligence, omission, conduct, management, work, thing, breach, default, accident, injury, or damage described in the previous two sentences. The above agreements are in addition to and not by way of limitation of any other covenants in this Lease to indemnify or compensate Lessee.

Section 5.3 Reimbursement of Costs of Obtaining Possession.

Each Party agrees to pay and to indemnify the other Party prevailing in any dispute under this Lease against, all costs and charges, including but not limited to, full reasonable counsel and legal fees lawfully and reasonably incurred in enforcing any provision of this Lease including obtaining possession of the Subject Property and establishing Lessor's title free and clear of this Lease upon expiration or earlier termination of this Lease.

GENERAL PROVISIONS

ARTICLE VI DEFINITIONS

Section 6.1 Defined Terms.

For the purposes of this Lease, the following words shall have the meanings attributed to them in this Section:

- (a) "Event of Default" means the occurrence of any action specified in Section 14.1.
- (b) "Imposition" means all of the taxes, assessments, fees, utility rates or charges, levies and other governmental charges, levied or assessed against the Subject Property; any part of the Subject Property, or any right or interest or any rent, taxes and income received, including sales taxes on rent.
- (c) "Improvements" or "improvements" means all buildings, structures and improvements of any nature now or in the future located upon the Subject Property, as well as all apparatus and equipment necessary for the complete and comfortable use, occupancy, enjoyment and operation of the Subject Property, including fittings, appliances, machinery, garage equipment, heating equipment, lighting equipment, cooling equipment, air conditioning and ventilating equipment, wiring, controls, communications equipment, plumbing, switchboards, antennae, floor coverings, refrigerating equipment, hot water heating and all other appliances and equipment; excepting only in each case articles of personal property appurtenances and fixtures (including trade fixtures) owned by Lessee, sublessees, or others, which can be removed without defacing or materially injuring the improvements remaining on the Subject Property, with the portion of the Subject

Property from which such items are removed being returned to a condition at least as good as that existing on the date of this Lease.

(d) "Personal Property" means tangible personal property owned or leased and used by Lessee or any sublessee of Lessee, in connection with and located upon the Subject Property.

(e) "Premises" means the "Subject Property."

(f) "Rent" means the lease rate, which is the amount Lessee periodically owes and is obligated to pay Lessor as lease payments under this Lease for the use of the Subject Property.

(g) "Subject Property" is the area leased as shown on Exhibit A.

(h) "Sublessee" means any sublessee, concessionaire, licensee, or occupant of space in or on the Subject Property holding by or through Lessee; the term "lease" shall mean any lease, license, concession or other agreement for the use and occupancy of any part of the Subject Property made by any Person holding by or through Lessee, which has been approved by Lessor Assembly.

(i) "Term" means the period of time Lessee rents or leases the Subject Property from Lessor.

ARTICLE VII INSURANCE

Section 7.1 Insurance

Lessee shall have and maintain property damage and comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000), including leasehold improvements. Lessor shall be named as an additional insured. Additionally, Lessee shall have the statutory amount of any Worker's Compensation.

Section 7.2 Notification of Claim, Loss, or Adjustment

Lessee shall advise Lessor of any claim, loss, adjustment, or negotiations and settlements involving any loss on the Subject Property under all policies of the character described in Section 7.1.

Section 7.3 Waiver of Subrogation

The Party insured (or so required) releases the other Party from any liability the other Party may have on account of loss, cost, damage or expense to the extent of any amount recoverable by reason of insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account of the following circumstances: (i) any loss, cost, damage or expense resulting from fire, explosion or any other casualty or occurrence is incurred by either of the Parties to this Lease, or anyone claiming under it in connection with the Subject Property or improvements; and (ii) the Party is then covered in whole or in part by insurance with respect to loss, cost, damage or expense or is required under this Lease to be insured. The release of liability and waiver of the right of subrogation shall not be operative in any case where the effect is to invalidate the insurance coverage or increase its cost. In the case of increased cost, the other Party shall have the right, within thirty (30) days following written notice, to pay the increased cost keeping the release and waiver in full force and effect.

ARTICLE VIII RESTRICTIONS REGARDING ASSIGNMENT, LEASES, AND TRANSFERS OF SUBJECT PROPERTY

Section 8.1 Lessee Without Power to Assign, Lease, or Encumber Subject Property.

Lessee has no power without Lessor Assembly approval under this Lease to assign the Lease. Lessee has no power under this Lease to transfer the Subject Property. Lessee has no power to encumber Subject Property or pledge its interest in Subject Property as collateral for a loan or mortgage, or allow any liens to be filed against the Subject Property. Any such actions under this section may cause termination of the Lease.

Section 8.2 Limitations on Subleases.

Lessee shall not sublease the Subject Property or any portion of it without the prior written approval of Lessor Assembly. All subleases entered into demising all or any part of the Improvements or the Subject Property shall be expressly subject and subordinate to this Lease. Lessor's consent to a sublease of the Subject Property shall not release Lessee from its obligations under the Lease. Lessor's consent to a sublease shall not be deemed to give any consent to any subsequent subletting. Lessor hereby consents to mobile home space subleases on the Subject Property.

ARTICLE IX USE AND PROTECTION OF THE SUBJECT PROPERTY

Section 9.1 Property As Is - Repairs.

Lessee acknowledges that it has examined the Subject Property and the present improvements including any public improvements presently located there, and knows the condition of them, and accepts them in their present condition without any representations or warranties of any kind or nature whatsoever by Lessor as to their condition or as to the use or occupancy which may be made of them. Lessee assumes the sole responsibility for the condition of the improvements located on the Subject Property. The foregoing shall not be deemed to relieve Lessor of its general municipal obligations, or of its obligations under Section 3.1 above.

Section 9.2 Compliance with Laws.

Lessee shall throughout any term of this Lease, at Lessee's sole expense, promptly comply with all the laws and ordinances and the orders, rules, regulations, and requirements of all federal, state, and municipal governments and appropriate departments, commissions, boards, and officers and all other legal requirements that may be applicable to the Subject Property and its use. Nothing in the foregoing sentence shall be deemed to relieve Lessee of its general obligations to Lessor in its municipal capacity.

Section 9.3 Notification of Lessor's Public Works Director of Discovery of Contamination.

Lessee shall promptly notify Lessor's Public Works Director within 24 hours if any contaminated soils or other contaminated materials that require special handling are encountered during construction or other activities.

Section 9.4 Use of Utility Lines.

Lessee shall connect or otherwise discharge to such utility lines as approved by the Lessor's Public Works Director and/or Electric Department, and shall obtain any permits and comply with any conditions specified by the Lessor's Public Works Director and/or Electric Department for such connections.

Section 9.5 Permits and Approvals for Activities.

Lessee shall be responsible for obtaining all necessary permits and approvals, including food processing, for its activities unless otherwise specifically allowed by Lessor. Not less than ten (10) days in advance of applying for permits to any public entity other than Lessor, Lessee shall provide copies of all permit applications and associated plans and specifications to Lessor's Public Works Director to facilitate review by departments of Lessor. Lessor is not obligated to comment on the permit applications and plans, and the result of any review by Lessor does not affect Lessee's obligation to comply with any applicable laws.

Section 9.6 Navigable and Public Waters.

(a) This Lease may be subject to a public access easement to and along all public or navigable water bodies that border on or are included in this leasehold. No public access easement may be obstructed or otherwise rendered incapable of reasonable use for the purposes for which it was reserved. No public access easement may be vacated, abandoned, or extinguished without the prior written approval of Lessor

(b) The Public Trust Doctrine guarantees public access to, and the public right to use, navigable and public waters and the land beneath them for navigation, commerce, fishing, and other purposes. This Lease is issued subject to the principals of the Public Trust Doctrine regarding navigable or public waters.

Section 9.7 Valid Existing Rights.

This Lease is subject to all valid existing rights, including easements, rights-of-way, reservations, or other interests in land in existence on the date of execution of this Lease. Lessor makes no representations or warranties whatsoever, either expressed or implies, as to the existence, number, or nature of such valid existing rights.

Section 9.8 Concurrent Use.

This Lease is subject to reasonable concurrent uses as provided under Article VIII, Section 8 of the Constitution of the State of Alaska. The concurrent user who is found to be at fault for damage or injury arising from noncompliance with the terms governing the user's concurrent use is liable for damages and the user's interest is subject to the forfeiture or termination by Lessor. In this context, the term "concurrent user" includes Lessee and any other person or entity who lawfully uses the land subject to this Lease, but does not include the Lessor.

Section 9.9 Surface Resource.

Unless otherwise provided by this Lease or other written authorization, Lessee may not sell or remove from the leasehold any timber, stone, gravel, peat moss, topsoil, or any other material valuable for building or commercial purposes.

Section 9.10 Appropriation or Disturbance of Waters.

During the term of this Lease, Lessee will have the right to apply for an appropriation of ground or surface water on the leasehold in accordance with Alaska law.

Section 9.11 Acquisition of Rights or Interests.

Any right or interest acquired during the term of this Lease and accruing to the benefit of the leasehold will remain appurtenant to the leasehold, and may not be severed or transferred from the leasehold without the prior written approval of Lessor. In the event of termination or forfeiture of this lease, any such right or interest will vest in Lessor.

Section 9.12 Land Alterations Due to natural or Artificial Causes.

The interest described in this Lease constitutes the entire leasehold. If, through natural or artificial causes, accretion or reliction of land occurs contiguous to the leasehold, Lessee has not right to occupy or use the accreted land unless a separate lease is entered with Lessor with respect to such lands. The rules of law usually applicable to accretion or reliction of land do not apply to this lessee or to the interest described in the lease.

Section 9.13 Environmental Compliance.

(a) Lessee shall, at Lessee's own expense, comply with all existing and hereafter enacted environmental responsibility laws ("Environmental Laws"). Lessee shall, at Lessee's own expense, make all submissions to, provide all information to, and comply with all requirements of the appropriate governmental authority (the "Authority") under the Environmental Laws.

(b) Should the Authority require that a remedial action plan be prepared and that a remedial action be undertaken because of the presence of, or any disposal, release, spill, or discharge, or threatened disposal, release, spill, or discharge of or contamination by hazardous materials at the leasehold that occurs during the term of the Lease or arises out of or in connection with Lessee's use or occupancy of the Subject Property of this lease, then Lessee shall, at Lessee's own expense, prepare and submit the required plans and financial assurances and carry out the approved plans. Lessee's obligations under this section shall arise if there is any event or occurrence at the leasehold during the term of this Lease, or arising out of or in connection with Lessee's use or occupancy of the Subject Property, that requires compliance with the Environmental Laws.

(c) At no expense to Lessor, Lessee shall promptly provide all information requested by Lessor for preparation of affidavits or other documents required by Lessor to determine the applicability of the Environmental Laws to the leasehold, and shall sign the affidavits promptly when requested to do so by Lessor.

(d) Lessee shall indemnify, defend, and hold harmless Lessor from all fines, penalties, suits, judgments, procedures, claims, demands, liabilities, settlements, and actions of any kind arising out of or in any way connected with the presence of or any disposal, release, spill, or discharge or any threatened disposal, release, spill or discharge of or contamination by hazardous materials at the leasehold that occurs during the Term of the Lease or arises out of or in connection with Lessee's use or occupancy of the Subject Property; and from all fines, penalties, suits, judgments, procedures, claims, demands, liabilities, settlements, and action of any kind arising out of Lessee's

failure to provide all information, make all submissions, and take all steps required by the Authority under the Environmental Laws or any other law concerning any spill, discharge, or contamination that occurs during the Term of this Lease or arises out of or in connection with Lessee's use or occupancy of the Subject Property.

(e) Lessee agrees that it will not discharge or dispose of or suffer the discharge or disposal of any petroleum products, gasoline, hazardous chemicals, or hazardous materials into the atmosphere, ground wastewater disposal system, sewer system, or any body of water.

(f) In any court action or administrative proceeding, in addition to all other applicable presumptions, it shall be refutably presumed that any environmental contamination of the leasehold (i) has been released on the leasehold: (ii) has resulted from acts or omissions of Lessee or its agents: and (iii) has occurred during the term of this Lease. Lessee has the burden of rebutting the presumptions by clear and convincing evidence.

(g) As used in the lease, the term "hazardous materials" means any hazardous or toxic substance, material, or waste that is or becomes regulated by any municipal governmental authority, the State of Alaska, or the United States government.

ARTICLE X LESSOR'S RIGHT TO PERFORM LESSEE'S COVENANTS; REIMBURSEMENT OF LESSOR FOR AMOUNTS SO EXPENDED

Section 10.1 Performance of Lessee's Covenants To Pay Money.

Lessee covenants that if it shall at any time default resulting in the Lease being in a condition of default as described in Article XIV or shall fail to timely make any other payment (other than Rent), and the failure shall continue for ten (10) days after written notice to Lessee, then Lessor may, but shall not be obligated so to do, and without further notice to or demand upon Lessee and without releasing Lessee from any obligations of Lessee under this Lease, make any other payment in a manner and extent that Lessor may deem desirable.

Section 10.2 Lessor's Right To Cure Lessee's Default.

If there is a default involving the failure of Lessee to keep the Subject Property in good condition and repair in accordance with the provisions of this Lease, to make any necessary renewals or replacements or to remove any dangerous condition in accordance with the requirements of this Lease or to take any other action required by the terms of this Lease, then Lessor shall have the right, but shall not be required, to make good any default of Lessee. Lessor shall not in any event be liable for inconvenience, annoyance, disturbance, loss of business, or other damage of or to Lessee by reason of bringing materials, supplies and equipment into or through the building during the course of the work required to be done to make good such default. The obligations of Lessee under this Lease shall remain unaffected by such work, provided that Lessor uses reasonable care under the circumstances prevailing to avoid unnecessary inconvenience, annoyance, disturbance, loss of business, or other damage to Lessee.

Section 10.3 Reimbursement of Lessor and Lessee.

All sums advanced by Lessor pursuant to this Article and all necessary and incidental costs, expenses and attorney's fees in connection with the performance of any acts, together with interest

at the highest rate of interest allowed by law from the date of the making of advancements, shall be promptly payable to Lessor by Lessee in the respective amounts so advanced. This reimbursement shall be made on demand, or at the option of Lessor, may be added to any Rent then due or becoming due under this Lease. Lessee covenants to pay the sum or sums with interest. Lessor shall have, in addition to any other right or remedies, the same rights and remedies in the event of the nonpayment by Lessee as in the case of default by Lessee in the payment of any installment of Rent.

Conversely, Lessee shall be entitled to receive from Lessor prompt payment or reimbursement on any sums due and owing from Lessor to Lessee, together with interest at the highest rate allowed by law. However, nothing contained in this Lease shall entitle Lessee to withhold any Rent due to Lessor or to offset or credit any sums against rent, except with respect to unpaid Rent due from Lessor to Lessee under any sublease of Subject Property.

ARTICLE XI DAMAGE OR DESTRUCTION

Section 11.1 Repair and Replacement of Subject Property Following Damage.

(a) If the Subject Property shall be destroyed or so injured by any cause as to be unfit, in whole or in part, for occupancy and such destruction or injury could reasonably be repaired within ninety (90) days from the date of such damage or destruction, then Lessee shall not be entitled to surrender possession of the Subject Property, nor shall Lessee's liability to pay Rent under this Lease cease, without the mutual consent of the Parties. In case of any such destruction or injury, Lessor shall repair with all reasonable speed and shall complete such repairs within ninety (90) days from the date of such damage or destruction. If during such period Lessee shall be unable to use all or any portion of the Premises, a proportionate allowance shall be made to Lessee from Rent corresponding to the time during which and to the portion of the Premises of which Lessee shall be so deprived of the use.

(b) If such destruction or injury cannot reasonably be repaired within ninety (90) days from the date of such damage or destruction, Lessor shall notify Lessee within fifteen (15) days after the determination that restoration cannot be made in ninety (90) days. If Lessor elects not to repair, this Lease shall be terminated. If Lessor elects to repair or rebuild, Lessor shall specify the time within which such repairs or reconstruction will be complete, and Lessee shall have the option, to be exercised within thirty (30) days after the receipt of such notice, to elect either to terminate this Lease and further liability, or to extend the Term of this Lease by a period of time equivalent to the time from the happening of such destruction or injury until the Premises are restored to their former condition. In the event Lessee elects to extend the Term of this Lease, Lessor shall restore the Subject Property to its former condition, not including improvements made by Lessee or its predecessors, within the time specified in the notice, and Lessee shall not be liable to pay Rent for the period from the time of such destruction or injury until the Subject Property are so restored to its former condition.

ARTICLE XII MECHANIC'S LIENS

Section 12.1 Discharge of Mechanics' Liens.

Lessee shall neither suffer nor permit any mechanics' liens to be filed against the title to the Subject Property, nor against Lessee's interest in the Subject Property, nor against the improvements by reason of work, labor, services or materials supplied or claimed to have been supplied to Lessee or anyone having a right to possession of the Subject Property or Improvements as a result of an agreement with or the assent of Lessee. If any mechanics' lien shall be filed against the Subject Property, including the Improvements, Lessee shall cause it to be discharged of record within 30 days after the date that Lessee has knowledge of its filing. Failure to comply may subject the Lease to be terminated.

ARTICLE XIII LIEN FOR RENT AND OTHER CHARGES

Section 13.1 Lien for Rent.

The whole amount of the Rent and each and every installment, and the amount of all taxes, assessments, utility payments, insurance premiums and other charges, fees and impositions paid by Lessor under the provisions of this Lease, and all costs, attorney's fees and other expenses which may be incurred by Lessor in enforcing the provisions of this Lease or on account of any delinquency of Lessee in carrying out any of the provisions of this Lease, shall be and they are declared to constitute a valid and prior lien against property of Lessee, except the Subject Property, and may be enforced by law and equitable remedies, including the appointment of a receiver.

ARTICLE XIV DEFAULT PROVISIONS

Section 14.1 Events of Default.

Each of the following events is defined as an "Event of Default":

- (a) Failure of Lessee to pay any installment of Rent, or any other payments or deposits of money, or furnish receipts for deposits as required, when due and the continuance of the failure for a period of ten (10) days after notice in writing from Lessor to Lessee.
- (b) Failure of Lessee to perform any of the other covenants, conditions and agreements under this Lease, including filing tax forms and/or payment of taxes, fees, utilities, and the continuance of failure for a period of thirty (30) days after Lessor's notice in writing. The notice shall specify the respects in which Lessor contends that Lessee has failed to perform any of the covenants, conditions and agreements. With respect to any default which cannot be cured within thirty (30) days, Lessee, or any person holding by, through or under Lessee, in good faith, promptly after receipt of written notice, shall have commenced and shall continue diligently and reasonably to prosecute all action necessary to cure the default within an additional sixty (60) days.
- (c) The filing of an application by Lessee (the term, for this purpose, to include any approved transferee other than a sublessee of Lessee's interest in this Lease): (i) for a consent to the appointment of a receiver, trustee or liquidator of itself or all its assets; (ii) of a voluntary petition in bankruptcy or the filing of a pleading in any court of record admitting in writing of its inability to pay its debts as they come due; (iii) of a general assignment for the benefit of creditors; or (iv)

of an answer admitting the material allegations of, or its consenting to, or defaulting in answering, a petition filed against it in any bankruptcy proceeding.

(d) The entry of an order, judgment or decree by any court of competent jurisdiction, adjudicating Lessee a bankrupt, or appointing a receiver, trustee or liquidator of it or of its assets, and this order, judgment or decree continuing unstayed and in effect for any period of sixty (60) consecutive days, or if this Lease is taken under a writ of execution.

Section 14.2 Assumption or Assignment of Lease to Bankruptcy Trustee.

In the event that this Lease is assumed by or assigned to a trustee pursuant to the provisions of the Bankruptcy Reform Act of 1978 (referred to as "Bankruptcy Code") (11 U.S.C. § 101 et seq.), and the trustee shall cure any default under this Lease and shall provide adequate assurances of future performance of this Lease as are required by the Bankruptcy Code (including but not limited to, the requirement of Code § 365(b)(1)) (referred to as "Adequate Assurances"), and if the trustee does not cure such defaults and provide such adequate assurances under the Bankruptcy Code within the applicable time periods provided by the Bankruptcy Code, then this Lease shall be deemed rejected automatically and Lessor shall have the right immediately to possession of the Subject Property immediately and shall be entitled to all remedies provided by the Bankruptcy Code for damages for breach or termination of this Lease.

Section 14.3 Remedies in Event of Default.

Lessor may treat any one or more of the Events of Default as a breach of this Lease. At its option, by serving written notice on Lessee and each Secured Party and Leasehold Mortgagee of whom Lessor has notice (such notice not to be effective unless served on each such person) of the Event of Default, Lessor shall have, in addition to other remedies provided by law, one or more of the following remedies:

(a) Lessor may terminate this Lease. In such an event, Lessor may repossess the entire Subject Property and Improvements, and be entitled also to recover as damages a sum of money equal to the value as of the date of termination of this Lease, of the Rent due from Lessee for the balance of the stated term of this Lease, and any other sum of money and damages due under the terms of this Lease to Lessor. Any personal property not removed after such termination shall be addressed as provided for in Section 1.3 above.

(b) Lessor may terminate Lessee's right of possession and may repossess the entire Subject Property and Improvements by forcible entry and detainer suit or otherwise, without demand or notice of any kind to Lessee (except as above expressly provided for) and without terminating this Lease. In such event, Lessor may, but shall be under no obligation to do so, relet all or any part of the Subject Property for rent and upon terms as shall be satisfactory in the judgment reasonably exercised by Lessor (including the right to relet the Subject Property for a term greater or lesser than that remaining under the stated term of this Lease). For the purpose of reletting, Lessor may make any repairs, changes, alterations or additions in or to the Subject Property and Improvements that may be reasonably necessary or convenient in Lessor's judgment reasonably exercised. If Lessor shall be unable, after a reasonable effort to do so, to relet the Subject Property, or if the Subject Property and building are relet and a sufficient sum shall not be realized from reletting after paying all of the costs and expenses of repairs, change, alterations and additions and the

expense of reletting and the collection of the Rent accruing from it, to satisfy the Rent above provided to be paid, then Lessee shall pay to Lessor as damages a sum equal to the amount of the Rent reserved in this Lease for the period or periods as and when payable pursuant to this Lease. If the Subject Property or any part of it has been relet, Lessee shall satisfy and pay any deficiency upon demand from time to time. Lessee acknowledges that Lessor may file suit to recover any sums falling due under the terms of this section from time to time, and that any suit or recovery of any portion due Lessee shall be no defense to any subsequent action brought for any amount not reduced to judgment in favor of Lessor. Any personal property not removed after such termination shall be addressed as provided for in Section 1.3 above.

(c) In the event of any breach or threatened breach by Lessee of any of the terms, covenants, agreements, provisions or conditions in this Lease, Lessor shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as through reentry, summary proceedings, and other remedies not specifically provided for in this Lease.

(d) Upon the termination of this Lease, or upon the termination of Lessee's right of possession, whether by lapse of time or at the option of Lessor, Lessee will at once surrender possession of the Subject Property and dispose of personal property and Improvements as described in Section 1.3. If possession is not immediately surrendered, Lessor may reenter the Subject Property and Improvements and repossess itself of it as of its former estate and remove all persons and their personal property, without being deemed guilty of any manner of trespass or forcible entry or detainer. Lessor may at its option seek expedited consideration to obtain possession if Lessor determines that the Lease has terminated as described in the first sentence of this paragraph, and Lessee agrees not to oppose such expedited consideration.

(e) In the event that Lessee shall fail to make any payment required to be made provided for in this Lease or defaults in the performance of any other covenant or agreement which Lessee is required to perform under this Lease during the period when work provided for in this Lease shall be in process or shall be required by the terms of this Lease to commence, Lessor may treat the default as a breach of this Lease and, in addition to the rights and remedies provided in this Article, but subject to the requirements of service of notice pursuant to this Lease, Lessor shall have the right to carry out or complete the work on behalf of Lessee without terminating this Lease.

Section 14.4 Waivers and Surrenders To Be In Writing.

No covenant or condition of this Lease shall be deemed to have been waived by Lessor unless the waiver be in writing, signed by Lessor, or Lessor's agent duly authorized in writing and shall apply only with respect to the particular act or matter to which the consent is given. It shall not relieve Lessee from the obligation, wherever required under this Lease, to obtain the consent of Lessor to any other act or matter.

ARTICLE XV LESSOR'S TITLE AND LIEN

Section 15.1 Lessor's Title and Lien Paramount.

Lessor will hold title to the Subject Property.

Section 15.2 Lessee Not To Encumber Lessor's Interest.

Lessee shall have no right or power to and shall not in any way encumber the title of Lessor regarding the Subject Property. The fee-simple estate of Lessor in the Subject Property shall not be in any way subject to any claim by way of lien or otherwise, whether claimed by operation of law or by virtue of any express or implied lease or contract or other instrument made by Lessee. Lessee's interest in the Improvements shall in all respects be subject to the paramount rights of Lessor in the Subject Property.

ARTICLE XVI REMEDIES CUMULATIVE

Section 16.1 Remedies Cumulative.

No remedy conferred upon or reserved to Lessor shall be considered exclusive of any other remedy, but shall be cumulative and shall be in addition to every other remedy given under this Lease or existing at law or in equity or by statute. Every power and remedy given by this Lease to Lessor may be exercised from time to time and as often as occasion may arise or as may be deemed expedient by Lessor. No delay or omission of Lessor to exercise any right or power arising from any default shall impair any right or power, nor shall it be construed to be a waiver of any default or any acquiescence in it.

Section 16.2 Waiver of Remedies Not To Be Inferred.

No waiver of any breach of any of the covenants or conditions of this Lease shall be construed to be a waiver of any other breach or to be a waiver of, acquiescence in, or consent to any further or succeeding breach of it or similar covenant or condition.

Section 16.3 Right to Terminate Not Waived.

Neither the rights given to receive, sue for or distrain from any Rent, moneys or other payments, or to enforce any of the terms of this Lease, or to prevent the breach or nonobservance of it, nor the exercise of any right or of any other right or remedy shall in any way impair or toll the right or power of Lessor to declare ended the term granted and to terminate this Lease because of any event of default.

ARTICLE XVII SURRENDER AND HOLDING OVER

Section 17.1 Surrender at End of Term.

On the last day of the last Lease year of the original or extended Term, or on the earlier termination of the Term, Lessee shall peaceably and quietly leave, surrender and deliver the entire Subject Property to Lessor, subject to the provisions of Section 1.3, in good repair, order, and condition, reasonable use, wear and tear excepted, free and clear of any and all mortgages, liens, encumbrances, and claims. At the time of the surrender, Lessee shall also surrender any and all security deposits and rent advances of Sublessees to the extent of any amounts owing from Lessee to Lessor. If the Subject Property is not so surrendered, Lessee shall repay Lessor for all expenses which Lessor shall incur by reason of it, and in addition, Lessee shall indemnify, defend and hold harmless Lessor from and against all claims made by any succeeding Lessee against Lessor, founded upon delay occasioned by the failure of Lessee to surrender the Subject Property.

Section 17.2 Rights Upon Holding Over.

At the termination of this Lease, by lapse of time or otherwise, Lessee shall yield up immediately possession of the Subject Property to Lessor and failing to do so agrees at the option of Lessor, to pay to Lessor for the whole time such possession is withheld, a prorated share of the annual lease payment. The provisions of this Article shall not be held to be a waiver by Lessor of any right or reentry as set forth in this Lease, nor shall the receipt of a sum, or any other act in apparent affirmance of the tenancy, operate as a waiver of the right to terminate this Lease and the Term granted for the period still unexpired for any breach of Lessee under this Lease.

ARTICLE XVIII MODIFICATION

Section 18.1 Modification.

None of the covenants, terms or conditions of this Lease to be kept and performed by either Party to this Lease shall in any manner be waived, modified, changed or abandoned except by a written instrument duly signed, acknowledged, and delivered by both Lessor and Lessee.

ARTICLE XIX INVALIDITY OF PARTICULAR PROVISIONS

Section 19.1 Invalidity of Provisions.

If any provision of this Lease or the application of it to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Lease, or the application of such provision to persons or circumstance other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

ARTICLE XX APPLICABLE LAW AND VENUE

Section 20.1 Applicable Law.

This Lease shall be construed and enforced in accordance with the laws of the State of Alaska. The forum and venue for any action seeking to interpret, construe, or enforce this Lease shall be only in the Superior Court for the State of Alaska at Sitka, Alaska.

ARTICLE XXI NOTICES

Section 21.1 Manner of Mailing Notices.

In every case where under any of the provisions of this Lease or otherwise it shall or may become necessary or desirable to make or give any declaration or notice of any kind to Lessor or Lessee, it shall be sufficient if a copy of any declaration or notice is sent by United States Postal Service, postage prepaid, return receipt requested, addressed: If to Lessor at: Municipal Administrator, City and Borough of Sitka, Alaska, of 100 Lincoln Street, Sitka, Alaska 99835, with a copy to: Municipal Clerk at address listed above; and if to Lessee, at: the address set out in the Preamble. Each party from time to time may change its address for purposes of receiving declarations or notices by giving written notice of the changed address, to become effective seven (7) days following the giving of notice.

Section 21.2 Notice to Leasehold Mortgagee and Secured Parties.

Lessor shall provide each Leasehold Mortgagee and Secured Party, who has so requested, copies of all notices from Lessor to Lessee relating to existing or potential default under, or other noncompliance with the terms of this Lease. All notices, demands or requests which may be required to be given by Lessor or Lessee to any Leasehold Mortgagee and Secured Parties shall be sent in writing, by United States Postal Service, registered or certified mail or express mail, postage prepaid, addressed to the Leasehold Mortgagee at a place as the Leasehold Mortgagee may from time to time designate in a written notice to Lessor and Lessee.

Section 21.3 Sufficiency of Service.

Service of any demand or notice as in this Article provided shall be sufficient for all purposes.

Section 21.4 When Notice Deemed Given or Received.

Whenever a notice is required by this Lease to be given by any Party to the other Party or by any Party to a Leasehold Mortgagee, the notice shall be considered as having been given when a registered or certified notice is placed in the United States Post Office mail as provided by this Article. It shall be deemed received on the third business day thereafter. For all purposes under this Lease of starting any time period after notice, the time period shall be conclusively deemed to have commenced three (3) business days after the giving of notice, whether or not it is provided that a time period commences after notice is given or after notice is received.

ARTICLE XXII MISCELLANEOUS PROVISIONS

Section 22.1 Captions.

The captions of this Lease and the index preceding it are for convenience and reference only and in no way define, limit or describe the scope or intent of this Lease, nor in any way affect this Lease.

Section 22.2 Conditions and Covenants.

All the provisions of this Lease shall be deemed and construed to be "conditions" as well as "covenants," as though the words specifically expressing or importing covenants and conditions were used in each separate provision.

Section 22.3 Entire Agreement.

This Lease contains the entire agreement between the Parties and shall not be modified in any manner except by an instrument in writing executed by the Parties or their respective successors or assigns in interest.

Section 22.4 Time of Essence as to Covenants of Lease.

Time is of the essence as to the covenants in this Lease.

ARTICLE XXIII COVENANTS TO BIND AND BENEFIT RESPECTIVE PARTIES AND TO RUN WITH THE SUBJECT PROPERTY

Section 23.1 Covenants to Run with the Subject Property.

All covenants, agreements, conditions and undertakings in this Lease shall extend and inure to the benefit of and be binding upon the successors and assigns of each of the Parties, the same as if they were in every case named and expressed, and they shall be construed as covenants running with the Subject Property. Wherever in this Lease reference is made to any of the Parties, it shall be held to include and apply to, wherever applicable, also the officers, directors, successors and assigns of each Party, the same as if in each and every case so expressed.

ARTICLE XXIV ADDITIONAL GENERAL PROVISIONS

Section 24.1 Absence of Personal Liability.

No member, official, or employee of Lessor shall be personally liable to Lessee, its successors and assigns, or anyone claiming by, through or under Lessee or any successor in interest to the Subject Property, in the event of any default or breach by Lessor or for any amount which may become due to Lessee, its successors and assigns, or any successor in interest to the Subject Property, or on any obligation under the terms of this Lease. No member, official, or employee of Lessee shall be personally liable to Lessor, its successors and assigns, or anyone claiming by, through, or under Lessor or any successor in interest to the Subject Property, in the event of any default or breach by Lessee or for any amount which become due to Lessor, its successors and assigns, or any successor in interest to the Subject Property, or on any obligation under the terms of this Lease.

Section 24.2 Lease Only Effective As Against Lessor Upon Assembly Approval.

This Lease is effective as against Lessor only upon the approval of such Lease by the Sitka Assembly.

Section 24.3 Binding Effects and Attorneys Fees.

This Lease shall be binding up and inure to the benefit of the respective successors and assigns of the Parties hereto. In the event of litigation over this Lease, the Parties agree that the prevailing party shall receive full reasonable attorney's fees.

Section 24.4 Duplicate Originals.

This Lease may be executed in any number of copies, each of which shall constitute an original of this Lease. The warranties, representations, agreements and undertakings shall not be deemed to have been made for the benefit of any person or entity, other than the Parties.

Section 24.5 Declaration of Termination.

With respect to Lessor's rights to obtain possession of the Subject Property or to revest title in itself with respect to the leasehold estate of Lessee in the Subject Property, Lessor shall have the right to institute such actions or proceedings as it may deem desirable to effectuate its rights including, without limitation, the right to execute and record or file with the Recorder of the Sitka Recording District, a written declaration of the termination of all rights and title of Lessee in the Subject Property, and the revesting of any title in Lessor as specifically provided in this Lease.

Section 24.6 Authority.

Lessor and Lessee represent to each other that each has, and has exercised, the required power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Lease and perform its obligations. Both parties also represent that this Lease has been duly executed and delivered by each and constitutes a valid and binding obligation of each enforceable in accordance with its terms, conditions, and provisions.

Section 24.7 Recordation.

The parties agree that the Lease will be not be recorded. At the request of either party, the parties shall execute a memorandum of the Lease for recording purposes in lieu of recording this Lease in such form as many be satisfactory to the parties or their respective attorneys. Each party shall bear their own related expenses, including attorney fees. Lessor shall pay for all recording fees.

[SIGNATURES AND ACKNOWLEDGEMENTS ON NEXT PAGE]

DRAFT

CITY AND BOROUGH OF SITKA, ALASKA

Date

By: John Leach
Its: Municipal Administrator

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by John Leach, Municipal Administrator of the CITY AND BOROUGH OF SITKA, ALASKA, an Alaska home rule municipality, on behalf of the municipality.

Notary Public in and for the State of Alaska
My commission expires: _____

WHITECAP PROPERTIES, LLC.

Date

By: Richard Riggs
Its: Manager, Member

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Richard Riggs, Manager, Member Whitecap Properties, LLC., an Alaska limited liability company, on behalf of the company.

Notary Public in and for the State of Alaska
My commission expires: _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE DIRECTOR, DIVISION OF MINING, LAND AND WATER, AND THAT THE STATE OF ALASKA IS THE OWNER OF AT.S. NO. 559, AS SHOWN HEREON. I HEREBY APPROVE THIS SURVEY AND PLAT FOR THE STATE OF ALASKA, AND DEDICATE FOR PUBLIC OR PRIVATE USE AS NOTED, ALL EASEMENTS, PUBLIC UTILITY AREAS, AND RIGHTS-OF-WAY AS SHOWN AND DESCRIBED HEREON.

DATE: 7-10-07
 Director: *Sandra King*
 DIVISION OF MINING, LAND & WATER

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 10th DAY OF July, 2007, FOR *SANDRA KING*.

NOTARY PUBLIC FOR ALASKA
 MY COMMISSION EXPIRES 11-19-09

APPLICANT CERTIFICATE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE CITY AND BOROUGH OF SITKA IS THE APPLICANT AS SHOWN HEREON AND AS MUNICIPAL ADMINISTRATOR AM AUTHORIZED TO HEREBY APPROVE THIS SURVEY AND PLAT.

At. No. 18365
 City and Borough of Sitka
 John Stein
 Municipal Administrator
 DATE: 3-12-07

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 12th DAY OF March, 2007, FOR APPLICANTS NAME *John Stein* and *Sandra King*.
 NOTARY PUBLIC FOR ALASKA
 MY COMMISSION EXPIRES 11-19-09

LESSEE CERTIFICATE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE APPLICANT AS SHOWN HEREON. I HEREBY APPROVE THIS SURVEY AND PLAT.

At. No. 24296 S. J. CUCCHIARI
 DATE: 5/30/2007
 LESSEE'S NAME OR AUTHORIZED OFFICIAL AND TITLE

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN BEFORE ME THIS 31st DAY OF May, 2007, FOR APPLICANTS NAME *Sandra King* and *John Stein*.
 NOTARY PUBLIC FOR ALASKA
 MY COMMISSION EXPIRES 11-19-09

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: 2/28/07
 REGISTRATION NUMBER: 6284
David K. D. King
 REGISTERED LAND SURVEYOR

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SURVEY PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE REGULATIONS OF THE CITY & BOROUGH OF SITKA PLANNING BOARD, AND SAID PLAT HAS BEEN APPROVED BY THE BOARD FOR RECORDING IN THE OFFICE OF THE SITKA RECORDER, SITKA, ALASKA.

DATE: 2/28/07
 CHAIRMAN PLANNING BOARD
 SECRETARY

TIDAL INFORMATION

HEIGHT REFERRED TO DATUM OF SOUNDINGS OLLVO		MEAN HIGH WATER		MEAN LOW WATER	
FEET	METERS	FEET	METERS	FEET	METERS
1.5	0.46	1.5	0.46	1.5	0.46
2.0	0.61	2.0	0.61	2.0	0.61
2.5	0.76	2.5	0.76	2.5	0.76
3.0	0.91	3.0	0.91	3.0	0.91
3.5	1.07	3.5	1.07	3.5	1.07
4.0	1.22	4.0	1.22	4.0	1.22
4.5	1.37	4.5	1.37	4.5	1.37
5.0	1.52	5.0	1.52	5.0	1.52

SOURCE NOAA CHART 17326 "CRAWFISH INLET TO SITKA" 13TH EDITION, AUG. 5/00

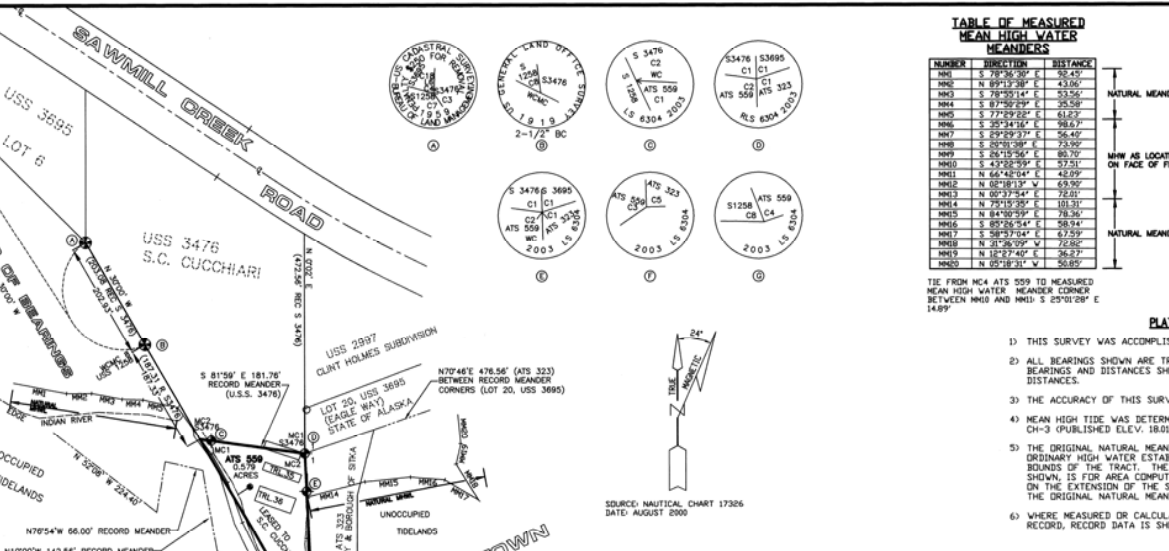
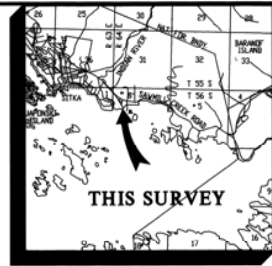


TABLE OF MEASURED MEAN HIGH WATER MEANDERS

NUMBER	DIRECTION	DISTANCE
MH1	S 78°55'30" W	56.25
MH2	N 89°13'30" E	43.06
MH3	E 78°05'14" E	33.56
MH4	S 87°02'30" W	35.58
MH5	S 77°29'22" E	61.23
MH6	S 28°14'16" E	65.92
MH7	S 89°29'37" E	56.40
MH8	S 20°01'00" E	73.99
MH9	S 24°15'30" E	63.79
MH10	S 43°32'59" E	37.51
MH11	N 66°42'54" E	62.92
MH12	N 02°18'13" W	65.90
MH13	N 02°37'54" E	72.01
MH14	N 75°19'30" E	103.11
MH15	N 84°00'00" E	78.26
MH16	S 85°26'54" E	58.94
MH17	S 84°47'14" E	62.92
MH18	N 31°26'59" W	72.85
MH19	N 16°27'11" E	26.27
MH20	N 02°38'21" W	65.85

THE FROM MC4 AT.S. 559 TO MEASURED MEAN HIGH WATER MEANDER CORNER BETWEEN MH10 AND MH13 IS 25°10'28" E 1489'



VICINITY MAP

SCALE: 1" = 1 MILE
 SOURCE: USGS QUAD: SITKA 4-N, 12-13-93

PLAT NOTES

- 1) THIS SURVEY WAS ACCOMPLISHED IN ACCORDANCE WITH A.S.38-05-825
- 2) ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARINGS AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
- 3) THE ACCURACY OF THIS SURVEY IS GREATER THAN 1:5000.
- 4) MEAN HIGH TIDE WAS DETERMINED FROM CORP. OF ENGINEERS MONUMENT CH-3 (PUBLISHED ELEV. 18.01) ON MAY 22 2003.
- 5) THE ORIGINAL NATURAL MEANDERS OF THE LINE OF MEAN HIGH WATER OR ORDINARY HIGH WATER ESTABLISHED BEFORE STATEHOOD ARE THE TRUE BOUNDS OF THE TRACT. THE APPROXIMATE LINE OF MHV OR OHW AS SHOWN, IS FOR AREA COMPUTATIONS ONLY, WITH THE TRUE CORNERS BEING ON THE EXTENSION OF THE SIDE LINES AND THEIR INTERSECTION WITH THE ORIGINAL NATURAL MEANDERS.
- 6) WHERE MEASURED OR CALCULATED BEARINGS & DISTANCES DIFFER FROM RECORD, RECORD DATA IS SHOWN IN PARENTHESIS.

LEGEND

- ⊕ G.L.O./B.L.M. PRIMARY MONUMENT (RECOVERED)
- ⊙ USCGS PRIMARY MONUMENT (RECOVERED)
- ⊕ PRIMARY TIDELANDS SURVEY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- ▭ TRAILER IN UPLANDS
- SURVEYED BOUNDARY LINE
- MHV SURVEYED MEANDER LINE
- RECORD BOUNDARY LINE
- RECORD MEANDERS (U.S.S. 1258, NOVEMBER 1959)

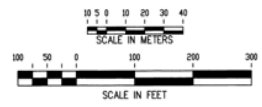
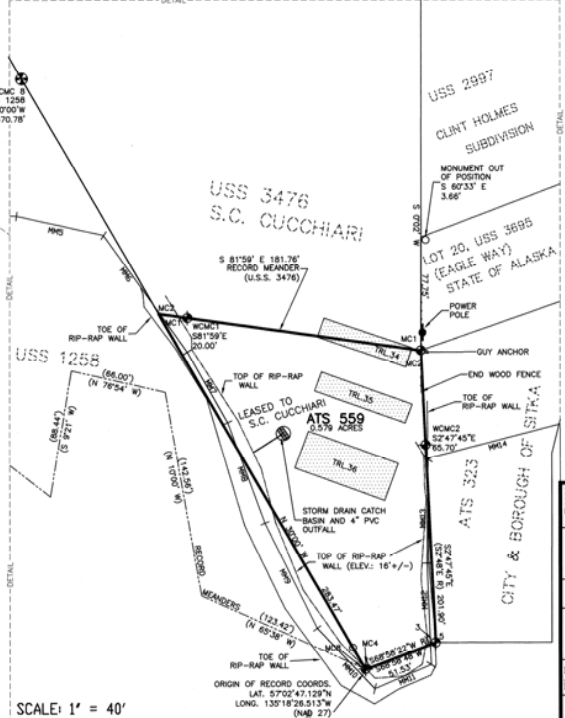


TABLE OF ACCESSORIES

CORNER	DESCRIPTION	BEARING	DISTANCE
WCNC1	RH #1, 2" ALUM. TABLET SET IN CONC. PAD	N 2°59' W	14.98'
WCNC2	RH #2, 2" ALUM. TABLET NV COR. TRAILER 35	N 47°21' E 86.2' S 67°49' E 99.2'	
MC 2	ATS 559 26" ALUM. PIPE MON. CAP ON REBAR	N 87°12' E	55.1'
MC 2	ATS 559 1-1/2" ALUM. PIPE COR. ON REBAR GROUND	N 2°26' E	76.02'
WCNC 2	RH #1, 2" ALUM. TABLET	S 87°12' W	2.98'
ATS 559	RH #2, 2" ALUM. TABLET	S 2°48' E	13.43'
CDR 3	RH #1, 2" BRONZE TABLET	N 2°48' W	9.99'
ATS 559	RH #2, 2" ALUM. TABLET CAP ON REBAR	S 68°58' W	10.09'
MC 4	ATS 559 26" ALUM. TABLET	N 30°00' W	17.22'
MC 4	ATS 559 1-1/2" ALUM. CAP ON REBAR	N 69°58'48" E	10.02'

ALL PRIMARY MONUMENTS IN THIS TABLE ARE 3-1/4" DIAMETER

2007-18
 SITKA RECORDER
 DATE: 7-16-07
 TIME: 11:19 AM
 REQUESTED BY: ASD/DNE
 ADDRESS:



SCALE: 1" = 40'

DATE OF SURVEY: BEGIN 5/27/03, ENDING 5/27/03
 NAME OF SURVEYOR: ONEILL SURVEYING AND ENGINEERING, P.O. BOX 1849, SITKA, ALASKA 99825
 STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, DIVISION OF MINING, LAND AND WATER, ANCHORAGE, ALASKA
ALASKA TIDELANDS SURVEY NO. 559
 WITHIN PROTRACTED SECTION 6, T. 56 S. R. 64 E., COPPER RIVER MERIDIAN, ALASKA, SITKA RECORDING DISTRICT
 DRAWN BY: KD, APPROVAL: [Signature], DATE: July 9, 2007
 DATE: APRIL 6, 2004, STATEWIDE PLATTING OFFICER, CHECKED: [Signature], FILE NO.: AT.S. 559



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-144 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 7/8/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Discussion/Direction on next steps of No Name Mountain/Granite Creek Master Plan action item - 4951 Halibut Point Road

Sponsors:

Indexes:

Code sections:

Attachments: [Discussion Direction](#)
[Memo No Name Mountain](#)
[Request for Information DRAFT](#)
[RFI Attachments](#)

Date	Ver.	Action By	Action	Result
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Discussion / Direction

on next steps of No Name Mountain/Granite Creek
Master Plan action item – 4951 Halibut Point Road.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

Thru: John Leach, Municipal Administrator *JL*

From: Amy Ainslie, Planning Director *AA*

Date: July 8, 2020

Subject: Next Steps on NNM Master Plan – 4951 Halibut Point Road

Background

The No Name Mountain/Granite Creek Master Plan included analysis and recommendations for use of the 17 acre waterfront parcel located at 4951 Halibut Point Road. For purposes of easier referencing, the Master Plan referred to this area as “Harbor Point” (though this is not intended to replace or usurp any other more formal naming process that may be initiated in the future).

Interest in this parcel arose in late 2019, as it was the subject of a proposed land swap in relation to construction of a boat haul-out that did not take place. Staff provided a Special Report in February 2020. There is continued interest from developers to have this land opened for development.

Per the Master Plan recommendations, the consultants felt the best uses for this land would either be recreational tourism (which the plan defines as “revenue generating outdoor and recreational activities oriented to cruise ship and other visitors”) or residential development.

Analysis

In the survey results regarding the use of this land, 45.8% of respondents favored recreational tourism, 28.9% preferred high-end residential development, and the remaining 25.3% had suggestions ranging from dock development, mixed recreational opportunities for locals and visitors alike, and outright conservation of the area with no development.

In short, the use/development opportunities in this area are broad, and an RFI would be a good way to test market interest in the land. Given the unique and valuable attributes

of this land, Staff highly recommends lease of the land for commercial or industrial development to allow development flexibility in the future. Sale of the land would be necessary for residential development.

The parcel is currently zoned as R-1 (single family and duplex residential district). If commercial or industrial options are preferred, a zoning change will be necessary.

Fiscal Note

There is a Patent restriction on this land in the form of a perpetual 100' public access easement along the shoreline of Sitka Sound (50' shoreward and 50' seaward of mean high water), and a 50' public access easement connecting from the right-of-way (Halibut Point Road) to the shoreline. These easements need to be platted, and the sent to the State of Alaska as notification that CBS has complied with the Patent restriction prior to the development or disposal of the land. Further, if the land is to be sold (rather than just leased), it will need to be subdivided from the rest of Lot 1, USS 3670. The estimated cost is approximately \$10,000 - \$15,000; per established CBS sales process, CBS generally requests that the lessor/purchaser reimburse all surveying costs.

In the future, we will also likely need to commission an appraisal of the land based on the development option (i.e. recreational tourism, general commercial, waterfront industrial, residential, etc.) that is selected. The estimated cost of the appraisal is \$10,000 - \$18,000. Per established CBS sales process, CBS generally requests that the lessor/purchaser reimburse ½ of appraisal costs.

Recommendation

Staff recommends approval to issue an RFI for the land.

Possible motion:

"I MOVE TO approve a Request for Information for the development of 4951 Halibut Point Road".

Request for Information
By the City and Borough of Sitka, Alaska
Potential Lease/Sale for Development of a portion of Lot 1, USS 3670
Physical Address 4951 Halibut Point Road, Sitka, AK 99835

The City and Borough of Sitka is requesting information from private developers and qualified organizations for a portion of Lot 1, USS 3670 (physical address 4951 Halibut Point Road) to gauge interest in developing this parcel.

Information on the land:

- Approximately 17 acres
- Waterfront
- Currently zoned for residential development (R-1 single family and duplex), but rezoning may be considered for commercial/industrial development
- Land is encumbered with a 100' perpetual public access easement (50' shoreward and 50' seaward of mean high water) along the shoreline with a 50' perpetual access easement to the shoreline. These easements are not yet platted and will need to be completed before execution of lease or sale.
- Leases will be considered for recreational, commercial, and/or industrial developments. Sale of the land will only be considered for residential development.
- Supplemental documents: Aerial imagery, No Name Mountain/Granite Creek Master Plan excerpts, Special Report to the Assembly

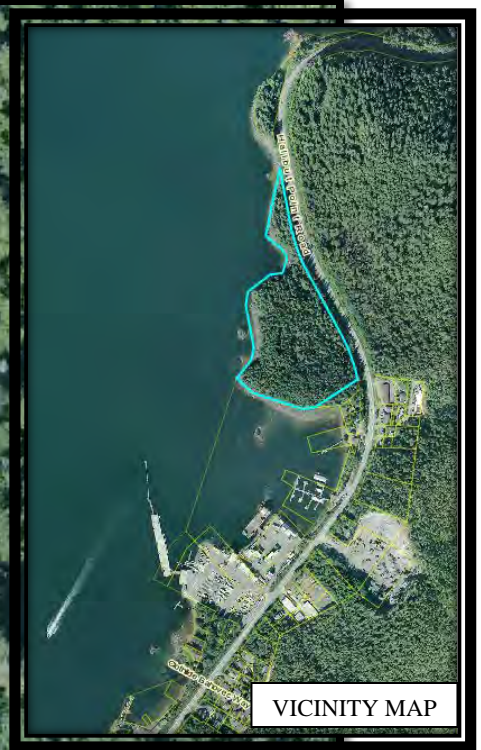
Proposals will be received at the Office of the Municipal Clerk, City Hall, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835 until 2:00 PM, local time, Friday, August 21, 2020.

For more information on the land or this request contact:
City and Borough of Sitka
Amy Ainslie, Planning and Community Development Director
100 Lincoln Street
Sitka, AK 99835
(907) 747-1815
amy.ainslie@cityofsitka.org

The City and Borough of Sitka reserves the right to modify this Request for Proposals at any time. The City and Borough of Sitka further reserves the right not to select any proposal.

Published:

4951 HPR
AERIAL VIEW



VICINITY MAP

Harbor Point

Harbor Point is the 17-acre parcel located along the waterfront side of Halibut Point Road (HPR). Harbor Point has shoreline frontage on its south, west, and north sides, and HPR frontage on its east side. The parcel is characterized by lower elevation, fairly rough terrain, but apart from shoreline areas, it contains no steep slopes. Much of the site is occupied by beautiful mature forest. The site is also close to a sanitary sewer line and water main in the HPR corridor. Harbor Point's shoreline setting, lower elevation, proximity to utilities, direct access from HPR, and great views of Sitka Sound all contribute to a property with relatively high development potential.

Two types of development are suggested for Harbor Point. For land use Option A (shown in Figure 11), the development of high-end, single family detached homes is proposed. The site's water access and views,

proximity to Halibut Point Road and utilities, and lower elevation would promote the development of shoreline and near-shore homes on this parcel. With residential development, City revenues would be increased through outright property sale and on-going property taxes, and new home building would bolster the local construction industry and jobs.

However, costs to develop this property will be moderately high, and local demand for high-end waterfront homes may fluctuate. Also, new high-end housing here will do little to address Sitka's need for affordable housing. One possibility would be to develop high-end homes along the parcel's shoreline and to build more affordable smaller homes and multi-family apartments or condominiums close to Halibut Point Road and on the property's interior.



Southeast Alaska waterfront home



Site Opportunities & Constraints

- + 17 acres with waterfront and beach access
- + Mature vegetation
- + Views to Sitka Sound
- + Water line available in Halibut Pt. Road
- May require sewer main extensions or marine out-falls
- Rugged topography, some steep slopes

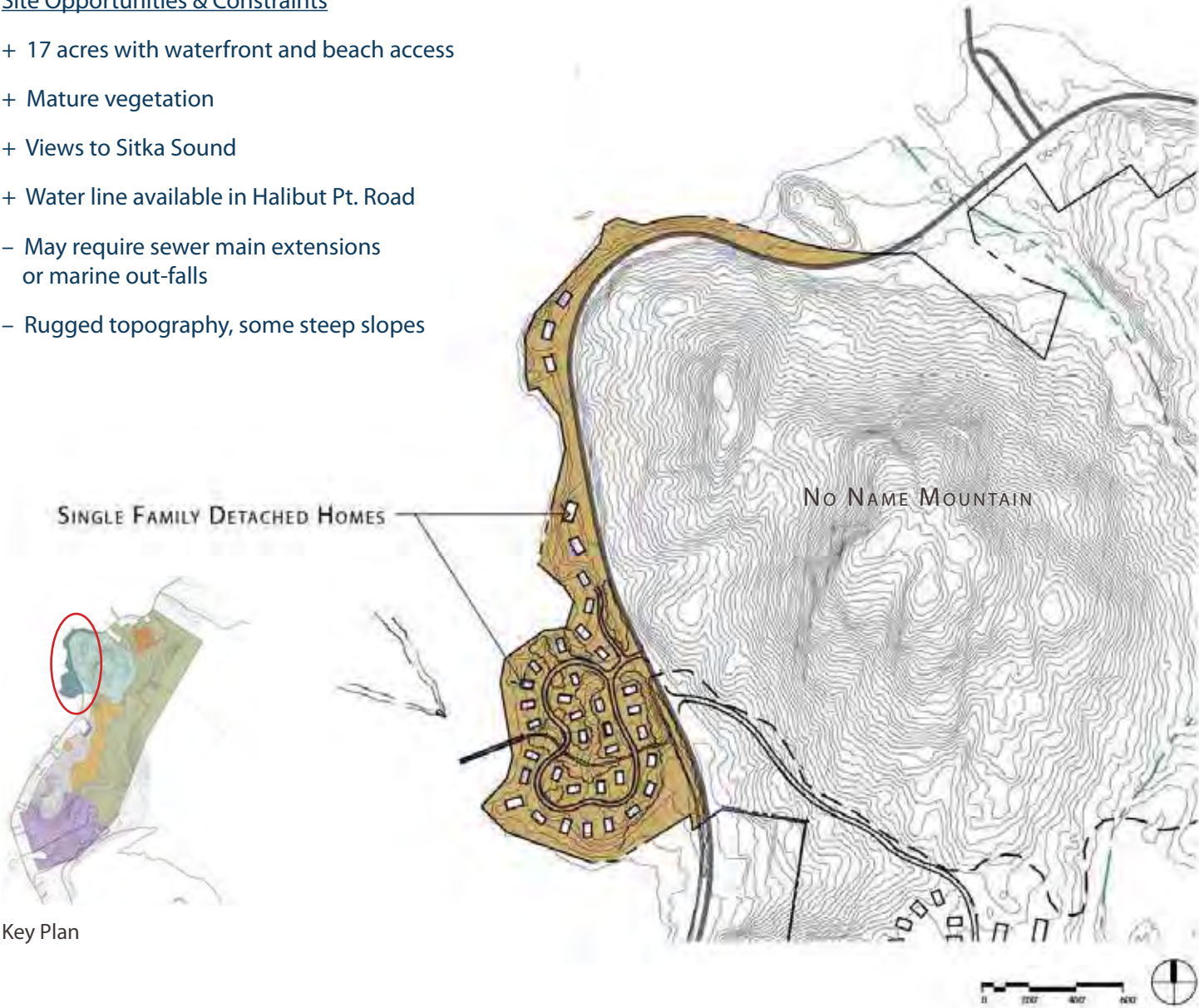


FIGURE 11 — HARBOR POINT: OPTION A
Potential Land Use: High-End Residential

4 | ALTERNATIVE LAND USE SCHEMES

Site Opportunities & Constraints

- + Proximate to expanding cruise ship terminal
- + 17 acres with waterfront and beach access
- + Beautiful forest landscape
- + Water available in Halibut Pt. Road
- Sewer may require extension or marine out-fall
- Rugged topography, some steep slopes

**Recreational Tourism*: revenue generating outdoor recreational activities oriented to cruise ship and other visitors

CRAB FEED/SALMON BAKE VENUE
SHUTTLE DROP OFF/PICK UP
KAYAK LAUNCH & BOATHOUSE
AERIAL ROPES COURSE IN TREES
SCENIC OVERLOOK
NATURE TRAILS THROUGH FOREST & ALONG BEACH



Key Plan

Potential Activities

- *Tree ropes course*
- *Kayaking*
- *Nature trails*
- *Salmon bake*



FIGURE 12—HARBOR POINT: OPTION B

Potential Land Use: Recreational Tourism



An alternative land use Option B for Harbor Point would be to develop it for recreational tourism. Recreational tourism is defined as revenue-generating outdoor recreational activities oriented to cruise ship visitors and other recreationists. Use of Harbor Point for recreational tourism would compliment the expanding cruise ship terminal nearby. Harbor Point’s beautiful forested shoreline setting overlooking Sitka Sound could host a variety of outdoor recreational activities sought by cruise ship operators and visitors. A venue for outdoor activities here would also help to disperse cruise ship visitors to different attractions and destinations, thereby spacing out bus traffic on Halibut Point Road to and from downtown. As shown in Figure 12, outdoor recreational

activities might include an aerial ropes course, nature trails, kayaking, salmon bake venue, and so on. These activities would fit with rather than damage the natural landscape. With Option B, the City would maintain ownership of Harbor Point and lease it for recreational tourism development by others.

As mentioned in the Market Analysis, the use of Harbor Point for marine-oriented industry would be inappropriate. Gary Paxton Industrial Park on the south side of Sitka has ample available waterfront area with deep water access. Also, Sawmill Creek Road, which extends from downtown Sitka to the industrial park, was recently improved and can handle increased commercial traffic better than Halibut Point Road.



Aerial ropes course in trees



Salmon bake (above), Mountain bike trail (below)

5 | LAND USE RECOMMENDATIONS

For the proposed Harbor Point residential area, the ROM estimate assumes that:

- CBS will provide road access, electrical primary conductors/transformers, and potable water and sanitary sewer mains. Driveways, lot development and utility connections will be the responsibility of developers and individual property owners.
- The potable water connection will be with the existing main in Halibut Point Road; an alternative connection may be a “spur service” outside of Halibut Point Road, near Cove Marina. Sanitary sewer will connect with an existing gravity main outside of Halibut Point Road near Cove Marina via a force main.
- Sanitary sewer within the housing development will be gravity, with manholes at turns and spaced at 400 feet maximum along straight runs. One lift/pump station will be required to complete the connection to Cove Marina.
- A 2-foot cut will be required to remove unsuitable soils and reach competent subgrade for the access road.
- Approximately 1,000 cubic yards of bedrock excavation will be necessary to achieve the desired road profile and alignment; the excavated bedrock will be re-used on site as fill.
- A 4.5-foot-thick backfill section capped with a 6-inch thick surface course will be the road structural section.
- Rock material will be sourced from the Granite Creek Area, and unusable excavation will be disposed of at the Granite Creek Area or wasted onsite.
- The road will have two lanes, each 12 feet wide with 1-foot wide shoulders, and a gravel surface
- Eight culvert crossings will be required, each 30 feet long.

Again, taking the Total Project ROM Design and Construction figure and dividing by the total length of road (approximately 2,500 linear feet), the unit cost per linear foot of road and utilities would be approximately \$1,400 per linear foot at Harbor Point.

It should be noted that the combined new housing units of Sound View Ridge and Harbor Point in the proposed land use plan is likely near or exceeding the 50-100 new housing unit threshold before a new electrical substation may be required. The cost of a new substation has not been included in either construction estimate, and it will drive project costs up substantially. This should be carefully evaluated before proceeding with the recommendations and options in this land use plan.

These costs have been provided as ROM, budgetary-level tools to assist with broad-scale planning, and do not encompass all aspects of any given project.



Harbor Point Estimated Construction Costs for
Utilities and Access Road

Item No.	Item	Quantity	Unit	Unit Cost	Total Cost
1	Mobilization	All Req'd	Lump Sum	\$120,000	\$120,000
2	Clearing and Grubbing	2	Acre	\$10,000	\$20,000
3	Unusable Excavation	5,000	Cubic Yard	\$20	\$100,000
4	Usable Rock Excavation	1,000	Cubic Yard	\$10	\$10,000
5	Backfill	11,000	Cubic Yard	\$40	\$440,000
6	Surface Course	1,200	Cubic Yard	\$60	\$72,000
7	Concrete Road Patch, 8-inch Thick	30	Square Yard	\$200	\$6,000
8	Storm Drain Culvert	240	Linear Feet	\$75	\$18,000
9	Water Pipe, 10-inch HDPE	2,500	Linear Feet	\$100	\$250,000
10	Sanitary Sewer Pipe, 10-inch HDPE	2500	Linear Feet	\$100	\$250,000
11	Sanitary Sewer Manhole	16	Each	\$10,000	\$160,000
12	Sanitary Sewer Lift/Pump Station	1	Each	\$500,000	\$500,000
13	Electrical (Primary Conductor)	2500	Linear Feet	\$70	\$175,000
14	Electrical Transformer	4	Each	\$6,000	\$24,000
15	Erosion and Sediment Control	All Req'd	Lump Sum	\$20,000	\$20,000
16	Traffic Control	All Req'd	Lump Sum	\$20,000	\$20,000
17	Construction Surveying	All Req'd	Lump Sum	\$50,000	\$50,000

Subtotal Construction Cost	\$2,315,000
Recommended Contingency (20%)	\$463,000
Total Construction Cost with Contingency (20%)	\$2,778,000

Professional Services

Pre-Design Services (5% of Total Construction) <i>Permitting, Surveying, Geotechnical</i>	\$138,900
Design Services (10% of Total Construction) <i>Final Design, Bid Phase Assistance</i>	\$277,800
Contract Administration/Construction Inspection (10% of Total Construction)	\$277,800
Total Project ROM Design and Construction Cost Estimate	\$3,472,500

*Does not include wetland mitigation costs



4951 Halibut Point Road

A portion of Lot 1, USS 3670

Assembly Special Report
February 25, 2020

Agenda



Overview and description of area



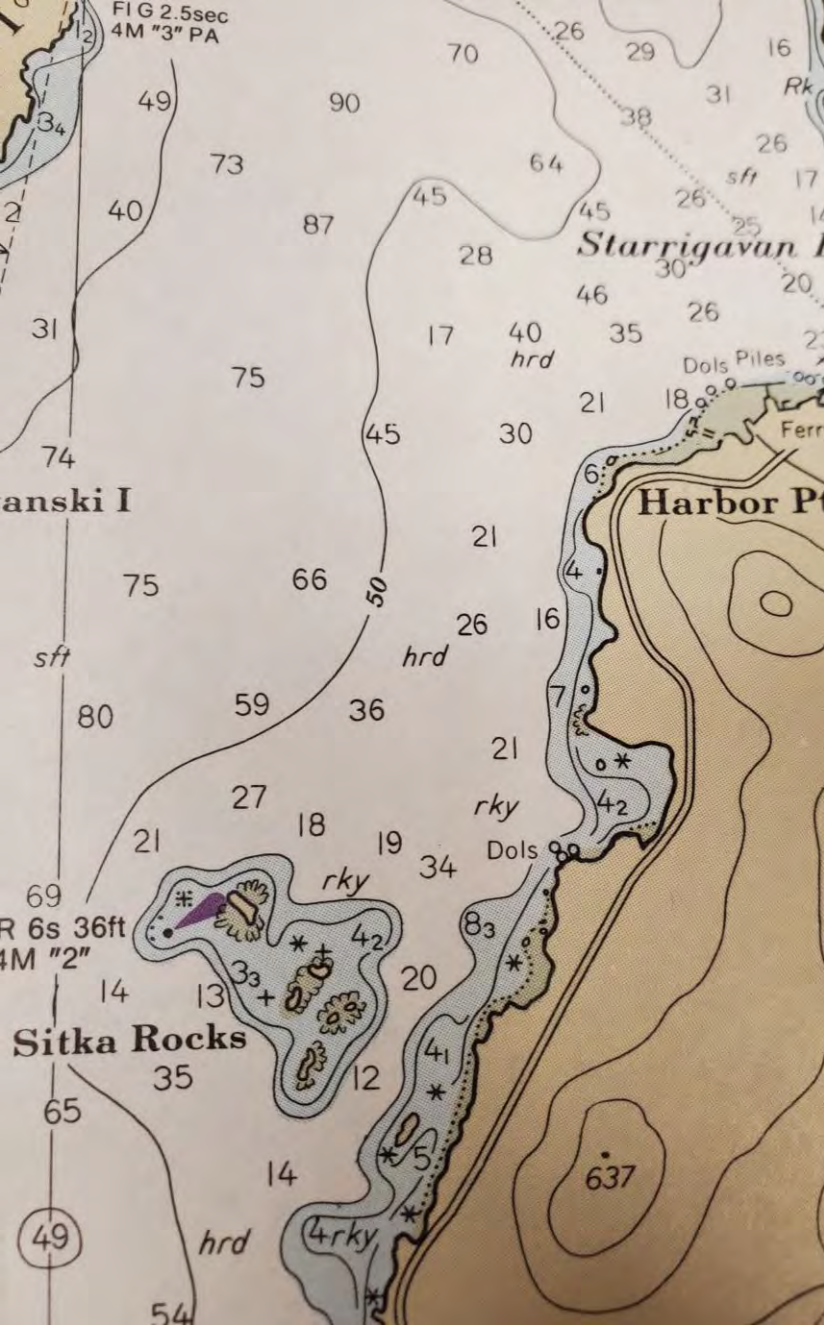
History and patent restrictions



Current zoning



Utility infrastructure



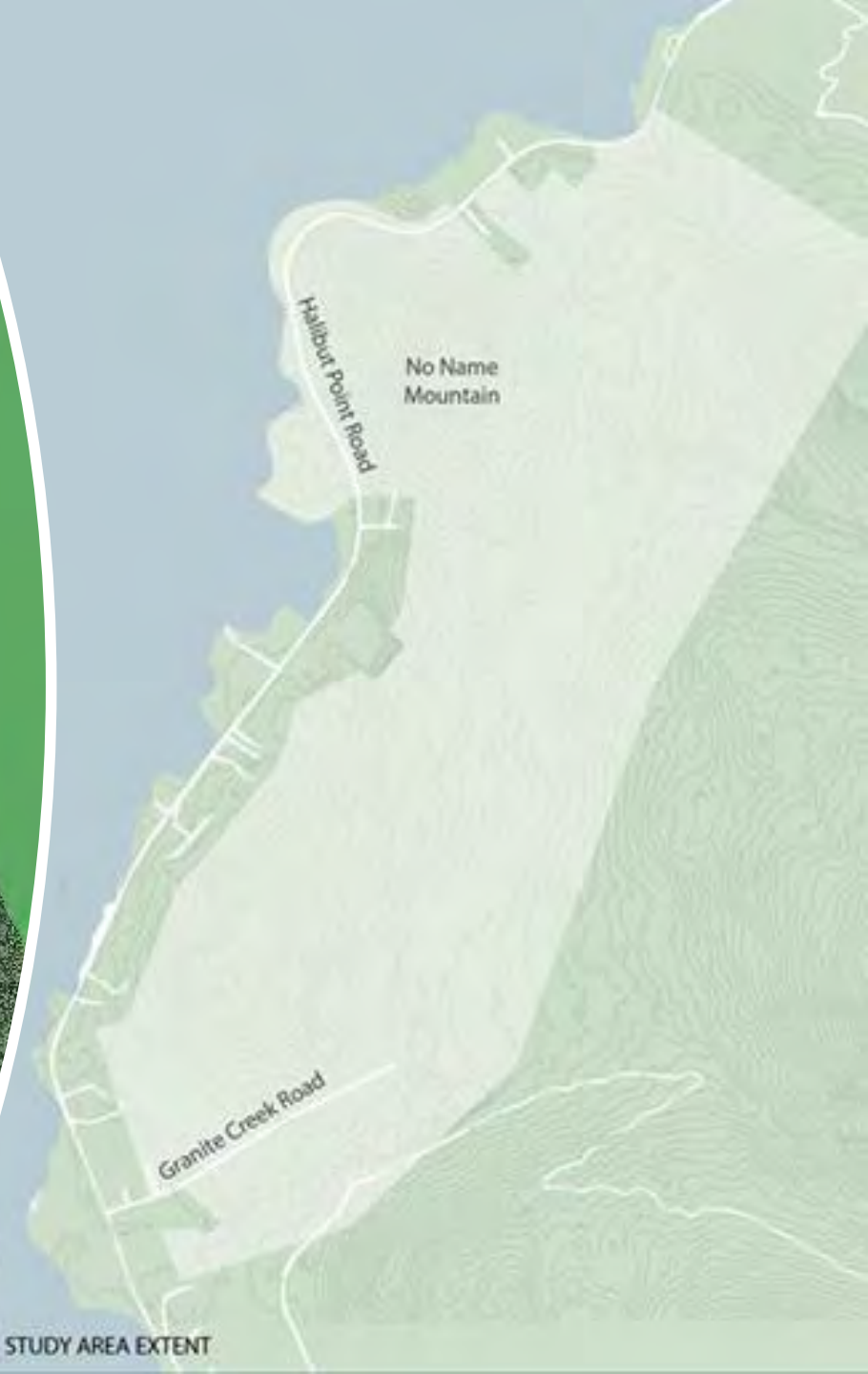
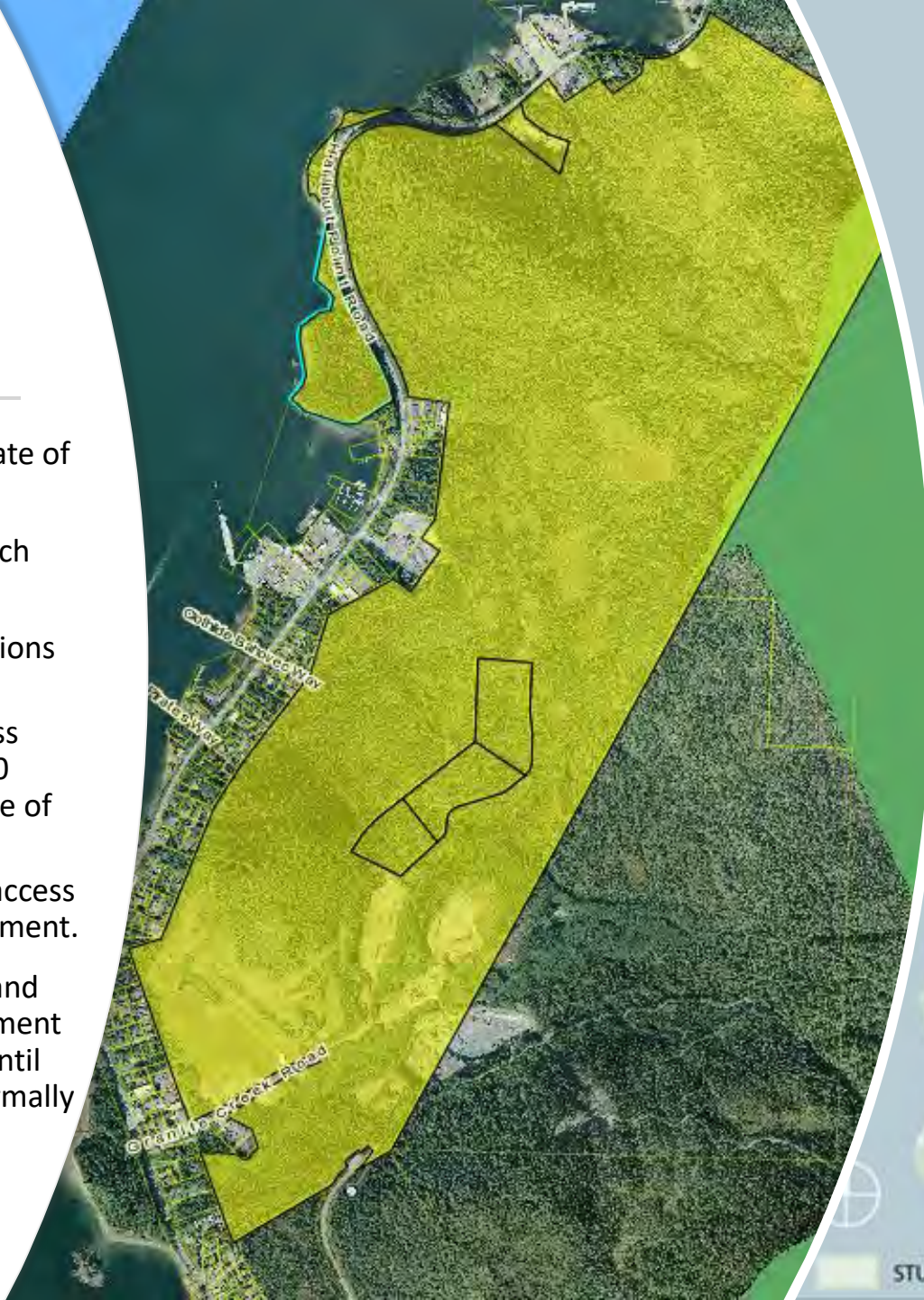
Overview and Description

- ~17.18 acres
- Waterfront
- Wooded
- Relatively level topography
- Deep water access
- Unique in municipal holdings
- Valuable for recreational, residential, or commercial/industrial use
- Not surveyed for cultural/historical/archeological resources
- Why now: Land swap discussion, Master Plan



History and Patent Restrictions

- Transferred to CBS July 21, 1988 via State of Alaska Patent No. 9743.
- CBS selected all of Lot 1, USS 3670 which conveyed 801.14 acres.
- The patent had two provisions/restrictions that are applicable to 4951 HPR:
 - 1. A 100 foot perpetual public access easement 50 feet shoreward and 50 seaward of the mean high water line of Sitka Sound
 - 2. A 50 foot wide perpetual public access easement to access the above easement.
- These easements are to be identified and subject to a covenant that no development or conveyance can occur on the land until CBS has platted the easements and formally notified the State.





Current Zoning

- Currently zoned as R-1: Single family and duplex residential district
- R-1 often used as a “holding” designation
- Adjacent to Industrial and Commercial-2 zones
- Rezone possibilities: C-2, Industrial, Waterfront
- Spot zoning concerns

Utilities

- Electric
 - 3 phase distribution power line runs along HPR
 - Service voltage transformers would be needed to supply power to property
 - Cost ranges with intended use: As low as \$5k for limited residential use, \$100k+ for underground power distribution system and communications facilities for higher demand commercial/industrial use
- Water
 - Water is on upland/outbound lane of highway
 - Extension would need to cross highway
- Sewer
 - Sewer ends at 4802 HPR
 - Extension would need to cross highway





CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-41 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 2 - Businesses and Nonprofits) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-41](#)
[Memo and supporting documentation Ord 2020-41](#)
[Ord 2020-41](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-41 on first reading making supplemental appropriations for fiscal year 2021(Cares Act Funding Category 2 – Businesses and Nonprofits).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: John Leach, Municipal Administrator 

Date: July 9, 2020

Subject: CARES Act Funding – Supplemental Appropriations

Background

It was proposed at the May 19th Assembly work session that a Working Group (WG) be established to design a framework for CARES Act funds. The framework would be presented to the Assembly for modification and approval as appropriate and would include criteria for local applicants to qualify for CARES grants. In order to ensure that funds can be distributed where they are needed as efficiently as possible, supplemental appropriations for all categories are being presented now. It is important to note that there is still much work to be done on developing the plan, especially on funding new programs, but finalizing how much funding is being allocated to each category will weigh into the program design. As the programs are further developed, the WG will keep the Assembly informed of progress and developments.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The below outlined CARES funding design was approved by a 4-1 vote at the July 7, 2020 Special Assembly Meeting. The categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,057,653.37 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

The CARES Act provides that funding may only be used to cover costs that -

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Enclosure 1 provides slightly more detail for each category and the WG understands that more details are necessary before some of the programs can commence. However, a budget ordinance is required to operate any of the programs, collect applications, or otherwise obligate funds.

The budgets approved at the July 7, 2020 Special Meeting are as follows:

Category 1: Utility/Moorage Assistance - \$4.5M (program active)

- Program approved at June 9th regular Assembly meeting and applications are active

Category 2: Business and Non-profit Grants - \$5M (application attached)

- \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
- \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
- \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
- \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
- The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.

Category 3: New City Funded Programs - \$2.5M

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)

- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

Category 4: City Impact/Mitigation Spending - \$1M (needs list attached)

- **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
- Cover significant portion of cost of **public safety**

Category 5: Sitka School District Request - \$430K

- Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency - \$627,653 plus any interest earned on funds held

- To be available if a known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Recommendations

I recommend the Assembly pass the CARES Act supplemental appropriations in order for City staff to begin distributing funds as outlined in the approved funding design.

Enclosure: (1) CARES Act Funding Design
 (2) Business/Nonprofit grant application
 (3) Sitka School District CARES funding request
 (4) City Mitigation Needs List

CARES Act Working Group Funding Design

Members: John Leach, Lisa Gassman, Kevin Knox, Kevin Mosher, Jay Sweeney, Melissa Haley, Brian Hanson, Garry White, Melissa Henshaw

Total amount to distribute: \$14,057,653.37 in three payments.

Category 1: Utility/Moorage Assistance

- ✓ **Budget:** \$4.5 million ordinance 2020-28 passed on June 9.
- ✓ **Criteria:** per ordinance (COVID-related economic hardship, residency/account restrictions)
- ❖ **Application:**
 - Simple check boxes to certify need.
 - Finance will ensure compliance of CARES restrictions.
 - Applications due July 31, assistance applied to accounts in August, as bills are issued.

Category 2: Business and Non-Profit Grants

- ❖ **Budget:** \$5 million
- ❖ **Program design:**
 - \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
 - \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
 - \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
 - \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
 - The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.
- ❖ **Application / Evaluation:**
 - Size based for businesses on 2019 gross sales revenue / Nonprofits from IRS Form 990 no earlier than 2018
 - Check box that organization experienced economic impact due to COVID-19
 - CBS reserves the right to request tax returns, etc.
 - Business HQ in Sitka
 - Include AK business lic. # and sales tax account #
 - Award to businesses with delinquent sales and/or utility accounts

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - \$400,000 subsidy program – AEYC guidance – through September 1

- \$500/client, September 1 through December \$125/client. Client enrollment numbers should be based on February statistics, AEYC/Thread Southeast can provide additional guidance and or granting assistance.
- \$100,000 support development of additional childcare slots to recover lost program slots due to closures. Current capacity of licensed facilities: Part time – 117, Full time – 157. Most programs are not even operating at 50% capacity currently.
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
 - \$10,000 – funding support for breakfast/lunch program – cover transportation costs to provide for 400 students per day.
 - \$60,000 – partner with Sitka Mutual Aid Network to provide local dinner deliveries from Sitka partner restaurants 500 servings/week for 12 weeks.
 - \$17,000 – partner with SCS/Sitka Mutual Aid Network for transporting food boxes provided by A/C Lakeside and USAID grant to 250-300 households per week. 8 week program beginning July 6.
 - Additional support for food pantry programs at STA, Salvation Army and hot meal programs at local churches.
 - **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
 - Additional funding to support CBS EAP program for mental health related sessions.
 - \$100,000 – 150,000 uninsured mental health services vouchers. Providers can submit for reimbursement for providing mental/behavioral health related sessions to uninsured/behavioral health related sessions to uninsured/underinsured clients. Application would be for blocks of services provided with no client information included.
 - Provide grant opportunity to address funding needs of programming mental/behavioral health access during COVID-19 related distancing and tele-health protocols (technology enhancements, safe space and HIPAA compliance, etc.).
 - **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
 - \$400,000 – Partnering with Alaska Housing Finance Corporation (AHFC) and Salvation Army to distribute Mortgage and Rental relief. AHFC estimate of 200 households needing possible additional assistance in Sitka – average request approximately \$816. Remainder of funds could be utilized to provide support funding for SAFV, Salvation Army emergency housing vouchers, youth re-housing program needs, additional grant requests to provide housing security.
 - AHFC can provide program assistance with no administrative fee.
 - Salvation Army housing assistance programs could be used for administration of a set rate assistance program to relieve those under financial stress and having difficulty paying mortgage or rental payments. Example: Anchorage provides \$1000 per household per month with max \$2000 cap, administered through Lutheran Social Services of ANC.
 - **Transitional Employment Program \$750,000** (Unemployed / under-employed hired

to work on projects in Sitka)

- Similar to the 1939 era Conservation Corp Program to provide employment training for our underemployed or get our unemployed back to work by having the workforce complete many of the deferred maintenance projects around the City. Once our budget for the program is approved, our plan is to engage with PW, Parks & Rec, Tree & Landscape, etc. to develop a workplan.

Category 4: City Impact / Mitigation Spending

- ❖ **Budget: \$1 million**
- ❖ **Spending areas:**
 - **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
 - Cover significant portion of cost of **public safety**

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency

- ❖ **Budget: \$627,653**
- ❖ **Purpose:** To be available if known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

City, State, Zip code: City: _____ State: _____ Zip: _____

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

*(business must be located within
the City and Borough of Sitka)*

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

*(or proprietor's Social Security Number
TIN/SSN will be kept confidential)*

Local Sales Tax Number: _____

Section 2 – Grant Request Information

Did your business or nonprofit experience economic hardship due to the COVID-19 public health emergency?

Impacts may include, but are not limited to, loss of sales/revenue due to mandatory shutdown measures, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Yes

No

Based on your **2018 or 2019 gross revenue** as reported to the IRS, what is the grant amount is your business eligible for (check only one)?

2019 gross revenues for the business were:

under \$100,000 (\$2,500 grant)

over \$100,000 but less than \$250,000 (\$5,000 grant)

over \$250,000 but less than \$500,000 (\$7,500 grant)

over \$500,000 (\$10,000 grant)

The gross revenue for my organization does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at one of the levels reserved for organizations with higher revenue.

Please indicate below the level of support you would like the assembly to consider for your organization

(under this program no awards over \$10,000 will be considered):

\$5,000

\$7,500

\$10,000

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration (feel free to attach a separate document).

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For those nonprofits that do not file with the IRS, the City and Borough of Sitka (CBS) will accept revenue as reported on an audited financial statement or an unaudited statement by a third-party preparer.

I have provided a copy of my business' 2018 or 2019 tax return (or financial statements as described above, if applicable). All financial information will be kept confidential and will be immediately destroyed upon review of the application. Non-pertinent information may be redacted.

Nonprofit businesses only:

1. Did your nonprofit provide direct services to residents of the City of and Borough of Sitka in 2019? Yes No
2. My nonprofit has a permanent physical presence in the City and Borough of Sitka with at least one worker assigned to that facility. Yes No

(any "No" response may require provision of additional information)

Check which type of IRS certification your nonprofit holds:

- 501(c)(3) Charitable organization
- 501(c)(4) Social welfare
- 501(c)(5) Labor, agricultural or horticultural organization
- 501(c)(6) Trade or professional organization
- 501(c)(19) or (23) Veterans organization
- 501(e) Cooperative hospital service organization
- 501(k) Childcare organization
- Other (please specify):

(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible - as per 13 CFR § 120.110(k) in the Code of Federal Regulations.)

Briefly describe how the nonprofit's services have been impacted (optional—for informational purposes only to gauge community need and program effectiveness):

For-profit businesses only:

1. My business is a C Corporation, REIT or Publicly Held Limited Partnership traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange and owned in whole or majority-owned by such a publicly traded corporation. Yes No
2. My business is a national chain that owns and operates a premise in the City and Borough of Sitka (individually owned-and-operated local franchises are eligible). Yes No
3. My business is currently in bankruptcy proceedings. Yes No
4. My business is a marijuana business licensed under Alaska Statute 17.38. Yes No
5. My business does not have a permanent physical presence in the City and Borough of Sitka for the sale of goods or provision of services, with at least one worker assigned to that facility. Yes No

(If you answered yes to any of the above questions, your business is not eligible for a grant)

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. **Applications may be amended before the deadline.** Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. **Questions about the grant program, application process, or application status must be directed to First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org.** **If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.** The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds. **The City and Borough of Sitka reserves the right to refuse any application it deems as not meeting the specified requirements.**

As an official signer for the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the City, if requested.

Signed _____

Date: _____

Print Name: _____

Title: _____



June 2, 2020

City Administrator John Leach
City and Borough of Sitka
john.leach@cityofsitka.org

Dear Mr. Leach,

On behalf of the School Board, I would like to request consideration of school relief needs related to COVID-19. As anyone with a school-aged child knows, our teachers, students, and families did an amazing job this spring suddenly shifting to remote learning. Our student participation in the remote learning activities we offered was high with principals reporting no less than 90% student engagement; however, the academic load was reduced significantly in order to make the sudden shift to remote learning feasible. Additionally, students experienced trauma associated with the isolation and fear brought on by the pandemic itself and we found that we needed to focus on social emotional health as a priority in order for students to engage in the academic work. Our plan is to leverage AmeriCorps volunteers during the 2020-21 school year to provide academic tutoring and trauma support for our students, as well as purchase laptops for high school students to keep on track with on-time graduation.

The Corporation for National Community Service and the Center for Disease Control have partnered to encourage organizations to utilize national service programs, such as AmeriCorps, as part of ongoing COVID-19 response efforts. Annually, 5 AmeriCorps members are embedded within the school district and provide a variety of services to our students from afterschool tutoring to supporting students in a culinary arts career program. We have had great successes by leveraging AmeriCorps volunteers and our request builds on these experiences.

Our request is to engage 12 additional AmeriCorps volunteers for the 2020-21 school year. Seven would provide academic tutoring to students during the school day to remediate lost learning from this spring due to COVID-19 and the limitations of remote learning, 4 would provide mental health support to our students not impacted by the trauma and isolation resulting from the pandemic, and 1 would be a lead volunteer so we would not need to increase our long-term staff to manage the increase in personnel.

Although we were able to loan technology to any family that needed a device this spring, it is not feasible to continue to do so especially if we go in and out of periods of remote learning, which is very likely. We will need to have technology in our schools and our students will need to have a device to take home. We have a plan to provide an iPad to any PK-8 student that needs technology at home through our CARES Act funding and through our partnership with Sitka Tribe of Alaska and our involvement in the Supporting Transitions and Educational Promise SE Alaska (STEPS) grant. However, our high schools students will need more robust technology than an iPad can offer and we do not have adequate CARES Act funding to meet the need for our high school students. With graduation credit considerations at stake, our high school students need to have a device at the ready; however, even with combining available resources we do not have enough funding to get the device they need.

We are aware that the City's CARES Act funding has a December deadline for expenditure of funds and that purchases must be directly related to COVID-19. Our request fits the timeline and intent, as we can bill in the fall for the AmeriCorps volunteers who would serve the entire school year and the laptop purchase for high school students would be a one-time purchase completed as soon as we received notice of approval. Both of the elements of our request are directly related to the COVID-19 pandemic.

Each of our proposed 12 AmeriCorps volunteers will cost \$15,000 for a year of service for a total of \$180,000 and \$250,000 would be adequate to meet our high school student laptop needs, which brings our total request to \$430,000. Thank you for considering our request for COVID-19 relief for our students, and for your service to our community.

Sincerely,

A handwritten signature in cursive script that reads "Mary Wegner".

Dr. Mary Wegner
Superintendent

Facility/Department	Total	FEMA	CARES	YES/NO
I. City Hall	696,850	132,283	564,567	
a. Carpet	150,850	50,283	100,567	
i. 1st Floor Lobby	4,500	1,500	3,000	YES
ii. 1st Floor Offices	23,750	7,917	15,833	YES
iii. 2nd Floor Lobby	9,870	3,290	6,580	YES
iv. 2nd Floor Offices	52,040	17,347	34,693	YES
v. 3rd Floor Lobby	6,400	2,133	4,267	YES
vi. 3rd Floor Offices	43,360	14,453	28,907	YES
vii. 1st to 2nd Floor Stairs	5,040	1,680	3,360	YES
viii. 2nd to 3rd Floor Stairs	5,400	1,800	3,600	YES
ix. Elevator Car	490	163	327	YES
b. Doors	120,000	80,000	40,000	
i. Magnet Door Holds	70,000	30,000	40,000	YES
ii. 1st Floor ADA Doors	50,000	50,000		YES
c. Windows	10,000	-	10,000	
i. 1st floor bankers window	10,000		10,000	YES
d. Elevator	109,000	-	109,000	
i. Key Retrofit	9,000		9,000	YES
ii. Replacement	100,000		100,000	YES
e. 1st Floor Plan Changes	230,000	-	230,000	
i. Utility desk change and lobby orientation	150,000		150,000	YES
ii. Bathroom conversion	50,000		50,000	YES
iii. Door/Desk at staircase	30,000		30,000	YES
f. 2nd Floor Plan change	75,000	-	75,000	
i. Vestibule Modification & Bankers Window	75,000		75,000	YES
g. Digital Signage/Wayfinding	2,000	2,000	-	
i. TV wayfinding	2,000	2,000		YES
II. Harrigan	-	-	-	
a. Plaza Sanitation	-	-	-	
i. Plaza wash/sweeper equipment				YES
b. Steam cleaner	-	-	-	
i. Steam Cleaner				YES
III. Library	41,000	24,000	17,000	
a. Self check-out	17,000	-	17,000	
i. Self check-out station	17,000		17,000	YES
b. Rental/loan out laptops	24,000	24,000	-	
i. 12 medical grade wipeable laptops	24,000	24,000		YES
IV. Fire Department	336,000	115,000	221,000	
a. Stryker Power Cots	186,000	-	186,000	
i. Shipping	10,000		10,000	YES
ii. Cot 1	44,000		44,000	YES
iii. Cot 2	44,000		44,000	YES
iv. Cot 3	44,000		44,000	YES
v. Cot 4	44,000		44,000	YES
b. PPE	50,000	50,000	-	
i. PPE Budget	50,000	50,000		YES
c. Equipment Duplication	65,000	65,000	-	
i. Search and Rescue	15,000	15,000		YES
ii. Fire Division	50,000	50,000		YES
e. Sanitation	35,000	-	35,000	
i. Commercial Gear Washer	35,000		35,000	YES
V. IT/Global	518,470	53,333	465,137	
a. Creston Teleconference Rooms	20,000	13,333	6,667	
i. Room 1	10,000	6,667	3,333	YES
ii. Room 2	10,000	6,667	3,333	YES
b. Remote work laptops	36,000	36,000	-	
Remote work laptops	36,000	36,000		YES

c. Sanitization crew vans	90,000	-	90,000
i. Van 1	30,000		30,000 YES
ii. Van 2	30,000		30,000 YES
iii. Van 3	30,000		30,000 YES
d. Keyless entry	150,000	-	150,000
i. System wide keyless entry	150,000		150,000 YES
e. Thermometers	1,500	1,500	-
i. Thermometers	1,500	1,500	YES
f. Stanchions	2,500	2,500	-
i. Stanchions	2,500	2,500	YES
g. Handsfree Devices	218,470	-	218,470
i. Paper towel dispensers	3,735	-	3,735
1. City Hall Public Restrooms	510		510 YES
2. Library Staff Areas	255		255 YES
3. Harrigan Hall	590		590 YES
4. Senior Center	340		340 YES
5. City/State	340		340 YES
6. Fire Hall	340		340 YES
7. Whale Park	170		170 YES
8. Crescent Harbor	170		170 YES
9. Lake & Lincoln	170		170 YES
10. Moller Complex	170		170 YES
11. Kimsham Complex	170		170 YES
12. Keet Fields	170		170 YES
13. Vilandre Field	170		170 YES
14. Sandy Beach	170		170 YES
ii. Faucets	20,800	-	20,800
1. Airport	3,200		3,200 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,600		1,600 YES
4. Senior Center	1,600		1,600 YES
5. City/State	3,200		3,200 YES
6. Whale Park	1,600		1,600 YES
7. Crescent Harbor	800		800 YES
8. Lake & Lincoln	1,600		1,600 YES
9. Moller Complex	800		800 YES
10. Kimsham Complex	800		800 YES
11. Keet Fields	800		800 YES
12. Vilandre Field	800		800 YES
13. Sandy Beach	1,600		1,600 YES
iii. Soap dispensers	6,235	-	6,235
1. Airport	750		750 YES
2. City Hall Public Restrooms	750		750 YES
3. Library Staff Areas	750		750 YES
4. Harrigan Hall	1,125		1,125 YES
5. Senior Center	500		500 YES
6. City/State	500		500 YES
7. Fire Hall	500		500 YES
8. Whale Park	170		170 YES
9. Crescent Harbor	170		170 YES
10. Lake & Lincoln	170		170 YES
11. Moller Complex	170		170 YES
12. Kimsham Complex	170		170 YES
13. Keet Fields	170		170 YES
14. Vilandre Field	170		170 YES
15. Sandy Beach	170		170 YES
iv. Flushers	16,200	-	16,200
1. Airport	2,800		2,800 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,400		1,400 YES

4. Senior Center	800		800	YES
5. City/State	1,600		1,600	YES
6. Whale Park	1,200		1,200	YES
7. Crescent Harbor	800		800	YES
8. Moller Complex	1,600		1,600	YES
9. Kimsham Complex	1,600		1,600	YES
10. Keet Fields	400		400	YES
11. Vilandre Field	400		400	YES
12. Sandy Beach	1,200		1,200	YES
v. Hydration stations	171,500	-	171,500	
1. Airport	6,300		6,300	YES
2. City Hall 2nd floor	11,300		11,300	YES
3. Harrigan Hall	11,300		11,300	YES
4. City/State	22,600		22,600	YES
5. Whale Park	15,000		15,000	YES
6. Crescent Harbor	15,000		15,000	YES
7. Lake & Lincoln	15,000		15,000	YES
8. Moller Complex	15,000		15,000	YES
9. Kimsham Complex	15,000		15,000	YES
10. Keet Fields	15,000		15,000	YES
11. Vilandre Field	15,000		15,000	YES
12. Sandy Beach	15,000		15,000	YES
ESTIMATED FEMA TOTAL			324,617	
ESTIMATED CARES TOTAL			1,267,703	
TOTAL			1,592,320	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-41

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

(Cares Act Funding Category 2 – Businesses and Nonprofits)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for FY2021.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
SPECIAL REVNUUE FUND
Fund 180 – CARES Act 2020 – Operations: Increase appropriations in the amount of \$5,000,000 to support COVID-19 pandemic-related economic relief efforts for local businesses and nonprofits.

EXPLANATION

The City and Borough of Sitka anticipates receiving a total of \$14,057,653.37 in three disbursements. This portion of the funding is detailed under category two in the funding design.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-40 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 3 - New City Funded Relief Programs) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-40](#)
[Memo and supporting documentation Ord 2020-40](#)
[Ord 2020-40](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION


I MOVE TO approve Ordinance 2020-40 on first reading making supplemental appropriations for fiscal year 2021(Cares Act Funding – New City Funded Relief Programs).



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: John Leach, Municipal Administrator 
Date: July 9, 2020
Subject: CARES Act Funding – Supplemental Appropriations

Background

It was proposed at the May 19th Assembly work session that a Working Group (WG) be established to design a framework for CARES Act funds. The framework would be presented to the Assembly for modification and approval as appropriate and would include criteria for local applicants to qualify for CARES grants. In order to ensure that funds can be distributed where they are needed as efficiently as possible, supplemental appropriations for all categories are being presented now. It is important to note that there is still much work to be done on developing the plan, especially on funding new programs, but finalizing how much funding is being allocated to each category will weigh into the program design. As the programs are further developed, the WG will keep the Assembly informed of progress and developments.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The below outlined CARES funding design was approved by a 4-1 vote at the July 7, 2020 Special Assembly Meeting. The categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,057,653.37 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

The CARES Act provides that funding may only be used to cover costs that -

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Enclosure 1 provides slightly more detail for each category and the WG understands that more details are necessary before some of the programs can commence. However, a budget ordinance is required to operate any of the programs, collect applications, or otherwise obligate funds.

The budgets approved at the July 7, 2020 Special Meeting are as follows:

Category 1: Utility/Moorage Assistance - \$4.5M (program active)

- Program approved at June 9th regular Assembly meeting and applications are active

Category 2: Business and Non-profit Grants - \$5M (application attached)

- \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
- \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
- \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
- \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
- The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.

Category 3: New City Funded Programs - \$2.5M

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)

- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

Category 4: City Impact/Mitigation Spending - \$1M (needs list attached)

- **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
- Cover significant portion of cost of **public safety**

Category 5: Sitka School District Request - \$430K

- Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency - \$627,653 plus any interest earned on funds held

- To be available if a known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Recommendations

I recommend the Assembly pass the CARES Act supplemental appropriations in order for City staff to begin distributing funds as outlined in the approved funding design.

Enclosure: (1) CARES Act Funding Design
 (2) Business/Nonprofit grant application
 (3) Sitka School District CARES funding request
 (4) City Mitigation Needs List

CARES Act Working Group Funding Design

Members: John Leach, Lisa Gassman, Kevin Knox, Kevin Mosher, Jay Sweeney, Melissa Haley, Brian Hanson, Garry White, Melissa Henshaw

Total amount to distribute: \$14,057,653.37 in three payments.

Category 1: Utility/Moorage Assistance

- ✓ **Budget:** \$4.5 million ordinance 2020-28 passed on June 9.
- ✓ **Criteria:** per ordinance (COVID-related economic hardship, residency/account restrictions)
- ❖ **Application:**
 - Simple check boxes to certify need.
 - Finance will ensure compliance of CARES restrictions.
 - Applications due July 31, assistance applied to accounts in August, as bills are issued.

Category 2: Business and Non-Profit Grants

- ❖ **Budget:** \$5 million
- ❖ **Program design:**
 - \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
 - \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
 - \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
 - \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
 - The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.
- ❖ **Application / Evaluation:**
 - Size based for businesses on 2019 gross sales revenue / Nonprofits from IRS Form 990 no earlier than 2018
 - Check box that organization experienced economic impact due to COVID-19
 - CBS reserves the right to request tax returns, etc.
 - Business HQ in Sitka
 - Include AK business lic. # and sales tax account #
 - Award to businesses with delinquent sales and/or utility accounts

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - \$400,000 subsidy program – AEYC guidance – through September 1

- \$500/client, September 1 through December \$125/client. Client enrollment numbers should be based on February statistics, AEYC/Thread Southeast can provide additional guidance and or granting assistance.
- \$100,000 support development of additional childcare slots to recover lost program slots due to closures. Current capacity of licensed facilities: Part time – 117, Full time – 157. Most programs are not even operating at 50% capacity currently.
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
 - \$10,000 – funding support for breakfast/lunch program – cover transportation costs to provide for 400 students per day.
 - \$60,000 – partner with Sitka Mutual Aid Network to provide local dinner deliveries from Sitka partner restaurants 500 servings/week for 12 weeks.
 - \$17,000 – partner with SCS/Sitka Mutual Aid Network for transporting food boxes provided by A/C Lakeside and USAID grant to 250-300 households per week. 8 week program beginning July 6.
 - Additional support for food pantry programs at STA, Salvation Army and hot meal programs at local churches.
 - **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
 - Additional funding to support CBS EAP program for mental health related sessions.
 - \$100,000 – 150,000 uninsured mental health services vouchers. Providers can submit for reimbursement for providing mental/behavioral health related sessions to uninsured/behavioral health related sessions to uninsured/underinsured clients. Application would be for blocks of services provided with no client information included.
 - Provide grant opportunity to address funding needs of programming mental/behavioral health access during COVID-19 related distancing and tele-health protocols (technology enhancements, safe space and HIPAA compliance, etc.).
 - **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
 - \$400,000 – Partnering with Alaska Housing Finance Corporation (AHFC) and Salvation Army to distribute Mortgage and Rental relief. AHFC estimate of 200 households needing possible additional assistance in Sitka – average request approximately \$816. Remainder of funds could be utilized to provide support funding for SAFV, Salvation Army emergency housing vouchers, youth re-housing program needs, additional grant requests to provide housing security.
 - AHFC can provide program assistance with no administrative fee.
 - Salvation Army housing assistance programs could be used for administration of a set rate assistance program to relieve those under financial stress and having difficulty paying mortgage or rental payments. Example: Anchorage provides \$1000 per household per month with max \$2000 cap, administered through Lutheran Social Services of ANC.
 - **Transitional Employment Program \$750,000** (Unemployed / under-employed hired

to work on projects in Sitka)

- Similar to the 1939 era Conservation Corp Program to provide employment training for our underemployed or get our unemployed back to work by having the workforce complete many of the deferred maintenance projects around the City. Once our budget for the program is approved, our plan is to engage with PW, Parks & Rec, Tree & Landscape, etc. to develop a workplan.

Category 4: City Impact / Mitigation Spending

- ❖ **Budget: \$1 million**
- ❖ **Spending areas:**
 - **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
 - Cover significant portion of cost of **public safety**

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency

- ❖ **Budget: \$627,653**
- ❖ **Purpose:** To be available if known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

City, State, Zip code: City: _____ State: _____ Zip: _____

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

*(business must be located within
the City and Borough of Sitka)*

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

*(or proprietor's Social Security Number
TIN/SSN will be kept confidential)*

Local Sales Tax Number: _____

Section 2 – Grant Request Information

Did your business or nonprofit experience economic hardship due to the COVID-19 public health emergency?

Impacts may include, but are not limited to, loss of sales/revenue due to mandatory shutdown measures, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Yes

No

Based on your **2018 or 2019 gross revenue** as reported to the IRS, what is the grant amount is your business eligible for (check only one)?

2019 gross revenues for the business were:

under \$100,000 (\$2,500 grant)

over \$100,000 but less than \$250,000 (\$5,000 grant)

over \$250,000 but less than \$500,000 (\$7,500 grant)

over \$500,000 (\$10,000 grant)

The gross revenue for my organization does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at one of the levels reserved for organizations with higher revenue.

Please indicate below the level of support you would like the assembly to consider for your organization

(under this program no awards over \$10,000 will be considered):

\$5,000

\$7,500

\$10,000

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration (feel free to attach a separate document).

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For those nonprofits that do not file with the IRS, the City and Borough of Sitka (CBS) will accept revenue as reported on an audited financial statement or an unaudited statement by a third-party preparer.

I have provided a copy of my business' 2018 or 2019 tax return (or financial statements as described above, if applicable). All financial information will be kept confidential and will be immediately destroyed upon review of the application. Non-pertinent information may be redacted.

Nonprofit businesses only:

1. Did your nonprofit provide direct services to residents of the City of and Borough of Sitka in 2019? Yes No
2. My nonprofit has a permanent physical presence in the City and Borough of Sitka with at least one worker assigned to that facility. Yes No

(any "No" response may require provision of additional information)

Check which type of IRS certification your nonprofit holds:

- 501(c)(3) Charitable organization
- 501(c)(4) Social welfare
- 501(c)(5) Labor, agricultural or horticultural organization
- 501(c)(6) Trade or professional organization
- 501(c)(19) or (23) Veterans organization
- 501(e) Cooperative hospital service organization
- 501(k) Childcare organization
- Other (please specify):

(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible - as per 13 CFR § 120.110(k) in the Code of Federal Regulations.)

Briefly describe how the nonprofit's services have been impacted (optional—for informational purposes only to gauge community need and program effectiveness):

For-profit businesses only:

1. My business is a C Corporation, REIT or Publicly Held Limited Partnership traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange and owned in whole or majority-owned by such a publicly traded corporation. Yes No
2. My business is a national chain that owns and operates a premise in the City and Borough of Sitka (individually owned-and-operated local franchises are eligible). Yes No
3. My business is currently in bankruptcy proceedings. Yes No
4. My business is a marijuana business licensed under Alaska Statute 17.38. Yes No
5. My business does not have a permanent physical presence in the City and Borough of Sitka for the sale of goods or provision of services, with at least one worker assigned to that facility. Yes No

(If you answered yes to any of the above questions, your business is not eligible for a grant)

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. **Applications may be amended before the deadline.** Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. **Questions about the grant program, application process, or application status must be directed to First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org.** **If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.** The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds. **The City and Borough of Sitka reserves the right to refuse any application it deems as not meeting the specified requirements.**

As an official signer for the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the City, if requested.

Signed _____

Date: _____

Print Name: _____

Title: _____



June 2, 2020

City Administrator John Leach
City and Borough of Sitka
john.leach@cityofsitka.org

Dear Mr. Leach,

On behalf of the School Board, I would like to request consideration of school relief needs related to COVID-19. As anyone with a school-aged child knows, our teachers, students, and families did an amazing job this spring suddenly shifting to remote learning. Our student participation in the remote learning activities we offered was high with principals reporting no less than 90% student engagement; however, the academic load was reduced significantly in order to make the sudden shift to remote learning feasible. Additionally, students experienced trauma associated with the isolation and fear brought on by the pandemic itself and we found that we needed to focus on social emotional health as a priority in order for students to engage in the academic work. Our plan is to leverage AmeriCorps volunteers during the 2020-21 school year to provide academic tutoring and trauma support for our students, as well as purchase laptops for high school students to keep on track with on-time graduation.

The Corporation for National Community Service and the Center for Disease Control have partnered to encourage organizations to utilize national service programs, such as AmeriCorps, as part of ongoing COVID-19 response efforts. Annually, 5 AmeriCorps members are embedded within the school district and provide a variety of services to our students from afterschool tutoring to supporting students in a culinary arts career program. We have had great successes by leveraging AmeriCorps volunteers and our request builds on these experiences.

Our request is to engage 12 additional AmeriCorps volunteers for the 2020-21 school year. Seven would provide academic tutoring to students during the school day to remediate lost learning from this spring due to COVID-19 and the limitations of remote learning, 4 would provide mental health support to our students not impacted by the trauma and isolation resulting from the pandemic, and 1 would be a lead volunteer so we would not need to increase our long-term staff to manage the increase in personnel.

Although we were able to loan technology to any family that needed a device this spring, it is not feasible to continue to do so especially if we go in and out of periods of remote learning, which is very likely. We will need to have technology in our schools and our students will need to have a device to take home. We have a plan to provide an iPad to any PK-8 student that needs technology at home through our CARES Act funding and through our partnership with Sitka Tribe of Alaska and our involvement in the Supporting Transitions and Educational Promise SE Alaska (STEPS) grant. However, our high schools students will need more robust technology than an iPad can offer and we do not have adequate CARES Act funding to meet the need for our high school students. With graduation credit considerations at stake, our high school students need to have a device at the ready; however, even with combining available resources we do not have enough funding to get the device they need.

We are aware that the City's CARES Act funding has a December deadline for expenditure of funds and that purchases must be directly related to COVID-19. Our request fits the timeline and intent, as we can bill in the fall for the AmeriCorps volunteers who would serve the entire school year and the laptop purchase for high school students would be a one-time purchase completed as soon as we received notice of approval. Both of the elements of our request are directly related to the COVID-19 pandemic.

Each of our proposed 12 AmeriCorps volunteers will cost \$15,000 for a year of service for a total of \$180,000 and \$250,000 would be adequate to meet our high school student laptop needs, which brings our total request to \$430,000. Thank you for considering our request for COVID-19 relief for our students, and for your service to our community.

Sincerely,

A handwritten signature in cursive script that reads "Mary Wegner".

Dr. Mary Wegner
Superintendent

Facility/Department	Total	FEMA	CARES	YES/NO
I. City Hall	696,850	132,283	564,567	
a. Carpet	150,850	50,283	100,567	
i. 1st Floor Lobby	4,500	1,500	3,000	YES
ii. 1st Floor Offices	23,750	7,917	15,833	YES
iii. 2nd Floor Lobby	9,870	3,290	6,580	YES
iv. 2nd Floor Offices	52,040	17,347	34,693	YES
v. 3rd Floor Lobby	6,400	2,133	4,267	YES
vi. 3rd Floor Offices	43,360	14,453	28,907	YES
vii. 1st to 2nd Floor Stairs	5,040	1,680	3,360	YES
viii. 2nd to 3rd Floor Stairs	5,400	1,800	3,600	YES
ix. Elevator Car	490	163	327	YES
b. Doors	120,000	80,000	40,000	
i. Magnet Door Holds	70,000	30,000	40,000	YES
ii. 1st Floor ADA Doors	50,000	50,000		YES
c. Windows	10,000	-	10,000	
i. 1st floor bankers window	10,000		10,000	YES
d. Elevator	109,000	-	109,000	
i. Key Retrofit	9,000		9,000	YES
ii. Replacement	100,000		100,000	YES
e. 1st Floor Plan Changes	230,000	-	230,000	
i. Utility desk change and lobby orientation	150,000		150,000	YES
ii. Bathroom conversion	50,000		50,000	YES
iii. Door/Desk at staircase	30,000		30,000	YES
f. 2nd Floor Plan change	75,000	-	75,000	
i. Vestibule Modification & Bankers Window	75,000		75,000	YES
g. Digital Signage/Wayfinding	2,000	2,000	-	
i. TV wayfinding	2,000	2,000		YES
II. Harrigan	-	-	-	
a. Plaza Sanitation	-	-	-	
i. Plaza wash/sweeper equipment				YES
b. Steam cleaner	-	-	-	
i. Steam Cleaner				YES
III. Library	41,000	24,000	17,000	
a. Self check-out	17,000	-	17,000	
i. Self check-out station	17,000		17,000	YES
b. Rental/loan out laptops	24,000	24,000	-	
i. 12 medical grade wipeable laptops	24,000	24,000		YES
IV. Fire Department	336,000	115,000	221,000	
a. Stryker Power Cots	186,000	-	186,000	
i. Shipping	10,000		10,000	YES
ii. Cot 1	44,000		44,000	YES
iii. Cot 2	44,000		44,000	YES
iv. Cot 3	44,000		44,000	YES
v. Cot 4	44,000		44,000	YES
b. PPE	50,000	50,000	-	
i. PPE Budget	50,000	50,000		YES
c. Equipment Duplication	65,000	65,000	-	
i. Search and Rescue	15,000	15,000		YES
ii. Fire Division	50,000	50,000		YES
e. Sanitation	35,000	-	35,000	
i. Commercial Gear Washer	35,000		35,000	YES
V. IT/Global	518,470	53,333	465,137	
a. Creston Teleconference Rooms	20,000	13,333	6,667	
i. Room 1	10,000	6,667	3,333	YES
ii. Room 2	10,000	6,667	3,333	YES
b. Remote work laptops	36,000	36,000	-	
Remote work laptops	36,000	36,000		YES

c. Sanitization crew vans	90,000	-	90,000
i. Van 1	30,000		30,000 YES
ii. Van 2	30,000		30,000 YES
iii. Van 3	30,000		30,000 YES
d. Keyless entry	150,000	-	150,000
i. System wide keyless entry	150,000		150,000 YES
e. Thermometers	1,500	1,500	-
i. Thermometers	1,500	1,500	YES
f. Stanchions	2,500	2,500	-
i. Stanchions	2,500	2,500	YES
g. Handsfree Devices	218,470	-	218,470
i. Paper towel dispensers	3,735	-	3,735
1. City Hall Public Restrooms	510		510 YES
2. Library Staff Areas	255		255 YES
3. Harrigan Hall	590		590 YES
4. Senior Center	340		340 YES
5. City/State	340		340 YES
6. Fire Hall	340		340 YES
7. Whale Park	170		170 YES
8. Crescent Harbor	170		170 YES
9. Lake & Lincoln	170		170 YES
10. Moller Complex	170		170 YES
11. Kimsham Complex	170		170 YES
12. Keet Fields	170		170 YES
13. Vilandre Field	170		170 YES
14. Sandy Beach	170		170 YES
ii. Faucets	20,800	-	20,800
1. Airport	3,200		3,200 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,600		1,600 YES
4. Senior Center	1,600		1,600 YES
5. City/State	3,200		3,200 YES
6. Whale Park	1,600		1,600 YES
7. Crescent Harbor	800		800 YES
8. Lake & Lincoln	1,600		1,600 YES
9. Moller Complex	800		800 YES
10. Kimsham Complex	800		800 YES
11. Keet Fields	800		800 YES
12. Vilandre Field	800		800 YES
13. Sandy Beach	1,600		1,600 YES
iii. Soap dispensers	6,235	-	6,235
1. Airport	750		750 YES
2. City Hall Public Restrooms	750		750 YES
3. Library Staff Areas	750		750 YES
4. Harrigan Hall	1,125		1,125 YES
5. Senior Center	500		500 YES
6. City/State	500		500 YES
7. Fire Hall	500		500 YES
8. Whale Park	170		170 YES
9. Crescent Harbor	170		170 YES
10. Lake & Lincoln	170		170 YES
11. Moller Complex	170		170 YES
12. Kimsham Complex	170		170 YES
13. Keet Fields	170		170 YES
14. Vilandre Field	170		170 YES
15. Sandy Beach	170		170 YES
iv. Flushers	16,200	-	16,200
1. Airport	2,800		2,800 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,400		1,400 YES

4. Senior Center	800		800	YES
5. City/State	1,600		1,600	YES
6. Whale Park	1,200		1,200	YES
7. Crescent Harbor	800		800	YES
8. Moller Complex	1,600		1,600	YES
9. Kimsham Complex	1,600		1,600	YES
10. Keet Fields	400		400	YES
11. Vilandre Field	400		400	YES
12. Sandy Beach	1,200		1,200	YES
v. Hydration stations	171,500	-	171,500	
1. Airport	6,300		6,300	YES
2. City Hall 2nd floor	11,300		11,300	YES
3. Harrigan Hall	11,300		11,300	YES
4. City/State	22,600		22,600	YES
5. Whale Park	15,000		15,000	YES
6. Crescent Harbor	15,000		15,000	YES
7. Lake & Lincoln	15,000		15,000	YES
8. Moller Complex	15,000		15,000	YES
9. Kimsham Complex	15,000		15,000	YES
10. Keet Fields	15,000		15,000	YES
11. Vilandre Field	15,000		15,000	YES
12. Sandy Beach	15,000		15,000	YES
ESTIMATED FEMA TOTAL			324,617	
ESTIMATED CARES TOTAL			1,267,703	
TOTAL			1,592,320	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-40

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

(Cares Act Funding – New City Funded Relief Programs)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for FY2021.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
SPECIAL REVNUUE FUND
Fund 180 – CARES Act 2020 – Operations: Increase appropriations in the amount of \$2,500,000 to support COVID-19 pandemic-related relief programs.

EXPLANATION

The City and Borough of Sitka anticipates receiving a total of \$14,057,653.37 in three disbursements. This portion of the funding is detailed under category three in the funding design.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-39 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 4 - City Impact/Mitigation Spending) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-39](#)
[Memo and supporting documentation Ord 2020-39](#)
[Ord 2020-39](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION


I MOVE TO approve Ordinance 2020-39 on first reading making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 4 – City Impact/Mitigation Spending).



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: John Leach, Municipal Administrator 
Date: July 9, 2020
Subject: CARES Act Funding – Supplemental Appropriations

Background

It was proposed at the May 19th Assembly work session that a Working Group (WG) be established to design a framework for CARES Act funds. The framework would be presented to the Assembly for modification and approval as appropriate and would include criteria for local applicants to qualify for CARES grants. In order to ensure that funds can be distributed where they are needed as efficiently as possible, supplemental appropriations for all categories are being presented now. It is important to note that there is still much work to be done on developing the plan, especially on funding new programs, but finalizing how much funding is being allocated to each category will weigh into the program design. As the programs are further developed, the WG will keep the Assembly informed of progress and developments.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The below outlined CARES funding design was approved by a 4-1 vote at the July 7, 2020 Special Assembly Meeting. The categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,057,653.37 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

The CARES Act provides that funding may only be used to cover costs that -

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Enclosure 1 provides slightly more detail for each category and the WG understands that more details are necessary before some of the programs can commence. However, a budget ordinance is required to operate any of the programs, collect applications, or otherwise obligate funds.

The budgets approved at the July 7, 2020 Special Meeting are as follows:

Category 1: Utility/Moorage Assistance - \$4.5M (program active)

- Program approved at June 9th regular Assembly meeting and applications are active

Category 2: Business and Non-profit Grants - \$5M (application attached)

- \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
- \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
- \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
- \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
- The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.

Category 3: New City Funded Programs - \$2.5M

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)

- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

Category 4: City Impact/Mitigation Spending - \$1M (needs list attached)

- **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
- Cover significant portion of cost of **public safety**

Category 5: Sitka School District Request - \$430K

- Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency - \$627,653 plus any interest earned on funds held

- To be available if a known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Recommendations

I recommend the Assembly pass the CARES Act supplemental appropriations in order for City staff to begin distributing funds as outlined in the approved funding design.

Enclosure: (1) CARES Act Funding Design
 (2) Business/Nonprofit grant application
 (3) Sitka School District CARES funding request
 (4) City Mitigation Needs List

CARES Act Working Group Funding Design

Members: John Leach, Lisa Gassman, Kevin Knox, Kevin Mosher, Jay Sweeney, Melissa Haley, Brian Hanson, Garry White, Melissa Henshaw

Total amount to distribute: \$14,057,653.37 in three payments.

Category 1: Utility/Moorage Assistance

- ✓ **Budget:** \$4.5 million ordinance 2020-28 passed on June 9.
- ✓ **Criteria:** per ordinance (COVID-related economic hardship, residency/account restrictions)
- ❖ **Application:**
 - Simple check boxes to certify need.
 - Finance will ensure compliance of CARES restrictions.
 - Applications due July 31, assistance applied to accounts in August, as bills are issued.

Category 2: Business and Non-Profit Grants

- ❖ **Budget:** \$5 million
- ❖ **Program design:**
 - \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
 - \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
 - \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
 - \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
 - The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.
- ❖ **Application / Evaluation:**
 - Size based for businesses on 2019 gross sales revenue / Nonprofits from IRS Form 990 no earlier than 2018
 - Check box that organization experienced economic impact due to COVID-19
 - CBS reserves the right to request tax returns, etc.
 - Business HQ in Sitka
 - Include AK business lic. # and sales tax account #
 - Award to businesses with delinquent sales and/or utility accounts

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - \$400,000 subsidy program – AEYC guidance – through September 1

- \$500/client, September 1 through December \$125/client. Client enrollment numbers should be based on February statistics, AEYC/Thread Southeast can provide additional guidance and or granting assistance.
- \$100,000 support development of additional childcare slots to recover lost program slots due to closures. Current capacity of licensed facilities: Part time – 117, Full time – 157. Most programs are not even operating at 50% capacity currently.
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
 - \$10,000 – funding support for breakfast/lunch program – cover transportation costs to provide for 400 students per day.
 - \$60,000 – partner with Sitka Mutual Aid Network to provide local dinner deliveries from Sitka partner restaurants 500 servings/week for 12 weeks.
 - \$17,000 – partner with SCS/Sitka Mutual Aid Network for transporting food boxes provided by A/C Lakeside and USAID grant to 250-300 households per week. 8 week program beginning July 6.
 - Additional support for food pantry programs at STA, Salvation Army and hot meal programs at local churches.
 - **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
 - Additional funding to support CBS EAP program for mental health related sessions.
 - \$100,000 – 150,000 uninsured mental health services vouchers. Providers can submit for reimbursement for providing mental/behavioral health related sessions to uninsured/behavioral health related sessions to uninsured/underinsured clients. Application would be for blocks of services provided with no client information included.
 - Provide grant opportunity to address funding needs of programming mental/behavioral health access during COVID-19 related distancing and tele-health protocols (technology enhancements, safe space and HIPAA compliance, etc.).
 - **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
 - \$400,000 – Partnering with Alaska Housing Finance Corporation (AHFC) and Salvation Army to distribute Mortgage and Rental relief. AHFC estimate of 200 households needing possible additional assistance in Sitka – average request approximately \$816. Remainder of funds could be utilized to provide support funding for SAFV, Salvation Army emergency housing vouchers, youth re-housing program needs, additional grant requests to provide housing security.
 - AHFC can provide program assistance with no administrative fee.
 - Salvation Army housing assistance programs could be used for administration of a set rate assistance program to relieve those under financial stress and having difficulty paying mortgage or rental payments. Example: Anchorage provides \$1000 per household per month with max \$2000 cap, administered through Lutheran Social Services of ANC.
 - **Transitional Employment Program \$750,000** (Unemployed / under-employed hired

to work on projects in Sitka)

- Similar to the 1939 era Conservation Corp Program to provide employment training for our underemployed or get our unemployed back to work by having the workforce complete many of the deferred maintenance projects around the City. Once our budget for the program is approved, our plan is to engage with PW, Parks & Rec, Tree & Landscape, etc. to develop a workplan.

Category 4: City Impact / Mitigation Spending

- ❖ **Budget: \$1 million**
- ❖ **Spending areas:**
 - **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
 - Cover significant portion of cost of **public safety**

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency

- ❖ **Budget: \$627,653**
- ❖ **Purpose:** To be available if known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

City, State, Zip code: City: _____ State: _____ Zip: _____

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

*(business must be located within
the City and Borough of Sitka)*

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

*(or proprietor's Social Security Number
TIN/SSN will be kept confidential)*

Local Sales Tax Number: _____

Section 2 – Grant Request Information

Did your business or nonprofit experience economic hardship due to the COVID-19 public health emergency?

Impacts may include, but are not limited to, loss of sales/revenue due to mandatory shutdown measures, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Yes

No

Based on your **2018 or 2019 gross revenue** as reported to the IRS, what is the grant amount is your business eligible for (check only one)?

2019 gross revenues for the business were:

under \$100,000 (\$2,500 grant)

over \$100,000 but less than \$250,000 (\$5,000 grant)

over \$250,000 but less than \$500,000 (\$7,500 grant)

over \$500,000 (\$10,000 grant)

The gross revenue for my organization does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at one of the levels reserved for organizations with higher revenue.

Please indicate below the level of support you would like the assembly to consider for your organization
(under this program no awards over \$10,000 will be considered):

\$5,000

\$7,500

\$10,000

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration (feel free to attach a separate document).

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For those nonprofits that do not file with the IRS, the City and Borough of Sitka (CBS) will accept revenue as reported on an audited financial statement or an unaudited statement by a third-party preparer.

I have provided a copy of my business' 2018 or 2019 tax return (or financial statements as described above, if applicable). All financial information will be kept confidential and will be immediately destroyed upon review of the application. Non-pertinent information may be redacted.

Nonprofit businesses only:

1. Did your nonprofit provide direct services to residents of the City of and Borough of Sitka in 2019? Yes No
2. My nonprofit has a permanent physical presence in the City and Borough of Sitka with at least one worker assigned to that facility. Yes No

(any "No" response may require provision of additional information)

Check which type of IRS certification your nonprofit holds:

- 501(c)(3) Charitable organization
- 501(c)(4) Social welfare
- 501(c)(5) Labor, agricultural or horticultural organization
- 501(c)(6) Trade or professional organization
- 501(c)(19) or (23) Veterans organization
- 501(e) Cooperative hospital service organization
- 501(k) Childcare organization
- Other (please specify):

(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible - as per 13 CFR § 120.110(k) in the Code of Federal Regulations.)

Briefly describe how the nonprofit's services have been impacted (optional—for informational purposes only to gauge community need and program effectiveness):

For-profit businesses only:

1. My business is a C Corporation, REIT or Publicly Held Limited Partnership traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange and owned in whole or majority-owned by such a publicly traded corporation. Yes No
2. My business is a national chain that owns and operates a premise in the City and Borough of Sitka (individually owned-and-operated local franchises are eligible). Yes No
3. My business is currently in bankruptcy proceedings. Yes No
4. My business is a marijuana business licensed under Alaska Statute 17.38. Yes No
5. My business does not have a permanent physical presence in the City and Borough of Sitka for the sale of goods or provision of services, with at least one worker assigned to that facility. Yes No

(If you answered yes to any of the above questions, your business is not eligible for a grant)

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. **Applications may be amended before the deadline.** Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. **Questions about the grant program, application process, or application status must be directed to First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org.** **If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.** The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds. **The City and Borough of Sitka reserves the right to refuse any application it deems as not meeting the specified requirements.**

As an official signer for the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the City, if requested.

Signed _____

Date: _____

Print Name: _____

Title: _____



June 2, 2020

City Administrator John Leach
City and Borough of Sitka
john.leach@cityofsitka.org

Dear Mr. Leach,

On behalf of the School Board, I would like to request consideration of school relief needs related to COVID-19. As anyone with a school-aged child knows, our teachers, students, and families did an amazing job this spring suddenly shifting to remote learning. Our student participation in the remote learning activities we offered was high with principals reporting no less than 90% student engagement; however, the academic load was reduced significantly in order to make the sudden shift to remote learning feasible. Additionally, students experienced trauma associated with the isolation and fear brought on by the pandemic itself and we found that we needed to focus on social emotional health as a priority in order for students to engage in the academic work. Our plan is to leverage AmeriCorps volunteers during the 2020-21 school year to provide academic tutoring and trauma support for our students, as well as purchase laptops for high school students to keep on track with on-time graduation.

The Corporation for National Community Service and the Center for Disease Control have partnered to encourage organizations to utilize national service programs, such as AmeriCorps, as part of ongoing COVID-19 response efforts. Annually, 5 AmeriCorps members are embedded within the school district and provide a variety of services to our students from afterschool tutoring to supporting students in a culinary arts career program. We have had great successes by leveraging AmeriCorps volunteers and our request builds on these experiences.

Our request is to engage 12 additional AmeriCorps volunteers for the 2020-21 school year. Seven would provide academic tutoring to students during the school day to remediate lost learning from this spring due to COVID-19 and the limitations of remote learning, 4 would provide mental health support to our students not impacted by the trauma and isolation resulting from the pandemic, and 1 would be a lead volunteer so we would not need to increase our long-term staff to manage the increase in personnel.

Although we were able to loan technology to any family that needed a device this spring, it is not feasible to continue to do so especially if we go in and out of periods of remote learning, which is very likely. We will need to have technology in our schools and our students will need to have a device to take home. We have a plan to provide an iPad to any PK-8 student that needs technology at home through our CARES Act funding and through our partnership with Sitka Tribe of Alaska and our involvement in the Supporting Transitions and Educational Promise SE Alaska (STEPS) grant. However, our high schools students will need more robust technology than an iPad can offer and we do not have adequate CARES Act funding to meet the need for our high school students. With graduation credit considerations at stake, our high school students need to have a device at the ready; however, even with combining available resources we do not have enough funding to get the device they need.

We are aware that the City's CARES Act funding has a December deadline for expenditure of funds and that purchases must be directly related to COVID-19. Our request fits the timeline and intent, as we can bill in the fall for the AmeriCorps volunteers who would serve the entire school year and the laptop purchase for high school students would be a one-time purchase completed as soon as we received notice of approval. Both of the elements of our request are directly related to the COVID-19 pandemic.

Each of our proposed 12 AmeriCorps volunteers will cost \$15,000 for a year of service for a total of \$180,000 and \$250,000 would be adequate to meet our high school student laptop needs, which brings our total request to \$430,000. Thank you for considering our request for COVID-19 relief for our students, and for your service to our community.

Sincerely,

A handwritten signature in cursive script that reads "Mary Wegner".

Dr. Mary Wegner
Superintendent

Facility/Department	Total	FEMA	CARES	YES/NO
I. City Hall	696,850	132,283	564,567	
a. Carpet	150,850	50,283	100,567	
i. 1st Floor Lobby	4,500	1,500	3,000	YES
ii. 1st Floor Offices	23,750	7,917	15,833	YES
iii. 2nd Floor Lobby	9,870	3,290	6,580	YES
iv. 2nd Floor Offices	52,040	17,347	34,693	YES
v. 3rd Floor Lobby	6,400	2,133	4,267	YES
vi. 3rd Floor Offices	43,360	14,453	28,907	YES
vii. 1st to 2nd Floor Stairs	5,040	1,680	3,360	YES
viii. 2nd to 3rd Floor Stairs	5,400	1,800	3,600	YES
ix. Elevator Car	490	163	327	YES
b. Doors	120,000	80,000	40,000	
i. Magnet Door Holds	70,000	30,000	40,000	YES
ii. 1st Floor ADA Doors	50,000	50,000		YES
c. Windows	10,000	-	10,000	
i. 1st floor bankers window	10,000		10,000	YES
d. Elevator	109,000	-	109,000	
i. Key Retrofit	9,000		9,000	YES
ii. Replacement	100,000		100,000	YES
e. 1st Floor Plan Changes	230,000	-	230,000	
i. Utility desk change and lobby orientation	150,000		150,000	YES
ii. Bathroom conversion	50,000		50,000	YES
iii. Door/Desk at staircase	30,000		30,000	YES
f. 2nd Floor Plan change	75,000	-	75,000	
i. Vestibule Modification & Bankers Window	75,000		75,000	YES
g. Digital Signage/Wayfinding	2,000	2,000	-	
i. TV wayfinding	2,000	2,000		YES
II. Harrigan	-	-	-	
a. Plaza Sanitation	-	-	-	
i. Plaza wash/sweeper equipment				YES
b. Steam cleaner	-	-	-	
i. Steam Cleaner				YES
III. Library	41,000	24,000	17,000	
a. Self check-out	17,000	-	17,000	
i. Self check-out station	17,000		17,000	YES
b. Rental/loan out laptops	24,000	24,000	-	
i. 12 medical grade wipeable laptops	24,000	24,000		YES
IV. Fire Department	336,000	115,000	221,000	
a. Stryker Power Cots	186,000	-	186,000	
i. Shipping	10,000		10,000	YES
ii. Cot 1	44,000		44,000	YES
iii. Cot 2	44,000		44,000	YES
iv. Cot 3	44,000		44,000	YES
v. Cot 4	44,000		44,000	YES
b. PPE	50,000	50,000	-	
i. PPE Budget	50,000	50,000		YES
c. Equipment Duplication	65,000	65,000	-	
i. Search and Rescue	15,000	15,000		YES
ii. Fire Division	50,000	50,000		YES
e. Sanitation	35,000	-	35,000	
i. Commercial Gear Washer	35,000		35,000	YES
V. IT/Global	518,470	53,333	465,137	
a. Creston Teleconference Rooms	20,000	13,333	6,667	
i. Room 1	10,000	6,667	3,333	YES
ii. Room 2	10,000	6,667	3,333	YES
b. Remote work laptops	36,000	36,000	-	
Remote work laptops	36,000	36,000		YES

c. Sanitization crew vans	90,000	-	90,000
i. Van 1	30,000		30,000 YES
ii. Van 2	30,000		30,000 YES
iii. Van 3	30,000		30,000 YES
d. Keyless entry	150,000	-	150,000
i. System wide keyless entry	150,000		150,000 YES
e. Thermometers	1,500	1,500	-
i. Thermometers	1,500	1,500	YES
f. Stanchions	2,500	2,500	-
i. Stanchions	2,500	2,500	YES
g. Handsfree Devices	218,470	-	218,470
i. Paper towel dispensers	3,735	-	3,735
1. City Hall Public Restrooms	510		510 YES
2. Library Staff Areas	255		255 YES
3. Harrigan Hall	590		590 YES
4. Senior Center	340		340 YES
5. City/State	340		340 YES
6. Fire Hall	340		340 YES
7. Whale Park	170		170 YES
8. Crescent Harbor	170		170 YES
9. Lake & Lincoln	170		170 YES
10. Moller Complex	170		170 YES
11. Kimsham Complex	170		170 YES
12. Keet Fields	170		170 YES
13. Vilandre Field	170		170 YES
14. Sandy Beach	170		170 YES
ii. Faucets	20,800	-	20,800
1. Airport	3,200		3,200 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,600		1,600 YES
4. Senior Center	1,600		1,600 YES
5. City/State	3,200		3,200 YES
6. Whale Park	1,600		1,600 YES
7. Crescent Harbor	800		800 YES
8. Lake & Lincoln	1,600		1,600 YES
9. Moller Complex	800		800 YES
10. Kimsham Complex	800		800 YES
11. Keet Fields	800		800 YES
12. Vilandre Field	800		800 YES
13. Sandy Beach	1,600		1,600 YES
iii. Soap dispensers	6,235	-	6,235
1. Airport	750		750 YES
2. City Hall Public Restrooms	750		750 YES
3. Library Staff Areas	750		750 YES
4. Harrigan Hall	1,125		1,125 YES
5. Senior Center	500		500 YES
6. City/State	500		500 YES
7. Fire Hall	500		500 YES
8. Whale Park	170		170 YES
9. Crescent Harbor	170		170 YES
10. Lake & Lincoln	170		170 YES
11. Moller Complex	170		170 YES
12. Kimsham Complex	170		170 YES
13. Keet Fields	170		170 YES
14. Vilandre Field	170		170 YES
15. Sandy Beach	170		170 YES
iv. Flushers	16,200	-	16,200
1. Airport	2,800		2,800 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,400		1,400 YES

4. Senior Center	800		800	YES
5. City/State	1,600		1,600	YES
6. Whale Park	1,200		1,200	YES
7. Crescent Harbor	800		800	YES
8. Moller Complex	1,600		1,600	YES
9. Kimsham Complex	1,600		1,600	YES
10. Keet Fields	400		400	YES
11. Vilandre Field	400		400	YES
12. Sandy Beach	1,200		1,200	YES
v. Hydration stations	171,500	-	171,500	
1. Airport	6,300		6,300	YES
2. City Hall 2nd floor	11,300		11,300	YES
3. Harrigan Hall	11,300		11,300	YES
4. City/State	22,600		22,600	YES
5. Whale Park	15,000		15,000	YES
6. Crescent Harbor	15,000		15,000	YES
7. Lake & Lincoln	15,000		15,000	YES
8. Moller Complex	15,000		15,000	YES
9. Kimsham Complex	15,000		15,000	YES
10. Keet Fields	15,000		15,000	YES
11. Vilandre Field	15,000		15,000	YES
12. Sandy Beach	15,000		15,000	YES
ESTIMATED FEMA TOTAL			324,617	
ESTIMATED CARES TOTAL			1,267,703	
TOTAL			1,592,320	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-39

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

(Cares Act Funding Category 4 – City Impact/Mitigation Spending)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for FY2021.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
SPECIAL REVNUUE FUND
Fund 180 – CARES Act 2020 – Operations: Increase appropriations in the amount of \$1,000,000 to support COVID-19 pandemic-related expenditures for municipal government.

EXPLANATION

The City and Borough of Sitka anticipates receiving a total of \$14,057,653.37 in three disbursements. This portion of the funding is detailed under category four in the funding design.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-38 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 5 - School District) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-38](#)
[Memo and supporting documentation Ord 2020-38](#)
[Ord 2020-38](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-38 on first reading making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 5 – School District).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: John Leach, Municipal Administrator 

Date: July 9, 2020

Subject: CARES Act Funding – Supplemental Appropriations

Background

It was proposed at the May 19th Assembly work session that a Working Group (WG) be established to design a framework for CARES Act funds. The framework would be presented to the Assembly for modification and approval as appropriate and would include criteria for local applicants to qualify for CARES grants. In order to ensure that funds can be distributed where they are needed as efficiently as possible, supplemental appropriations for all categories are being presented now. It is important to note that there is still much work to be done on developing the plan, especially on funding new programs, but finalizing how much funding is being allocated to each category will weigh into the program design. As the programs are further developed, the WG will keep the Assembly informed of progress and developments.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The below outlined CARES funding design was approved by a 4-1 vote at the July 7, 2020 Special Assembly Meeting. The categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,057,653.37 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

The CARES Act provides that funding may only be used to cover costs that -

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Enclosure 1 provides slightly more detail for each category and the WG understands that more details are necessary before some of the programs can commence. However, a budget ordinance is required to operate any of the programs, collect applications, or otherwise obligate funds.

The budgets approved at the July 7, 2020 Special Meeting are as follows:

Category 1: Utility/Moorage Assistance - \$4.5M (program active)

- Program approved at June 9th regular Assembly meeting and applications are active

Category 2: Business and Non-profit Grants - \$5M (application attached)

- \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
- \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
- \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
- \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
- The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.

Category 3: New City Funded Programs - \$2.5M

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)

- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

Category 4: City Impact/Mitigation Spending - \$1M (needs list attached)

- **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
- Cover significant portion of cost of **public safety**

Category 5: Sitka School District Request - \$430K

- Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency - \$627,653 plus any interest earned on funds held

- To be available if a known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Recommendations

I recommend the Assembly pass the CARES Act supplemental appropriations in order for City staff to begin distributing funds as outlined in the approved funding design.

Enclosure: (1) CARES Act Funding Design
 (2) Business/Nonprofit grant application
 (3) Sitka School District CARES funding request
 (4) City Mitigation Needs List

CARES Act Working Group Funding Design

Members: John Leach, Lisa Gassman, Kevin Knox, Kevin Mosher, Jay Sweeney, Melissa Haley, Brian Hanson, Garry White, Melissa Henshaw

Total amount to distribute: \$14,057,653.37 in three payments.

Category 1: Utility/Moorage Assistance

- ✓ **Budget:** \$4.5 million ordinance 2020-28 passed on June 9.
- ✓ **Criteria:** per ordinance (COVID-related economic hardship, residency/account restrictions)
- ❖ **Application:**
 - Simple check boxes to certify need.
 - Finance will ensure compliance of CARES restrictions.
 - Applications due July 31, assistance applied to accounts in August, as bills are issued.

Category 2: Business and Non-Profit Grants

- ❖ **Budget:** \$5 million
- ❖ **Program design:**
 - \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
 - \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
 - \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
 - \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
 - The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.
- ❖ **Application / Evaluation:**
 - Size based for businesses on 2019 gross sales revenue / Nonprofits from IRS Form 990 no earlier than 2018
 - Check box that organization experienced economic impact due to COVID-19
 - CBS reserves the right to request tax returns, etc.
 - Business HQ in Sitka
 - Include AK business lic. # and sales tax account #
 - Award to businesses with delinquent sales and/or utility accounts

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - \$400,000 subsidy program – AEYC guidance – through September 1

- \$500/client, September 1 through December \$125/client. Client enrollment numbers should be based on February statistics, AEYC/Thread Southeast can provide additional guidance and or granting assistance.
- \$100,000 support development of additional childcare slots to recover lost program slots due to closures. Current capacity of licensed facilities: Part time – 117, Full time – 157. Most programs are not even operating at 50% capacity currently.
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
 - \$10,000 – funding support for breakfast/lunch program – cover transportation costs to provide for 400 students per day.
 - \$60,000 – partner with Sitka Mutual Aid Network to provide local dinner deliveries from Sitka partner restaurants 500 servings/week for 12 weeks.
 - \$17,000 – partner with SCS/Sitka Mutual Aid Network for transporting food boxes provided by A/C Lakeside and USAID grant to 250-300 households per week. 8 week program beginning July 6.
 - Additional support for food pantry programs at STA, Salvation Army and hot meal programs at local churches.
 - **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
 - Additional funding to support CBS EAP program for mental health related sessions.
 - \$100,000 – 150,000 uninsured mental health services vouchers. Providers can submit for reimbursement for providing mental/behavioral health related sessions to uninsured/behavioral health related sessions to uninsured/underinsured clients. Application would be for blocks of services provided with no client information included.
 - Provide grant opportunity to address funding needs of programming mental/behavioral health access during COVID-19 related distancing and tele-health protocols (technology enhancements, safe space and HIPAA compliance, etc.).
 - **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
 - \$400,000 – Partnering with Alaska Housing Finance Corporation (AHFC) and Salvation Army to distribute Mortgage and Rental relief. AHFC estimate of 200 households needing possible additional assistance in Sitka – average request approximately \$816. Remainder of funds could be utilized to provide support funding for SAFV, Salvation Army emergency housing vouchers, youth re-housing program needs, additional grant requests to provide housing security.
 - AHFC can provide program assistance with no administrative fee.
 - Salvation Army housing assistance programs could be used for administration of a set rate assistance program to relieve those under financial stress and having difficulty paying mortgage or rental payments. Example: Anchorage provides \$1000 per household per month with max \$2000 cap, administered through Lutheran Social Services of ANC.
 - **Transitional Employment Program \$750,000** (Unemployed / under-employed hired

to work on projects in Sitka)

- Similar to the 1939 era Conservation Corp Program to provide employment training for our underemployed or get our unemployed back to work by having the workforce complete many of the deferred maintenance projects around the City. Once our budget for the program is approved, our plan is to engage with PW, Parks & Rec, Tree & Landscape, etc. to develop a workplan.

Category 4: City Impact / Mitigation Spending

- ❖ **Budget: \$1 million**
- ❖ **Spending areas:**
 - **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
 - Cover significant portion of cost of **public safety**

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency

- ❖ **Budget: \$627,653**
- ❖ **Purpose:** To be available if known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

City, State, Zip code: City: _____ State: _____ Zip: _____

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

*(business must be located within
the City and Borough of Sitka)*

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

*(or proprietor's Social Security Number
TIN/SSN will be kept confidential)*

Local Sales Tax Number: _____

Section 2 – Grant Request Information

Did your business or nonprofit experience economic hardship due to the COVID-19 public health emergency?

Impacts may include, but are not limited to, loss of sales/revenue due to mandatory shutdown measures, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Yes

No

Based on your **2018 or 2019 gross revenue** as reported to the IRS, what is the grant amount is your business eligible for (check only one)?

2019 gross revenues for the business were:

under \$100,000 (\$2,500 grant)

over \$100,000 but less than \$250,000 (\$5,000 grant)

over \$250,000 but less than \$500,000 (\$7,500 grant)

over \$500,000 (\$10,000 grant)

The gross revenue for my organization does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at one of the levels reserved for organizations with higher revenue.

Please indicate below the level of support you would like the assembly to consider for your organization

(under this program no awards over \$10,000 will be considered):

\$5,000

\$7,500

\$10,000

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration (feel free to attach a separate document).

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For those nonprofits that do not file with the IRS, the City and Borough of Sitka (CBS) will accept revenue as reported on an audited financial statement or an unaudited statement by a third-party preparer.

I have provided a copy of my business' 2018 or 2019 tax return (or financial statements as described above, if applicable). All financial information will be kept confidential and will be immediately destroyed upon review of the application. Non-pertinent information may be redacted.

Nonprofit businesses only:

1. Did your nonprofit provide direct services to residents of the City of and Borough of Sitka in 2019? Yes No
2. My nonprofit has a permanent physical presence in the City and Borough of Sitka with at least one worker assigned to that facility. Yes No

(any "No" response may require provision of additional information)

Check which type of IRS certification your nonprofit holds:

- 501(c)(3) Charitable organization
- 501(c)(4) Social welfare
- 501(c)(5) Labor, agricultural or horticultural organization
- 501(c)(6) Trade or professional organization
- 501(c)(19) or (23) Veterans organization
- 501(e) Cooperative hospital service organization
- 501(k) Childcare organization
- Other (please specify):

(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible - as per 13 CFR § 120.110(k) in the Code of Federal Regulations.)

Briefly describe how the nonprofit's services have been impacted (optional—for informational purposes only to gauge community need and program effectiveness):

For-profit businesses only:

1. My business is a C Corporation, REIT or Publicly Held Limited Partnership traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange and owned in whole or majority-owned by such a publicly traded corporation. Yes No
2. My business is a national chain that owns and operates a premise in the City and Borough of Sitka (individually owned-and-operated local franchises are eligible). Yes No
3. My business is currently in bankruptcy proceedings. Yes No
4. My business is a marijuana business licensed under Alaska Statute 17.38. Yes No
5. My business does not have a permanent physical presence in the City and Borough of Sitka for the sale of goods or provision of services, with at least one worker assigned to that facility. Yes No

(If you answered yes to any of the above questions, your business is not eligible for a grant)

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. **Applications may be amended before the deadline.** Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. **Questions about the grant program, application process, or application status must be directed to First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org.** **If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.** The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds. **The City and Borough of Sitka reserves the right to refuse any application it deems as not meeting the specified requirements.**

As an official signer for the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the City, if requested.

Signed _____

Date: _____

Print Name: _____

Title: _____



June 2, 2020

City Administrator John Leach
City and Borough of Sitka
john.leach@cityofsitka.org

Dear Mr. Leach,

On behalf of the School Board, I would like to request consideration of school relief needs related to COVID-19. As anyone with a school-aged child knows, our teachers, students, and families did an amazing job this spring suddenly shifting to remote learning. Our student participation in the remote learning activities we offered was high with principals reporting no less than 90% student engagement; however, the academic load was reduced significantly in order to make the sudden shift to remote learning feasible. Additionally, students experienced trauma associated with the isolation and fear brought on by the pandemic itself and we found that we needed to focus on social emotional health as a priority in order for students to engage in the academic work. Our plan is to leverage AmeriCorps volunteers during the 2020-21 school year to provide academic tutoring and trauma support for our students, as well as purchase laptops for high school students to keep on track with on-time graduation.

The Corporation for National Community Service and the Center for Disease Control have partnered to encourage organizations to utilize national service programs, such as AmeriCorps, as part of ongoing COVID-19 response efforts. Annually, 5 AmeriCorps members are embedded within the school district and provide a variety of services to our students from afterschool tutoring to supporting students in a culinary arts career program. We have had great successes by leveraging AmeriCorps volunteers and our request builds on these experiences.

Our request is to engage 12 additional AmeriCorps volunteers for the 2020-21 school year. Seven would provide academic tutoring to students during the school day to remediate lost learning from this spring due to COVID-19 and the limitations of remote learning, 4 would provide mental health support to our students not impacted by the trauma and isolation resulting from the pandemic, and 1 would be a lead volunteer so we would not need to increase our long-term staff to manage the increase in personnel.

Although we were able to loan technology to any family that needed a device this spring, it is not feasible to continue to do so especially if we go in and out of periods of remote learning, which is very likely. We will need to have technology in our schools and our students will need to have a device to take home. We have a plan to provide an iPad to any PK-8 student that needs technology at home through our CARES Act funding and through our partnership with Sitka Tribe of Alaska and our involvement in the Supporting Transitions and Educational Promise SE Alaska (STEPS) grant. However, our high schools students will need more robust technology than an iPad can offer and we do not have adequate CARES Act funding to meet the need for our high school students. With graduation credit considerations at stake, our high school students need to have a device at the ready; however, even with combining available resources we do not have enough funding to get the device they need.

We are aware that the City's CARES Act funding has a December deadline for expenditure of funds and that purchases must be directly related to COVID-19. Our request fits the timeline and intent, as we can bill in the fall for the AmeriCorps volunteers who would serve the entire school year and the laptop purchase for high school students would be a one-time purchase completed as soon as we received notice of approval. Both of the elements of our request are directly related to the COVID-19 pandemic.

Each of our proposed 12 AmeriCorps volunteers will cost \$15,000 for a year of service for a total of \$180,000 and \$250,000 would be adequate to meet our high school student laptop needs, which brings our total request to \$430,000. Thank you for considering our request for COVID-19 relief for our students, and for your service to our community.

Sincerely,

A handwritten signature in cursive script that reads "Mary Wegner".

Dr. Mary Wegner
Superintendent

Facility/Department	Total	FEMA	CARES	YES/NO
I. City Hall	696,850	132,283	564,567	
a. Carpet	150,850	50,283	100,567	
i. 1st Floor Lobby	4,500	1,500	3,000	YES
ii. 1st Floor Offices	23,750	7,917	15,833	YES
iii. 2nd Floor Lobby	9,870	3,290	6,580	YES
iv. 2nd Floor Offices	52,040	17,347	34,693	YES
v. 3rd Floor Lobby	6,400	2,133	4,267	YES
vi. 3rd Floor Offices	43,360	14,453	28,907	YES
vii. 1st to 2nd Floor Stairs	5,040	1,680	3,360	YES
viii. 2nd to 3rd Floor Stairs	5,400	1,800	3,600	YES
ix. Elevator Car	490	163	327	YES
b. Doors	120,000	80,000	40,000	
i. Magnet Door Holds	70,000	30,000	40,000	YES
ii. 1st Floor ADA Doors	50,000	50,000		YES
c. Windows	10,000	-	10,000	
i. 1st floor bankers window	10,000		10,000	YES
d. Elevator	109,000	-	109,000	
i. Key Retrofit	9,000		9,000	YES
ii. Replacement	100,000		100,000	YES
e. 1st Floor Plan Changes	230,000	-	230,000	
i. Utility desk change and lobby orientation	150,000		150,000	YES
ii. Bathroom conversion	50,000		50,000	YES
iii. Door/Desk at staircase	30,000		30,000	YES
f. 2nd Floor Plan change	75,000	-	75,000	
i. Vestibule Modification & Bankers Window	75,000		75,000	YES
g. Digital Signage/Wayfinding	2,000	2,000	-	
i. TV wayfinding	2,000	2,000		YES
II. Harrigan	-	-	-	
a. Plaza Sanitation	-	-	-	
i. Plaza wash/sweeper equipment				YES
b. Steam cleaner	-	-	-	
i. Steam Cleaner				YES
III. Library	41,000	24,000	17,000	
a. Self check-out	17,000	-	17,000	
i. Self check-out station	17,000		17,000	YES
b. Rental/loan out laptops	24,000	24,000	-	
i. 12 medical grade wipeable laptops	24,000	24,000		YES
IV. Fire Department	336,000	115,000	221,000	
a. Stryker Power Cots	186,000	-	186,000	
i. Shipping	10,000		10,000	YES
ii. Cot 1	44,000		44,000	YES
iii. Cot 2	44,000		44,000	YES
iv. Cot 3	44,000		44,000	YES
v. Cot 4	44,000		44,000	YES
b. PPE	50,000	50,000	-	
i. PPE Budget	50,000	50,000		YES
c. Equipment Duplication	65,000	65,000	-	
i. Search and Rescue	15,000	15,000		YES
ii. Fire Division	50,000	50,000		YES
e. Sanitation	35,000	-	35,000	
i. Commercial Gear Washer	35,000		35,000	YES
V. IT/Global	518,470	53,333	465,137	
a. Creston Teleconference Rooms	20,000	13,333	6,667	
i. Room 1	10,000	6,667	3,333	YES
ii. Room 2	10,000	6,667	3,333	YES
b. Remote work laptops	36,000	36,000	-	
Remote work laptops	36,000	36,000		YES

c. Sanitization crew vans	90,000	-	90,000
i. Van 1	30,000		30,000 YES
ii. Van 2	30,000		30,000 YES
iii. Van 3	30,000		30,000 YES
d. Keyless entry	150,000	-	150,000
i. System wide keyless entry	150,000		150,000 YES
e. Thermometers	1,500	1,500	-
i. Thermometers	1,500	1,500	YES
f. Stanchions	2,500	2,500	-
i. Stanchions	2,500	2,500	YES
g. Handsfree Devices	218,470	-	218,470
i. Paper towel dispensers	3,735	-	3,735
1. City Hall Public Restrooms	510		510 YES
2. Library Staff Areas	255		255 YES
3. Harrigan Hall	590		590 YES
4. Senior Center	340		340 YES
5. City/State	340		340 YES
6. Fire Hall	340		340 YES
7. Whale Park	170		170 YES
8. Crescent Harbor	170		170 YES
9. Lake & Lincoln	170		170 YES
10. Moller Complex	170		170 YES
11. Kimsham Complex	170		170 YES
12. Keet Fields	170		170 YES
13. Vilandre Field	170		170 YES
14. Sandy Beach	170		170 YES
ii. Faucets	20,800	-	20,800
1. Airport	3,200		3,200 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,600		1,600 YES
4. Senior Center	1,600		1,600 YES
5. City/State	3,200		3,200 YES
6. Whale Park	1,600		1,600 YES
7. Crescent Harbor	800		800 YES
8. Lake & Lincoln	1,600		1,600 YES
9. Moller Complex	800		800 YES
10. Kimsham Complex	800		800 YES
11. Keet Fields	800		800 YES
12. Vilandre Field	800		800 YES
13. Sandy Beach	1,600		1,600 YES
iii. Soap dispensers	6,235	-	6,235
1. Airport	750		750 YES
2. City Hall Public Restrooms	750		750 YES
3. Library Staff Areas	750		750 YES
4. Harrigan Hall	1,125		1,125 YES
5. Senior Center	500		500 YES
6. City/State	500		500 YES
7. Fire Hall	500		500 YES
8. Whale Park	170		170 YES
9. Crescent Harbor	170		170 YES
10. Lake & Lincoln	170		170 YES
11. Moller Complex	170		170 YES
12. Kimsham Complex	170		170 YES
13. Keet Fields	170		170 YES
14. Vilandre Field	170		170 YES
15. Sandy Beach	170		170 YES
iv. Flushers	16,200	-	16,200
1. Airport	2,800		2,800 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,400		1,400 YES

4. Senior Center	800		800	YES
5. City/State	1,600		1,600	YES
6. Whale Park	1,200		1,200	YES
7. Crescent Harbor	800		800	YES
8. Moller Complex	1,600		1,600	YES
9. Kimsham Complex	1,600		1,600	YES
10. Keet Fields	400		400	YES
11. Vilandre Field	400		400	YES
12. Sandy Beach	1,200		1,200	YES
v. Hydration stations	171,500	-	171,500	
1. Airport	6,300		6,300	YES
2. City Hall 2nd floor	11,300		11,300	YES
3. Harrigan Hall	11,300		11,300	YES
4. City/State	22,600		22,600	YES
5. Whale Park	15,000		15,000	YES
6. Crescent Harbor	15,000		15,000	YES
7. Lake & Lincoln	15,000		15,000	YES
8. Moller Complex	15,000		15,000	YES
9. Kimsham Complex	15,000		15,000	YES
10. Keet Fields	15,000		15,000	YES
11. Vilandre Field	15,000		15,000	YES
12. Sandy Beach	15,000		15,000	YES
ESTIMATED FEMA TOTAL			324,617	
ESTIMATED CARES TOTAL			1,267,703	
TOTAL			1,592,320	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-38

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021 (Cares Act Funding Category 5 – School District)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for FY2021.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
<u>SPECIAL REVNUUE FUND</u>
Fund 180 – CARES Act 2020 – Operations: Increase appropriations in the amount of \$430,000 to support COVID-19 pandemic-related expenditures for local education.

EXPLANATION

The City and Borough of Sitka anticipates receiving a total of \$14,057,653.37 in three disbursements. This portion of the funding is detailed under category five in the funding design.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th Day of July, 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 20-37 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 7/9/2020 In control: City and Borough Assembly

On agenda: 7/14/2020 Final action:

Title: Making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 6 - Contingency) 1st reading

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2020-37](#)
[Memo and supporting documentation Ord 2020-37](#)
[Ord 2020-37](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-37 on first reading making supplemental appropriations for fiscal year 2021 (Cares Act Funding Category 6 – Contingency).




City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: John Leach, Municipal Administrator 

Date: July 9, 2020

Subject: CARES Act Funding – Supplemental Appropriations

Background

It was proposed at the May 19th Assembly work session that a Working Group (WG) be established to design a framework for CARES Act funds. The framework would be presented to the Assembly for modification and approval as appropriate and would include criteria for local applicants to qualify for CARES grants. In order to ensure that funds can be distributed where they are needed as efficiently as possible, supplemental appropriations for all categories are being presented now. It is important to note that there is still much work to be done on developing the plan, especially on funding new programs, but finalizing how much funding is being allocated to each category will weigh into the program design. As the programs are further developed, the WG will keep the Assembly informed of progress and developments.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The below outlined CARES funding design was approved by a 4-1 vote at the July 7, 2020 Special Assembly Meeting. The categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,057,653.37 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

The CARES Act provides that funding may only be used to cover costs that -

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) are not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act); and
- (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

Enclosure 1 provides slightly more detail for each category and the WG understands that more details are necessary before some of the programs can commence. However, a budget ordinance is required to operate any of the programs, collect applications, or otherwise obligate funds.

The budgets approved at the July 7, 2020 Special Meeting are as follows:

Category 1: Utility/Moorage Assistance - \$4.5M (program active)

- Program approved at June 9th regular Assembly meeting and applications are active

Category 2: Business and Non-profit Grants - \$5M (application attached)

- \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
- \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
- \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
- \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
- The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.

Category 3: New City Funded Programs - \$2.5M

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)

- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

Category 4: City Impact/Mitigation Spending - \$1M (needs list attached)

- **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
- Cover significant portion of cost of **public safety**

Category 5: Sitka School District Request - \$430K

- Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency - \$627,653 plus any interest earned on funds held

- To be available if a known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Recommendations

I recommend the Assembly pass the CARES Act supplemental appropriations in order for City staff to begin distributing funds as outlined in the approved funding design.

Enclosure: (1) CARES Act Funding Design
 (2) Business/Nonprofit grant application
 (3) Sitka School District CARES funding request
 (4) City Mitigation Needs List

CARES Act Working Group Funding Design

Members: John Leach, Lisa Gassman, Kevin Knox, Kevin Mosher, Jay Sweeney, Melissa Haley, Brian Hanson, Garry White, Melissa Henshaw

Total amount to distribute: \$14,057,653.37 in three payments.

Category 1: Utility/Moorage Assistance

- ✓ **Budget:** \$4.5 million ordinance 2020-28 passed on June 9.
- ✓ **Criteria:** per ordinance (COVID-related economic hardship, residency/account restrictions)
- ❖ **Application:**
 - Simple check boxes to certify need.
 - Finance will ensure compliance of CARES restrictions.
 - Applications due July 31, assistance applied to accounts in August, as bills are issued.

Category 2: Business and Non-Profit Grants

- ❖ **Budget:** \$5 million
- ❖ **Program design:**
 - \$2,500 grant for businesses/nonprofits with 2019 revenues under \$100,000
 - \$5,000 for businesses/nonprofits with 2019 revenues of over \$100,000 but less than \$250,000
 - \$7,500 for businesses/nonprofits with 2019 revenues of over \$250,000 but less than \$500,000
 - \$10,000 for businesses/nonprofits with 2019 revenues of over \$500,000
 - The gross revenue for my business or nonprofit does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at a higher level.
- ❖ **Application / Evaluation:**
 - Size based for businesses on 2019 gross sales revenue / Nonprofits from IRS Form 990 no earlier than 2018
 - Check box that organization experienced economic impact due to COVID-19
 - CBS reserves the right to request tax returns, etc.
 - Business HQ in Sitka
 - Include AK business lic. # and sales tax account #
 - Award to businesses with delinquent sales and/or utility accounts

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - \$400,000 subsidy program – AEYC guidance – through September 1

- \$500/client, September 1 through December \$125/client. Client enrollment numbers should be based on February statistics, AEYC/Thread Southeast can provide additional guidance and or granting assistance.
- \$100,000 support development of additional childcare slots to recover lost program slots due to closures. Current capacity of licensed facilities: Part time – 117, Full time – 157. Most programs are not even operating at 50% capacity currently.
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
 - \$10,000 – funding support for breakfast/lunch program – cover transportation costs to provide for 400 students per day.
 - \$60,000 – partner with Sitka Mutual Aid Network to provide local dinner deliveries from Sitka partner restaurants 500 servings/week for 12 weeks.
 - \$17,000 – partner with SCS/Sitka Mutual Aid Network for transporting food boxes provided by A/C Lakeside and USAID grant to 250-300 households per week. 8 week program beginning July 6.
 - Additional support for food pantry programs at STA, Salvation Army and hot meal programs at local churches.
 - **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
 - Additional funding to support CBS EAP program for mental health related sessions.
 - \$100,000 – 150,000 uninsured mental health services vouchers. Providers can submit for reimbursement for providing mental/behavioral health related sessions to uninsured/behavioral health related sessions to uninsured/underinsured clients. Application would be for blocks of services provided with no client information included.
 - Provide grant opportunity to address funding needs of programming mental/behavioral health access during COVID-19 related distancing and tele-health protocols (technology enhancements, safe space and HIPAA compliance, etc.).
 - **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
 - \$400,000 – Partnering with Alaska Housing Finance Corporation (AHFC) and Salvation Army to distribute Mortgage and Rental relief. AHFC estimate of 200 households needing possible additional assistance in Sitka – average request approximately \$816. Remainder of funds could be utilized to provide support funding for SAFV, Salvation Army emergency housing vouchers, youth re-housing program needs, additional grant requests to provide housing security.
 - AHFC can provide program assistance with no administrative fee.
 - Salvation Army housing assistance programs could be used for administration of a set rate assistance program to relieve those under financial stress and having difficulty paying mortgage or rental payments. Example: Anchorage provides \$1000 per household per month with max \$2000 cap, administered through Lutheran Social Services of ANC.
 - **Transitional Employment Program \$750,000** (Unemployed / under-employed hired

to work on projects in Sitka)

- Similar to the 1939 era Conservation Corp Program to provide employment training for our underemployed or get our unemployed back to work by having the workforce complete many of the deferred maintenance projects around the City. Once our budget for the program is approved, our plan is to engage with PW, Parks & Rec, Tree & Landscape, etc. to develop a workplan.

Category 4: City Impact / Mitigation Spending

- ❖ **Budget: \$1 million**
- ❖ **Spending areas:**
 - **Mitigation/preparation**
 - IT
 - Protection of employees and public
 - Ensure continued services in event of shutdown
 - CARES spending consultation
 - Cover significant portion of cost of **public safety**

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.

Category 6: Contingency

- ❖ **Budget: \$627,653**
- ❖ **Purpose:** To be available if known or unknown urgent COVID need arises. If not spent, could either go towards another round of utility subsidy or to CBS public safety costs.

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

City, State, Zip code: City: _____ State: _____ Zip: _____

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

*(business must be located within
the City and Borough of Sitka)*

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

*(or proprietor's Social Security Number
TIN/SSN will be kept confidential)*

Local Sales Tax Number: _____

Section 2 – Grant Request Information

Did your business or nonprofit experience economic hardship due to the COVID-19 public health emergency?

Impacts may include, but are not limited to, loss of sales/revenue due to mandatory shutdown measures, inventory loss, additional operating expenses of reopening and protecting staff and customers, including funds already spent for those purposes.

Yes

No

Based on your **2018 or 2019 gross revenue** as reported to the IRS, what is the grant amount is your business eligible for (check only one)?

2019 gross revenues for the business were:

under \$100,000 (\$2,500 grant)

over \$100,000 but less than \$250,000 (\$5,000 grant)

over \$250,000 but less than \$500,000 (\$7,500 grant)

over \$500,000 (\$10,000 grant)

The gross revenue for my organization does not appropriately capture the scope of the services my business or nonprofit provides to the community and I would like the Assembly to consider, in public session, awarding at one of the levels reserved for organizations with higher revenue.

Please indicate below the level of support you would like the assembly to consider for your organization
(under this program no awards over \$10,000 will be considered):

\$5,000

\$7,500

\$10,000

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration (feel free to attach a separate document).

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For those nonprofits that do not file with the IRS, the City and Borough of Sitka (CBS) will accept revenue as reported on an audited financial statement or an unaudited statement by a third-party preparer.

I have provided a copy of my business' 2018 or 2019 tax return (or financial statements as described above, if applicable). All financial information will be kept confidential and will be immediately destroyed upon review of the application. Non-pertinent information may be redacted.

Nonprofit businesses only:

1. Did your nonprofit provide direct services to residents of the City of and Borough of Sitka in 2019? Yes No
2. My nonprofit has a permanent physical presence in the City and Borough of Sitka with at least one worker assigned to that facility. Yes No

(any "No" response may require provision of additional information)

Check which type of IRS certification your nonprofit holds:

- 501(c)(3) Charitable organization
- 501(c)(4) Social welfare
- 501(c)(5) Labor, agricultural or horticultural organization
- 501(c)(6) Trade or professional organization
- 501(c)(19) or (23) Veterans organization
- 501(e) Cooperative hospital service organization
- 501(k) Childcare organization
- Other (please specify):

(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Nonprofit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible - as per 13 CFR § 120.110(k) in the Code of Federal Regulations.)

Briefly describe how the nonprofit's services have been impacted (optional—for informational purposes only to gauge community need and program effectiveness):

For-profit businesses only:

1. My business is a C Corporation, REIT or Publicly Held Limited Partnership traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange and owned in whole or majority-owned by such a publicly traded corporation. Yes No
2. My business is a national chain that owns and operates a premise in the City and Borough of Sitka (individually owned-and-operated local franchises are eligible). Yes No
3. My business is currently in bankruptcy proceedings. Yes No
4. My business is a marijuana business licensed under Alaska Statute 17.38. Yes No
5. My business does not have a permanent physical presence in the City and Borough of Sitka for the sale of goods or provision of services, with at least one worker assigned to that facility. Yes No

(If you answered yes to any of the above questions, your business is not eligible for a grant)

City and Borough of Sitka, Alaska
2020 CARES Act Business Relief and Recovery Grant Application

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. **Applications may be amended before the deadline.** Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. **Questions about the grant program, application process, or application status must be directed to First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org.** **If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding.** The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds. **The City and Borough of Sitka reserves the right to refuse any application it deems as not meeting the specified requirements.**

As an official signer for the application, I certify that the information provided in this application is true and accurate and acknowledge that the funds will be spent by the required deadline of December 30, 2020. I agree to assist in the verification of information provided in this application and to provide additional information to the City, if requested.

Signed _____

Date: _____

Print Name: _____

Title: _____



June 2, 2020

City Administrator John Leach
City and Borough of Sitka
john.leach@cityofsitka.org

Dear Mr. Leach,

On behalf of the School Board, I would like to request consideration of school relief needs related to COVID-19. As anyone with a school-aged child knows, our teachers, students, and families did an amazing job this spring suddenly shifting to remote learning. Our student participation in the remote learning activities we offered was high with principals reporting no less than 90% student engagement; however, the academic load was reduced significantly in order to make the sudden shift to remote learning feasible. Additionally, students experienced trauma associated with the isolation and fear brought on by the pandemic itself and we found that we needed to focus on social emotional health as a priority in order for students to engage in the academic work. Our plan is to leverage AmeriCorps volunteers during the 2020-21 school year to provide academic tutoring and trauma support for our students, as well as purchase laptops for high school students to keep on track with on-time graduation.

The Corporation for National Community Service and the Center for Disease Control have partnered to encourage organizations to utilize national service programs, such as AmeriCorps, as part of ongoing COVID-19 response efforts. Annually, 5 AmeriCorps members are embedded within the school district and provide a variety of services to our students from afterschool tutoring to supporting students in a culinary arts career program. We have had great successes by leveraging AmeriCorps volunteers and our request builds on these experiences.

Our request is to engage 12 additional AmeriCorps volunteers for the 2020-21 school year. Seven would provide academic tutoring to students during the school day to remediate lost learning from this spring due to COVID-19 and the limitations of remote learning, 4 would provide mental health support to our students not impacted by the trauma and isolation resulting from the pandemic, and 1 would be a lead volunteer so we would not need to increase our long-term staff to manage the increase in personnel.

Although we were able to loan technology to any family that needed a device this spring, it is not feasible to continue to do so especially if we go in and out of periods of remote learning, which is very likely. We will need to have technology in our schools and our students will need to have a device to take home. We have a plan to provide an iPad to any PK-8 student that needs technology at home through our CARES Act funding and through our partnership with Sitka Tribe of Alaska and our involvement in the Supporting Transitions and Educational Promise SE Alaska (STEPS) grant. However, our high schools students will need more robust technology than an iPad can offer and we do not have adequate CARES Act funding to meet the need for our high school students. With graduation credit considerations at stake, our high school students need to have a device at the ready; however, even with combining available resources we do not have enough funding to get the device they need.

We are aware that the City's CARES Act funding has a December deadline for expenditure of funds and that purchases must be directly related to COVID-19. Our request fits the timeline and intent, as we can bill in the fall for the AmeriCorps volunteers who would serve the entire school year and the laptop purchase for high school students would be a one-time purchase completed as soon as we received notice of approval. Both of the elements of our request are directly related to the COVID-19 pandemic.

Each of our proposed 12 AmeriCorps volunteers will cost \$15,000 for a year of service for a total of \$180,000 and \$250,000 would be adequate to meet our high school student laptop needs, which brings our total request to \$430,000. Thank you for considering our request for COVID-19 relief for our students, and for your service to our community.

Sincerely,

A handwritten signature in cursive script that reads "Mary Wegner".

Dr. Mary Wegner
Superintendent

Facility/Department	Total	FEMA	CARES	YES/NO
I. City Hall	696,850	132,283	564,567	
a. Carpet	150,850	50,283	100,567	
i. 1st Floor Lobby	4,500	1,500	3,000	YES
ii. 1st Floor Offices	23,750	7,917	15,833	YES
iii. 2nd Floor Lobby	9,870	3,290	6,580	YES
iv. 2nd Floor Offices	52,040	17,347	34,693	YES
v. 3rd Floor Lobby	6,400	2,133	4,267	YES
vi. 3rd Floor Offices	43,360	14,453	28,907	YES
vii. 1st to 2nd Floor Stairs	5,040	1,680	3,360	YES
viii. 2nd to 3rd Floor Stairs	5,400	1,800	3,600	YES
ix. Elevator Car	490	163	327	YES
b. Doors	120,000	80,000	40,000	
i. Magnet Door Holds	70,000	30,000	40,000	YES
ii. 1st Floor ADA Doors	50,000	50,000		YES
c. Windows	10,000	-	10,000	
i. 1st floor bankers window	10,000		10,000	YES
d. Elevator	109,000	-	109,000	
i. Key Retrofit	9,000		9,000	YES
ii. Replacement	100,000		100,000	YES
e. 1st Floor Plan Changes	230,000	-	230,000	
i. Utility desk change and lobby orientation	150,000		150,000	YES
ii. Bathroom conversion	50,000		50,000	YES
iii. Door/Desk at staircase	30,000		30,000	YES
f. 2nd Floor Plan change	75,000	-	75,000	
i. Vestibule Modification & Bankers Window	75,000		75,000	YES
g. Digital Signage/Wayfinding	2,000	2,000	-	
i. TV wayfinding	2,000	2,000		YES
II. Harrigan	-	-	-	
a. Plaza Sanitation	-	-	-	
i. Plaza wash/sweeper equipment				YES
b. Steam cleaner	-	-	-	
i. Steam Cleaner				YES
III. Library	41,000	24,000	17,000	
a. Self check-out	17,000	-	17,000	
i. Self check-out station	17,000		17,000	YES
b. Rental/loan out laptops	24,000	24,000	-	
i. 12 medical grade wipeable laptops	24,000	24,000		YES
IV. Fire Department	336,000	115,000	221,000	
a. Stryker Power Cots	186,000	-	186,000	
i. Shipping	10,000		10,000	YES
ii. Cot 1	44,000		44,000	YES
iii. Cot 2	44,000		44,000	YES
iv. Cot 3	44,000		44,000	YES
v. Cot 4	44,000		44,000	YES
b. PPE	50,000	50,000	-	
i. PPE Budget	50,000	50,000		YES
c. Equipment Duplication	65,000	65,000	-	
i. Search and Rescue	15,000	15,000		YES
ii. Fire Division	50,000	50,000		YES
e. Sanitation	35,000	-	35,000	
i. Commercial Gear Washer	35,000		35,000	YES
V. IT/Global	518,470	53,333	465,137	
a. Creston Teleconference Rooms	20,000	13,333	6,667	
i. Room 1	10,000	6,667	3,333	YES
ii. Room 2	10,000	6,667	3,333	YES
b. Remote work laptops	36,000	36,000	-	
Remote work laptops	36,000	36,000		YES

c. Sanitization crew vans	90,000	-	90,000
i. Van 1	30,000		30,000 YES
ii. Van 2	30,000		30,000 YES
iii. Van 3	30,000		30,000 YES
d. Keyless entry	150,000	-	150,000
i. System wide keyless entry	150,000		150,000 YES
e. Thermometers	1,500	1,500	-
i. Thermometers	1,500	1,500	YES
f. Stanchions	2,500	2,500	-
i. Stanchions	2,500	2,500	YES
g. Handsfree Devices	218,470	-	218,470
i. Paper towel dispensers	3,735	-	3,735
1. City Hall Public Restrooms	510		510 YES
2. Library Staff Areas	255		255 YES
3. Harrigan Hall	590		590 YES
4. Senior Center	340		340 YES
5. City/State	340		340 YES
6. Fire Hall	340		340 YES
7. Whale Park	170		170 YES
8. Crescent Harbor	170		170 YES
9. Lake & Lincoln	170		170 YES
10. Moller Complex	170		170 YES
11. Kimsham Complex	170		170 YES
12. Keet Fields	170		170 YES
13. Vilandre Field	170		170 YES
14. Sandy Beach	170		170 YES
ii. Faucets	20,800	-	20,800
1. Airport	3,200		3,200 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,600		1,600 YES
4. Senior Center	1,600		1,600 YES
5. City/State	3,200		3,200 YES
6. Whale Park	1,600		1,600 YES
7. Crescent Harbor	800		800 YES
8. Lake & Lincoln	1,600		1,600 YES
9. Moller Complex	800		800 YES
10. Kimsham Complex	800		800 YES
11. Keet Fields	800		800 YES
12. Vilandre Field	800		800 YES
13. Sandy Beach	1,600		1,600 YES
iii. Soap dispensers	6,235	-	6,235
1. Airport	750		750 YES
2. City Hall Public Restrooms	750		750 YES
3. Library Staff Areas	750		750 YES
4. Harrigan Hall	1,125		1,125 YES
5. Senior Center	500		500 YES
6. City/State	500		500 YES
7. Fire Hall	500		500 YES
8. Whale Park	170		170 YES
9. Crescent Harbor	170		170 YES
10. Lake & Lincoln	170		170 YES
11. Moller Complex	170		170 YES
12. Kimsham Complex	170		170 YES
13. Keet Fields	170		170 YES
14. Vilandre Field	170		170 YES
15. Sandy Beach	170		170 YES
iv. Flushers	16,200	-	16,200
1. Airport	2,800		2,800 YES
2. City Hall Public Restrooms	2,400		2,400 YES
3. Harrigan Hall	1,400		1,400 YES

4. Senior Center	800		800	YES
5. City/State	1,600		1,600	YES
6. Whale Park	1,200		1,200	YES
7. Crescent Harbor	800		800	YES
8. Moller Complex	1,600		1,600	YES
9. Kimsham Complex	1,600		1,600	YES
10. Keet Fields	400		400	YES
11. Vilandre Field	400		400	YES
12. Sandy Beach	1,200		1,200	YES
v. Hydration stations	171,500	-	171,500	
1. Airport	6,300		6,300	YES
2. City Hall 2nd floor	11,300		11,300	YES
3. Harrigan Hall	11,300		11,300	YES
4. City/State	22,600		22,600	YES
5. Whale Park	15,000		15,000	YES
6. Crescent Harbor	15,000		15,000	YES
7. Lake & Lincoln	15,000		15,000	YES
8. Moller Complex	15,000		15,000	YES
9. Kimsham Complex	15,000		15,000	YES
10. Keet Fields	15,000		15,000	YES
11. Vilandre Field	15,000		15,000	YES
12. Sandy Beach	15,000		15,000	YES
ESTIMATED FEMA TOTAL			324,617	
ESTIMATED CARES TOTAL			1,267,703	
TOTAL			1,592,320	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-37

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021

(Cares Act Funding Category 6 - Contingency)

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

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

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

3. PURPOSE. The purpose of this ordinance is to make supplemental operating appropriations for FY2021.

4. ENACTMENT. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the Assembly hereby makes the following supplemental appropriation for the budget period beginning July 1, 2020 and ending June 30, 2021.

<u>FISCAL YEAR 2021 EXPENDITURE BUDGETS</u>
<u>SPECIAL REVNUUE FUND</u>
Fund 180 – CARES Act 2020 – Operations: Increase appropriations in the amount of \$642,653 to support COVID-19 pandemic-related expenditures for as yet unforeseen needs or further economic relief or spending on city impact/mitigation.

EXPLANATION

The City and Borough of Sitka anticipates receiving a total of \$14,057,653.37 in three disbursements. This portion of the funding is detailed under category six in the funding design. In addition, \$15,000 has been included in this category to account for any interest earned on the CARES Act funds held by the City and Borough of Sitka.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 28th Day of July 2020.

ATTEST:

Gary L. Paxton, Mayor

Sara Peterson, MMC
Municipal Clerk

1st reading 7/14/2020
2nd and final reading 7/28/2020

Sponsor: Administrator