CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

Mayor Steven Eisenbeisz
Deputy Mayor Thor Christianson,
Vice Deputy Mayor Valorie Nelson,
Kevin Knox, Kevin Mosher, Crystal Duncan, Rebecca Himschoot

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

Tuesday, May 11, 2021 | **6:00 PM** | **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

21-086 Reminders, Calendars, and General Correspondence

Attachments: Calendars and Reminders
5-5-21 Pre-Load Compactor Offer Letter to Sitka_
Cruise Line Meetings Dear Colleague Letter 4 28 2021 FINAL
Dear Cruise Line Colleague Letter Announcing Phases 2B and 3
2021 Progress Reports - 4 April

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)

21-082 1) SEARHC President Charles Clement: Sitka's Integrated Health Care System - 6 Month Report, and 2) Republic Services

Attachments: Special Reports SEARHC and Republic Services

SEARHC_EXEC_CBS_One-Sheet_050421

Republic Services

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 VIII 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 21-084 Approve the minutes of the April 27 Assembly meeting

Attachments: Consent and Minutes

B 21-085 Approve liquor license renewal applications for 1) Mean Queen upstairs and downstairs at 205 Harbor Drive, and 2) Trinity Business Services LLC dba Halibut Point Crab & Brew at 4513 Halibut Point Road

Attachments: Motion and Memo Liquor License Renewals

2786, 5553 LGB Notice - City of Sitka in Borough 42321

2786 Mean Queen CRA BD

5553 Mean Queen CRA BD

5510 LGB Notice - City of Sitka in Borough 43021

5510 Halibut Point Crab & Brew CRA

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

X. UNFINISHED BUSINESS:

C ORD 21-08 Making supplemental appropriations for fiscal year 2021 (Sitka Community Hospital Dedicated Fund)

Attachments: Motion Ord 2021-08

Memo and Ord 2021-08

XI. NEW BUSINESS:

New Business First Reading

D ORD 21-09 Adopting budgets and capital improvement plan for the General Fund, Internal Service Funds, and Special Revenue Funds for the fiscal year July 1, 2021 through June 30, 2022

Attachments: Motion Ord 2021-09

Budget memo

Ord 2021-09

Final Draft FY2022 Administrator's Budget rs

E ORD 21-10 Adopting the budget and capital improvement plan for all Enterprise Funds for the fiscal year July 1, 2021 through June 30, 2022, amending rates in Title 15 “Public Utilities” of the Sitka General Code and adopting moorage rates and other harbor fees

Attachments: Motion Ord 2021-10

Budget memo.

Ord 2021-10

Additional New Business Items

F 21-083 Discussion / Direction / Decision on the Harbor Mountain Bypass Cell Tower Parcel Lease

Attachments: Memo and Attachments

G 21-080 Approve the RFP for the sale of the former Sitka Community Hospital site and associated properties (possible executive session)

Attachments: Motion and Memo

H 21-081 Approve first amendment to employee agreement between the City and Borough of Sitka and Brian E. Hanson (possible executive session)

Attachments: Motion and Amendment

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

Possible for items G and H.

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: May 7

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-086	**Version:**	1	**Name:**	
Type:	Item			**Status:**	AGENDA READY
File created:	5/6/2021			**In control:**	City and Borough Assembly
On agenda:	5/11/2021			**Final action:**	
Title:	Reminders, Calendars, and General Correspondence				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Calendars and Reminders 5-5-21 Pre-Load Compactor Offer Letter to Sitka_ Cruise Line Meetings Dear Colleague Letter_4 28 2021_FINAL Dear Cruise Line Colleague Letter Announcing Phases 2B and 3 2021 Progress Reports - 4 April				

Date	Ver.	Action By	Action	Result

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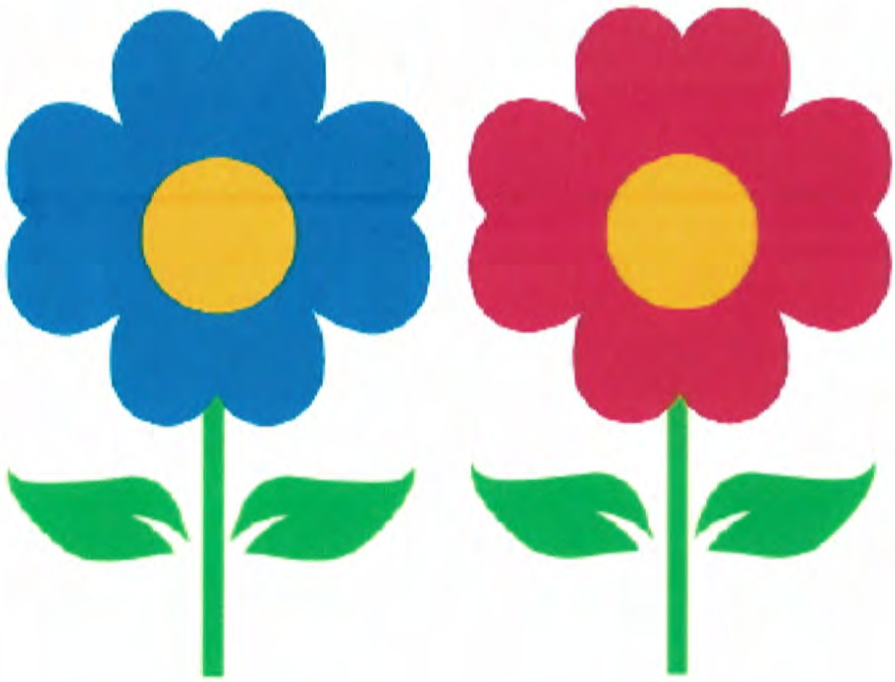
REMINDERS

DATE	EVENT	TIME
Tuesday, May 11	Regular Meeting	6:00 PM
Wednesday, May 25	Regular Meeting	6:00 PM



May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25 Apr	26	27	28	29	30	1 May
		6:00pm Regular Assembly Mtg	5:30pm Police and Fire - Liaison Nelson	2:00pm - 4:00pm Investment Committee Meeting- Liaison Christianson 6:00pm Work Session: RFP for the sale of the former SCH site		
2	3	4	5	6	7	8
		7:00pm Climate Action Task Force	6:00pm Library Commission - Liaison Nelson 6:00pm School Board - Liaison Himschoot 7:00pm Planning Commission - Liaison Christianson			
9	10	11	12	13	14	15
		12:00pm Parks & Recreation - Liaison Mosher 6:00pm Regular Assembly Mtg	5:00pm Tree & Landscape - Liaison Himschoot 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm LEPC - Liaison Nelson		
16	17	18	19	20	21	22
		7:00pm Climate Action Task Force	12:00pm Health Needs & Human Services - Liaison Duncan 7:00pm Planning Commission - Liaison Christianson			
23	24	25	26	27	28	29
		6:00pm Regular Assembly Mtg	5:30pm Police and Fire -			

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 **May**	31	1 **Jun**	2	3	4	5
		7:00pm Climate Action Task Force	6:00pm Library Commission - Liaison Nelson 6:00pm School Board - Liaison Himschoot 7:00pm Planning Commission - Liaison Christianson			
6	7	8	9	10	11	12
		12:00pm Parks & Recreation - Liaison Mosher 6:00pm Regular Assembly Mtg	5:00pm Tree & Landscape - Liaison Himschoot 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm Health Needs & Human Services - Liaison Duncan 12:00pm LEPC - Liaison Nelson		
13	14	15	16	17	18	19
		7:00pm Climate Action Task Force	12:00pm Health Needs & Human Services - Liaison Duncan 7:00pm Planning Commission - Liaison Christianson			
20	21	22	23	24	25	26
		6:00pm Regular	5:30pm Police and Fire -			

54 S. Dawson St.
Seattle, WA 98134
www.republicservices.com

May 5, 2021

VIA E-MAIL AND U.S. MAIL

Mr. John Leach
Municipal Administrator
100 Lincoln St.
Sitka, Alaska 99835

Subject: Equipment Offer for Used Pre-Loader Compactor

Dear Mr. Leach,

As a follow up our earlier correspondence regarding the upcoming June 1, 2021 deadline to submit an adopted plan and timeline to Alaska Marine Lines to execute a transition to compacted Municipal Solid Waste in Closed Top Containers, I would like to again communicate our support to the City and Borough of Sitka (CBS) in meeting this mandate.

I would like to reiterate an offer previously made to the Staff of the City and Borough of Sitka for Republic Services to sell a previously used 1996 AMFAB Trans-Pack TP 2500 Pre-Loader Compactor that is scheduled for replacement at our Transfer Facility in Ferndale, WA later next month.

This unit has been maintained under Republic Services strict preventive maintenance protocols and is currently in working condition and is used daily at the facility. This is the same unit that Sitka Public Works Supervisor Harold Greene was shown as while touring the Ferndale Facility in October of 2019.

Republic Services will make this Compactor available to CBS for the price of $1.00 (USD). In the spirit of providing further support to CBS for the transition to Closed Top Containers being required by Alaska Marine Lines, Republic Services will transport the Compactor to Sitka at our expense. In addition, Republic will commit $25,000 towards the cost of any necessary refurbishment of the Compactor. Installation of the Compactor at the Sitka Transfer Station will be the responsibility of CBS.

At this juncture and with the approach of AML's June 1, 2021 deadline, Republic Services is seeking the Sitka Assembly's commitment to proceed with this proposed transition plan. Upon receipt of the commitment, we will immediately begin the planning process to transfer the Compactor to the Sitka Transfer Station.

Sincerely,

Joseph Allen-Thompson

Joe Allen-Thompson
General Manager, Washington Post Collection
54 S. Dawson St.
Seattle, WA 98134
Office: 206.332.7701|Cell: 425.305.6142
jallen-thompson@republicservices.com

cc: Brian Hanson, Municipal Attorney (via e-mail only)

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30329-4027

April 28, 2021

Dear Cruise Industry Colleagues,

Since April 12, 2021, senior leadership from the Centers for Disease Control and Prevention (CDC) and other relevant federal agencies have engaged in twice-weekly meetings with representatives from various cruise lines. The objective of these meetings has been to engage in dialogue and exchange information with individual cruise line representatives[1] regarding the impact of vaccines[2] and other scientific developments since the Framework for Conditional Sailing Order (CSO) was issued in October 2020. Participants had the opportunity to ask operational questions about the CSO and CDC's published technical instructions for cruise ships.

During these discussions, individual cruise line representatives were able to express their concerns as to the pace and phases of the CSO, ask questions related to the implementation of the CSO, and reiterate their desire to resume cruising as soon as possible. CDC subject matter experts discussed the public health challenges of cruising safely and responsibly during a global pandemic, particularly regarding the emergence of SARS-CoV-2 variants of concern. These challenges include ensuring cruise ship passenger operations are conducted in a way that protects crew, passengers, port personnel, and U.S. communities. CDC experts explained the rationale behind certain requirements of the CSO and similarities with other requirements and recommendations regarding maritime operations from international public health entities.

We acknowledge that cruising will never be a zero-risk activity and that the goal of the CSO's phased approach is to resume passenger operations in a way that mitigates the risk of COVID-19 transmission onboard cruise ships and across port communities. We remain committed to the resumption of passenger operations in the United States following the requirements in the CSO by mid-summer, which aligns with the goals announced by many major cruise lines. In furtherance of this mutual effort, we provide the following clarifications to its Phase 2A technical instructions issued on April 2, 2021.

We look forward to reviewing plans submitted by the cruise lines for Phase 2A and moving into the next phase of the CSO soon.

Clarifications

Timeline to resuming passenger operations under the phased approach

- The 30 calendar day timeframe for the submission to CDC of a cruise ship operator's notice for conducting a simulated voyage and the 60 calendar day timeframe for submission to CDC of the

[1] Cruise industry participants included American Queen Steamboat Company, Bahamas Paradise Cruise Line, Carnival Corporation, Cruise Line International Association, Disney Cruise Line, Norwegian Cruise Line Holdings, Royal Caribbean Group, and Viking Cruises.

[2] As part of these discussions, CDC reviewed CLIA's vaccine position statement which CDC understands to be that trade group's current position regarding the role of vaccines in restarting cruising.

cruise ship operator's COVID-19 Conditional Sailing Certificate application as set forth in the CSO are suggested as guidelines. CDC Maritime Unit will respond to submissions within 5 business days. CDC expects to quickly approve applications that are both complete and accurate.

- CDC encourages the finalization of the Phase 2A port agreements to allow cruise ships to embark non-essential crew for simulated and restricted voyages. Prior to finalization of the Phase 2A agreements with port and local health authorities, CDC will allow cruise ships to embark 50 percent of the non-essential crew expected to sail on the first restricted voyage. CDC expects that a full complement of crew will not be needed for a cruise ship operator to conduct a simulated voyage because such simulations may be conducted with a small percentage of passengers.

Phase 2A: Port agreements – General Components

- In documenting the approval of all U.S. port and local health authorities where the ship intends to dock or make port during one or more simulated voyages or restricted passenger voyages, the cruise ship operator may enter into a multi-port agreement (as opposed to a single port agreement) provided that all relevant port and local health authorities (including the state health authorities) are signatories to the agreement. Such multi-port agreements may be particularly suitable if one port has limited medical or housing capacity and a nearby port is able to supplement these capacities.

Phase 2A: Port agreements – Vaccination Components

- In completing the vaccination component of a Phase 2A agreement, including a plan and timeline for vaccination of cruise ship crew prior to resuming passenger operations, cruise ship operators must disclose and document their current plans to vaccinate crew. This includes if a cruise ship operator only plans to encourage crew to be vaccinated on a voluntary basis once vaccines become more widely available.
- In completing the vaccination component of a Phase 2A agreement, including presentation of proposals regarding how the cruise ship operator intends to incorporate vaccination strategies to protect passengers, cruise ship operators must disclose and document their current strategy. This includes if a cruise ship operator only plans to encourage passengers to be vaccinated on a voluntary basis once vaccines become more widely available.

Phase 2A: Port agreements – Medical and Housing Components

- In determining the sufficiency of shoreside medical and housing facilities, port authorities and local health departments should consider the cruise ship operator's plan and timeline for vaccination of crew and presentation of proposals incorporating vaccination strategies to maximally protect passengers. Those cruise ship operators with a clear and specific vaccination plan and timeline may have only a limited need for shoreside medical and housing facilities compared to operators who only plan or propose to encourage vaccinations.

Phase 2A: Port agreements – Medical Components

- CDC acknowledges that shoreside medical facilities and healthcare systems cannot guarantee bed capacity. In documenting a cruise ship operator's contractual arrangement with such

facilities or systems, redundant contracts, or contracts allowing for preferential acceptance of patients on a space-available basis, will be considered acceptable.

Phase 2A: Port agreements – Housing Components

- In determining whether a cruise ship operator has contractual arrangements for shoreside housing facilities in sufficient quantities to meet the needs of travelers for isolation or quarantine, the parties to a Phase 2A agreement may consider the ability of travelers to use their own personal vehicles to return safely to their residences. The parties should consider the time needed for travelers to drive to their final destinations to avoid the need for overnight stays en route. At a minimum, the health department at the final destination must be notified and travelers must be advised to complete their isolation or quarantine at home. For more information, please visit CDC's Interim Guidance for Transporting or Arranging Transportation by Air into, from, or within the United States of People with COVID-19 or COVID-19 Exposure webpage.
- CDC routinely works with state and local health departments and the U.S. Department of Homeland Security to prevent travelers from boarding commercial airplanes if they:
    - are known or suspected to have a contagious disease, or
    - were exposed to a contagious disease that poses a threat to the public's health.
        - For more information see Travel Restrictions to Prevent the Spread of Disease.

  Accordingly, the parties to a Phase 2A agreement should consider the housing needs of travelers who are unable to return to their residences by private vehicle as they will not be permitted to board commercial flights.

- In documenting that the parties to a Phase 2A agreement have deliberated and jointly considered the needs of travelers under quarantine or isolation, including needs relating to security and legal considerations to prevent travelers from violating any mandatory isolation or quarantine, it is assumed that a government entity may issue an order for mandatory isolation or quarantine, and that the cruise ship operator would cooperate with the government entity in addressing security needs.
- Referencing the requirement that shoreside housing provide separate ventilation systems for all travelers who are not part of the household, CDC notes that a standard hotel room with a thermostat on the wall or individual air handling unit is an example of housing that would meet this requirement.

We remain committed to providing any requested technical assistance with Phase 2A agreements and looks forward to receiving these port agreements from the industry. Any technical questions from the cruise ship operators or other relevant stakeholders regarding the Phase 2A port agreements should be addressed to eocevent349@cdc.gov.

We would like to take this opportunity to provide you with our current thinking regarding the following possible updates.

Upcoming Updates

Color-coding update

- Cruise ship operators may be allowed to use commercial travel to disembark crew regardless of the cruise ship's color status. Cruise ship operators will be restricted from using commercial travel for crew who have tested positive for SARS-COV-2, the virus that causes COVID-19 (unless they have documentation of recovery from a COVID-19 infection in the previous 90 days) and are within their isolation period and their close contacts (unless fully vaccinated) who are within their quarantine period.

Testing and quarantine updates during restricted voyages based on vaccination status

- CDC will update testing and quarantine requirements for passengers and crew to closely align with CDC's guidance for fully vaccinated and not fully vaccinated persons.

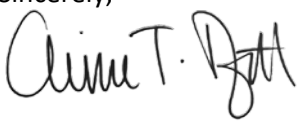
	Not Fully Vaccinated Crew	Fully Vaccinated Crew
Embarkation Day Testing	- NAAT	- Viral (NAAT or antigen)
Quarantine Testing [& Duration]	- NAAT [end quarantine after day 10 if negative]	- Viral (NAAT or antigen) [end quarantine after day 7 if negative]
End of Quarantine Testing	- NAAT	- Viral (NAAT or antigen)
Routine Screening Testing	- Viral (NAAT or antigen)	- Viral (NAAT or antigen)
Disembarkation Day Testing	- Viral (NAAT or antigen)	- Not applicable

Updates for fully vaccinated passengers and crew

In lieu of conducting a simulated voyage, cruise ship operator responsible officials, at their discretion, may sign and submit to CDC an attestation under 18 U.S.C. § 1001 that 98 percent of crew are fully vaccinated and submit to CDC a clear and specific vaccination plan and timeline to limit cruise ship sailings to 95 percent of passengers who have been verified by the cruise ship operator as fully vaccinated prior to sailing.

We appreciate your support, and that of our partners, as we work together to fight COVID-19.

Sincerely,



CAPT Aimee Treffiletti, USPHS
Maritime Unit
Global Migration Task Force

CC:
Gary Rasicot
Department of Homeland Security

Joel Szabat
Department of Transportation

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30329-4027

May 5, 2021

Dear Cruise Line Colleagues:

The Centers for Disease Control and Prevention (CDC) will be publishing the Technical Instructions for the next two phases (2B and 3) of the Framework for Conditional Sailing Order (CSO) today. CDC is committed to working with the cruise industry and seaport partners to resume cruising following the phased approach outlined in the CSO. This goal aligns with the prospective resumption of passenger operations in the United States as outlined by many major cruise ship operators. Please note that the clarifications discussed in the April 28, 2021 Dear Colleague letter to the cruise industry remain in effect.

These next phase documents include:

- COVID-19 Operations Manual for Simulated and Restricted Voyages under the Framework for Conditional Sailing Order (Phase 2B)
- Technical Instructions for Simulated Voyages by Cruise Ship Operators under CDC's Framework for Conditional Sailing Order (Phase 2B)

Additionally, the following documents are attached for your convenience:

- Request for Approval to Conduct a Simulated Voyage Prior to Issuance of COVID-19 Conditional Sailing Certificate (Phase 2B),
- Conditional Sail Order Simulated Voyage After-Action Report Template (Phase 2B), and
- Application for a CDC COVID-19 Conditional Sailing Certificate (Phase 3)

In Phase 2B, simulated (trial) voyages will allow cruise ship operators, crew, and seaport personnel to practice their COVID-19 operational procedures with volunteers simulating the role of passengers before ships sail with paying passengers. Simulations will help cruise ship operators to identify practices that are successful at mitigating COVID-19 on board their ships, as well as any deficiencies in their health and safety protocols that need to be addressed prior to resuming restricted passenger voyages.

As discussed in our twice-weekly calls and the April 28 Dear Colleagues letter, CDC will update testing and quarantine requirements for restricted passenger voyages based on vaccination status to closely align with CDC's guidance for fully vaccinated and not fully vaccinated persons. Updates to existing webpages for quarantine, testing, and color status are in progress and will be released soon. The Maritime Unit will send an email notification when those changes are posted.

We look forward to our scheduled call with you tomorrow, May 6, 2021, to discuss the guidance and address your questions about these next phases of CDC's Framework for Conditional Sailing Order.

In the meantime, please contact the Maritime Unit at eocevent349@cdc.gov with any questions. We remain committed to working through this process together.

Sincerely,

CAPT Aimee Treffiletti, USPHS
Maritime Unit
Global Migration Task Force

CC:
Gary Rasicot
Department of Homeland Security

Joel Szabat
Department of Transportation

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH APRIL 2021

Wastewater Treatment Plant (WWTP) Rehabilitation (CONSTRUCTION PHASE)

General	Schedule	Budget
Project is Substantially Complete	Ahead of Schedule	Currently within the budget

Key Status Updates:

- Design & Bidding 100% complete
- Consultant Construction Administration 95% complete
- Construction Substantially Complete 100%
- One-year warranty period 0% complete (begins at Physical Completion)

Milestones This Period:

- Project Substantial Completion one month early.
- Mechanical Substantial Completion and Commissioning.
- Owner training on building Diamond Digital Control (DDC) system
- Commissioning Supervisory Control and Data Acquisition (SCADA) systems

Future Milestones:

- Owner training for remaining mechanical systems, May 2021.
- Physical Completion (completion of all remaining punch list items), May 2021.
- Final Completion (completion of all paperwork), June 2021

Estimated Total Project Cost: $9,782,000

Authorized Budget:

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

Contracts:

• McCool Carlson Green (design):	$955,284
• MCG Constructors, Inc./DCI Joint Venture (w/CO-1):	$7,432,800

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 heating, ventilation and air conditioning (ventilation air) system, failed or were past their useful life and required replacement. The air quality within the building was inadequate and corrosive, which corroded the exposed piping and metal within the building. The rehabilitation of the building addressed and corrected these problems.

Sitka Seaplane Base (SPB) (PLANNING PHASE)

General	Schedule	Budget
Momentum has slowed	Running into Agency Delays which may delay completion of the Environmental Assessment & future phases of the project	Funding not yet secured for land acquisition, design, & construction.

Key Status Updates:

- Facility Planning and Environmental Assessment (EA) 95% complete
- Permitting 25% complete
- Land Acquisition 15% complete
- Design and Bidding 0% complete
- Construction 0% complete

Milestones This Period:

- Revising the DRAFT Environmental Assessment, published January 2021, with Public and Agency Comments. The DRAFT Environmental Assessment is available at **www.dowl.com/outreach**.
- Section 106 Consultation with Alaska State Historic Office (SHPO), National Parks Service (NPS), and Sitka Tribe of Alaska (STA).
- Requested additional Section 106 Consultations with STA for further identification of historic properties of traditional religious and cultural significance.
- Submitted Section 106 documentation to the Advisory Council on Historic Preservation (ACHP).
- Submitted Final Airport Layout Plan (ALP) to FAA

Future Milestones:

- Submit Final Environmental Assessment to FAA and receive a 'Finding of No Significant Impacts' (FONSI), which is required for the project to move forward: May 2021.
- Land acquisition and business plans: May 2021.
- Publish a Request for Qualifications (RFQ) for design services, select consultants, and negotiate fees: May 2021.
- Prepare and submit Airport Improvement Program grant applications to FAA for next phase. May through June 2021.
- Assembly update presentation and public meeting for grant application: May 2021.
- Land acquisition (not funded until Environmental Assessment is completed and receives a Finding of No Significant Impacts (FONSI): Complete Summer 2021.
- Design (timeline includes grant application, permitting, and bidding) April 2021 – March 2023.
- Construction: 2023-2025.

Estimated Total Project Cost: $19.8 million

Authorized Budget: This Phase-

- Federal Aviation Administration Airport Improvement Program Grant $842,629
- General Fund Working Capital (Require CBS Match @ 6.25%) $56,176
    - Total Available Project Funding $898,805

Contracts:

- DOWL $707,079

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 annual entitlements for the Airport Capital Improvements Program (ACIP) for long term major maintenance or expansion projects. Developing the SPB ACIP (5-year plan) along with an airport operation plan for airport sustainability are tasks included in the project planning and design development of the project.

For more information and history on this project, visit www.dowl.com/outreach and look for the Sitka SPB Project or visit the City website at:
https://www.cityofsitka.com/government/departments/publicworks/SitkaSeaplaneBaseSitingStudy.html

Airport Terminal Improvements (DESIGN PHASE)

General	Schedule	Budget
Complicated phasing & funding	Funding Delays	**Additional funding sources required**

Key Status Updates:

- 35% design is 93% complete.
- Permitting, Bidding, and Construction is 0% complete.
- Received confirmation from the State that the project is in the States FY23 Airport Improvement Program (AIP) Funding Plan for $7 million.
- The project is one of the CBS 2021 Legislative Priorities - Request assistance from the State to help fund the project predicted funding shortfall.

Milestones This Period:

- Completing 35% design milestone.
- Drafting Request for Qualifications for Construction Manager/General Contractor (CM/GC) Guaranteed Maximum Price (GMP) for decision point.

Future Milestones:

- Complete the 65% design milestone: September 2021.
- Resolve the remaining 30% TSA design submittal issues for the TSA Baggage Screening Area during the 35% to 65% design phase: September 2021.
- Bid phase 1 of project: Winter/Spring 2022.
- Construct phase 1: 2022/2023.
- Phased construction **subject to funding 2022 through 2025**.
- Identify funding sources to fill the predicted funding shortfalls for terminal improvements beyond the Passenger Facility Charges (PFC) & Bonding and Airport Improvement Program (AIP) grant through the State, like airport terminal user fees, parking fees, curbside, and taxi permit fees, which are all typical Airport Revenue sources.

Estimated Total Project Cost: $18.5 - $20 million.

Authorized Budget:

- Passenger Facility Charge Revenue $4,025,000 - Bond Secured

• TSA Design Grant	$158,569 - Secured
• TSA Design Grant Amendment	$86,817 - Secured
• TSA Construction Grant Funding	$3,397,500 - Unsecured
• AIP Grant AK-DOT Funding Plan FY23	$7,000,000 - Unsecured
Contracts:	
• MCG Architects (design)	$449,069

Background:
The Airport Terminal Improvement Project is intended to remedy 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 and a recent grant amendment totaling $245,385.95 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 the State and Federal Aviation Administration (FAA). Collection of the Passenger Facility Charges (PFC) 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.

CRITICAL SECONDARY WATER SUPPLY (CONSTRUCTION PHASE)

General	Schedule	Budget

Key Status Updates:
- Overall project is 60% complete.
- Construction 10% complete.
- Permitting 99% complete.
- Project work north of Sawmill Creek Road will result in closures to public access to Sawmill Creek.

Milestones This Period:
- Foundation permits issued.
- Membrane Filtration Plant building pad completed.

Future Milestones:
- Receive Building permit, April 2021.
- Begin blasting and in-water work north of Sawmill Creek Road, April/May 2021.
- Substantial construction completion, April 15, 2022.

Estimated Total Project Cost: $18,000,000

Authorized Budget:

• Working Capital	$530,000
• Alaska Clean Water Fund loan	$17,620,000
• Alaska Clean Water Fund loan	$400,000
Total Available Project Funding	$18,550,000

Contracts:

• PTS, Inc. (project management)	$110,000
• CRW Engineering Group (design and construction mgmt)	$1,769,046
• Jacobs (design review, design management)	$87,000
• Pall Water (supply filtration equipment)	$2,341,355

- McGraw/Dawson JV $10,363,546.38

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 exceed regulatory thresholds. 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
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

SITKA SEA WALK PHASE 2 (PLANNING & DESIGN PHASE)

General	Schedule	Budget Budget is tight

Key Status Updates:
- Overall project is 25% complete.
- Scoping Report 100% complete.
- Project agreements 75% complete.
- Design and permitting phase 0% complete.
- Per the Scoping Report completed in 2020, construction of only a portion of the remaining Sea Walk alignment is expected to fit within the available budget. This portion of the Sea Walk will travel along the outside embankment of O'Connell Bridge and will connect to existing pedestrian facilities on either end.
- Western Federal Lands has obligated an additional ~$450,000 in federal funding for which Alaska Department of Transportation (ADOT) will provide the required local match funding of ~$50,000.
- Project being delivered by ADOT and Western Federal Lands (WFL).

Milestones This Period:
- Draft Maintenance Agreement received from ADOT and under review by CBS.
- Draft Memorandum of Agreement received from ADOT and initial comments provided.

Future Milestones:
- Finalize Memorandum of Agreement between CBS, ADOT and WFL, Spring 2021.
- Finalize Maintenance Agreement between CBS and ADOT, Spring 2021.
- Design phase, Summer 2021-Spring 2022.
- Construction, Summer 2022.

Estimated Total Project Cost: $2,500,000

Authorized Budget:

• Grants from WFL	$1,896,084
• CBS GF and/or Commercial Passenger Excise Tax (CPET) funds for federal match	$153,058
• Additional federal funding + ADOT match.	$500,000
Total Available Project Funding	$2,549,142

Contracts:
- PTS, Inc. (project management) $50,000

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 ADOT and WFL in coordination with CBS. The project will be designed in 2021 and construction is expected to begin in 2022. Multiple rounds of public involvement are anticipated throughout the design process.

PETERSON STREET FISH PASSAGE CULVERT IMPROVEMENTS (CONSTRUCTION PHASE)

General	Schedule	Budget

Key Status Updates:

- Overall project is 50% complete.
- Bidding and award phase 100% complete.
- Permitting 100% compete.
- Temporary easement acquisition 99% complete.
- Construction 5% complete.

Milestones This Period:

- Contract signed by Marble Island, LLC.
- All permits approved.
- Clearing activities completed.

Future Milestones:

- Begin culvert replacement, May 2021.
- Substantial construction completion, August 19, 2021.

Estimated Total Project Cost: $1,200,000

Authorized Budget:

• General Fund Working Capital	$1,020,000
• National Fish & Wildlife Foundation design grant	$55,000
• U.S. Fish and Wildlife Service (USFWS) Fish Passage construction grant	$60,000
• USFWS Fish Passage construction grant	$80,000
• USFWS Fish Passage construction grant	$40,000
• Alaska Sustainable Salmon Fund (AKSSF) grant	$125,000
Total Available Project Funding	$1,380,000

Contracts:

• DOWL (design)	$137,070
• PTS, Inc. (project management)	$41,000
• Marble Island, LLC	$761,008.11

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. Remaining funds will be allocated to sister project at Wachusetts Street.

BRADY LIFT STATION REHABILITATION (CONSTRUCTION PHASE)

General	Schedule	Budget
See schedule notes	Construction delayed until September 13, 2021 due to delay in receipt of materials from supplier	

Key Status Updates:

- Overall project 60% complete.
- Permitting 100% complete.
- Temporary construction easements 99% complete- need to revise dates.
- Construction 5% complete.
- Commencement of site disturbing activities delayed from Spring 2021 until September 13, 2021 due to delay in receipt of pre-ordered materials.
- Temporary sewer bypass to be set up Spring 2021 to mitigate risk of lift station failure during construction delay.

Milestones This Period:

- Permit for temporary sewer bypass plan approved.
- Temporary sewer bypass installation underway.

Future Milestones:

- Complete set up of temporary bypass system- April 2021.
- Construction phase- September 13, 2021-December 1, 2021.

Estimated Total Project Cost: $1,000,000

Authorized Budget:

• Alaska Clean Water Fund (ACWF) loan	$217,400
• Wastewater Fund Working Capital	$828,759
Total Available Project Funding	$1,046,159

- Remaining funding from Channel/Eagle Way to be allocated to Brady, estimated at ~$60,000.

Contracts:

• DOWL (Brady portion of bigger design project)	$145,458
• DXPE (Brady portion of pump supply contract)	$53,730
• Boreal Control (Brady portion of control equipment supply contract)	$78,192
• PTS, Inc. (project management)	$37,000
• K&E Alaska (construction)	$557,880

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.

KNUTSON DRIVE EMERGENCY ROAD RECONSTRUCTION (DESIGN PHASE)

General	Schedule	Budget
See schedule and budget notes	Completion of construction as soon as possible is a high priority due to risk of further slope failure	Budget is tight based on preliminary engineer's estimates

Key Status Updates:

- Overall project is 35% complete.
- Design study phase is 100% complete.
- Preliminary design phase is 90% compete.
- Permitting is 0% complete.
- Temporary construction easements are 0% complete.
- Construction bidding is 0% complete.
- Project funding discussion underway with CBS administration.

Milestones This Period:

- Updated 35% design documents received from DOWL.

Future Milestones:

- Preliminary design completion, April 2021.
- Bidding, May-June 2021.
- Construction, Summer 2021.

Estimated Total Project Cost: $1,000,000

Authorized Budget:

• General Fund Working Capital	$1,000,000

Contracts:

• DOWL (design)	$48,070
• PTS, Inc. (project management)	$80,000

Background:

The project was developed to study embankment stabilization and road repairs necessary due to the gradual subsidence of the slope on the downhill side of Knutson Drive in two locations. The slope failures have required the closure of 1 lane of Knutson Drive in two locations. CBS previously contracted with DOWL to perform geotechnical explorations and a report analyzing the Knutson Drive embankment. The report recommended slope reinforcement and retaining wall construction. CBS has executed a follow up contract with DOWL to perform conceptual design of two retaining walls. A design build solicitation is anticipated to facilitate final design and construction in 2021.

CRESCENT HARBOR HIGH LOAD DOCK AND NET SHED (DESIGN PHASE)

General	Schedule	Budget
See schedule and budget notes	Completion of construction as soon as possible is a high priority due to partial closure of dock	It is likely that some identified repairs will not fit within the current budget

Key Status Updates:

- Overall project is 25% complete.
- Design study phase is 100% complete.
- Preliminary design phase is 75% compete.
- Permitting is 0% complete.
- Construction bidding is 0% complete.
- Design-build bid solicitation anticipated based on forthcoming preliminary design by Jacobs.

Milestones This Period:

- Jacobs submitted preliminary design and memorandum.
- PTS has provided initial design review comments to Jacobs.

Future Milestones:

- Preliminary design completion, May 2021.
- Bidding, June 2021.
- Construction, Summer 2021.

Estimated Total Project Cost: $450,000

Authorized Budget:

- Harbor Fund Working Capital $450,000

Contracts:

- Jacobs (design) $16,100
- PTS, Inc. (project management) $42,000

Background:

This project was developed to assess the condition of the Crescent Harbor High Load Dock and Net Shed. Jacobs Engineering performed a site visit to assess both above water and below water conditions in 2019. Jacobs prepared a report in 2020 which found that several elements of the facility need repairs/maintenance to extend the life of the dock to its design life of 2037. Most notably, 4 piles were severely deteriorated, resulting in closure of a portion of the dock by CBS. Additional design and analysis is underway by Jacobs to design cost effective pile repairs based on the level of pile deterioration observed. The preliminary design and analysis will also prioritize other repairs needed to extend the life of the facility as a whole within the current project budget. A design build solicitation is anticipated to complete repair process and get the dock fully reopened in 2021.

Sitka Cross Trail Phase 6 (CONSTRUCTION PHASE)

General	Schedule	Budget 66% budget expended or $1,334,037 out of $2,010,644

Key Status Updates:

- 522 lineal feet of trail constructed since last report.
- 25% of trail base course left to construct as well as the No Name bridge, Sitka Sound Dock connector trail and finishing course of D-1 gravel.
- Project restarted March 22 after 7-week shut down for weather.
- Sitka Sound dock trailhead parking and staging area complete.

Milestones This Period:

- Sitka Sound Dock connector trail construction initiated.

Future Milestones:

- Installation of bridge of No Name Creek.
- Construction completion October 2021.

Estimated Total Budget Cost: $2,347,869

Authorized Budget:

• Federal Lands Access Grant from Western Fed. Lands	$2,132,698
• City General Fund and Passenger Tax Funds	$72,575
• Sitka Trail Works contribution	$142,596
• Total Available Project Funding	$2,347,869

Contracts:

• Sitka Trail Works, Inc.	$2,010,644

Background:

The project is being constructed by Sitka Trail Works, who has assisted with the development of the project from start to finish. 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. The project also includes a connector trail and small parking lot 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 8 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.

Grounds Maintenance

Completed:

- Preventive maintenance schedule – 12 normal operations preventative maintenance (PMs)
- Reactive/requested work orders – 5 (logged)
- Met with user groups interested in Lower Moller, in preparation for a contractor they organized in coming up to look at lower Moller field – update, groups had survey done of lower Moller with funds they raised for Field Turf.
- Moller long jump pit and runway complete – for this season.
- Telspar set up for the track and field, lower Moller shot put and discuss.
- 1st grounds maintenance temporary hire brought on.

Ongoing:

- Having to get the fields preps and yes still dealing with winter.
- Spring turf/lawn and garden prep underway. Raising low spot to help equipment and mitigate tripping hazards, aeration, lime, fertilization key locations (downtown/athletic fields only), seed.
- Athletic groups request and field turn overs as needed.
- Kimsham proposal design for mitigation completed, next steps for Kimsham complex drainage problems Field A. Soft Ball not having regular season. May, team will start stripping sod off Field A.
- Training new Ground Maintenance Specialist.
- Tree's & Landscape Committee (T&L) support in revitalization of Fire Hall beds, addressing weeds and plants that have not done well. New bed design done by CBS Grounds Specialist Connor Dunlap. Plan tentative to plant beds by T&L, CBS, and Fire Hall volunteers first few weekends in May.
- Working on operational comprehensive plan and lifecycle analysis. Update our preventative maintenance electronic program.
- Connected with State Park Service due to rock face sluffing along City Hall back parking lot. Met with State Parks, looking at removing trees under their protocol. CBS will assist with affected area; however, State Parks will be doing more extensive vegetation removal of the whole hillside.

- Goddard Hot Springs; two groups were coordinated and went down to make reported needed repairs. Hired a contractor to do the final time, who found the Rotary group working on the tubs. Materials and supplies have been ordered and a plan to make some changes to the operations of the hot water tank. Contractor down this week 4/25 to finish repairs.
- Families contacting us about use of the old city cemetery. Redirected to them Sitka Cemetery Association, inc. 747-3671 behind the National Cemetery off SMC.
- Had two persons contact us for application of the work done at the Old Sitka Cemetery. This was work done during the CAREs funding and we worked on leveling some the areas that has settled to assist with maintenance. Current mow operation takes a crew of 4, 8 hours to maintain 1 time per growing season month. Terrain is hard on both equipment and crew.
- Dragging fields and track begins.
- Marble construction using Kimsham back lot for staging for Peterson Road Construction. Coordinating with contractor and grounds crew.
- Single track group having more deliveries made. They are using a contractor for deliveries. No contact was made from the group, but the contractor did reach out, which is appreciated. We are going to put additional bollards along the trails (design as an emergency route, but rocks make is tough to get equipment through) two bollards installed at the site.
- City clean up April 24th – May 2nd.
- Track and Field is doing an annual fundraiser and supporting CBS areas.
- Sand for some of the fields, used up most of our stock.
- Amarico volunteers 30 + Jonathan Chris Tompkins group of 16 – worked on Lower Moller & Path of Hope.
- Compost discussion with group looking for MOU/A for city land. Vetted some option only. No action taken.

Building Maintenance

Completed:

- Preventive maintenance schedule – normal operations – 110 PMs
- Work requests 6 (logged).
- Snow Removal and Ice management as needed.
- City Hall office configuration 1st floor PW.
- City Hall, HVAC electronic scan in preparation for RFP on upgrade.
- Wastewater Treatment Plant- training on new building controls system.
- Harrigan Hall and Library, met with Mitsubishi building controls and mechanical systems.
- City Hall conference room, put together replacement furniture.

Ongoing:

- Airport Exterior Painting RFP – met with PTS on scope of work. Hope to have finalized soon. However, maybe too late for this season.
- Replacement of existing faucets with touch less devices will continue throughout all facilities.
- Support to Senior Center Catholic Services for office building out and fireplace removal.
- City/State Law Office – District Attorney's office paying for the replacement of 7 windows. CBS building maintenance coordinating work. Complaints on damaged windows. Bids in waiting on dates from contractor.
- State DOT/PF requesting City/State to no longer be part of their infrastructure. Discussion on option to proceed with City/State 1967 Agreement.

Monitoring:

- Harrigan Centennial Hall, tile floor cracking in the common areas was found. We are waiting to see if weather changes create more issues.
- Harrigan Centennial Hall additional cracks were discovered under meeting room 5's carpet tiles. We are waiting to see what happens with weather changes and activate a plan for repairs if required.
- Library's roof leak – working with PTS on building assessment report/warranty.
- Senior Center's roof leak
- City/State building's roof leak

Streets

- Check and clear drains.
- Ditch Donna Dr. and Cascade Creek Rd.
- Sort aggregate for asphalt recycler.
- Grade gravel roads.
- Clean up an avalanche on Blue Lake Road.
- Flush sewers on Monastery and Kinkaid.
- Snow and ice control.
- Fill potholes.
- Grade parking lot Upper Moller.
- Prep and bury bio-solids.
- Start sweeping streets.
- Haul glass to construction debris landfill.
- Use camel to clean out catch basins Tongass Ave and Seward St. by SEARHC Hospital.
- Unload cold patch material.
- Demolish boat for Harbors and haul to CD landfill.
- Build ramp behind Scrapyard tank to gain access to erosion problem Fortress of the Bears.
- Assist Water Department to repair waterline on Monastery St.
- Ditch Monastery St.

- Remove sanders from dump trucks.
- Install water tank in dump truck.
- Start watering roads for dust control.
- Remove fence at Fortress of the Bears and backfill eroded area reinstall fence.
- Remove access ramp to Fortress of the Bears repair.

Central Garage

- Changed tires to all four Senior Center Vans.
- Serviced Senior Center Van and chevy van.
- Road call, repaired vehicle # 472's flat tire.
- Vehicle #458 SUV Ford Escape jumped dead battery, brought to shop replaced battery. Cleaned inside of vehicle.
- Vehicle #405 replaced faulty switch, swapped tires, installed pressure switch front left tire.
- Vehicle #357 swapped tires
- Vehicle #424 repaired faulty door locks remove police package prep vehicle for surplus auction.
- Vehicle #459 replaced tire sensors swapped to summer tires.
- Vehicle #455 swapped tires.
- Vehicle #479 repaired tire replaced lower flashing light.
- Vehicle #488 swapped tires.
- Vehicle #416 replaced register in heater.
- Vehicle #479 repaired rear brakes serviced engine.
- Vehicle #330 roll off replaced speed sensor.
- Vehicle #414 freight liner repaired water tank.
- Vehicle #453 prepped for auction.
- Clean and lubricate sanders for storage.
- Program vehicle #468 activate brake control module.
- Repair hydraulic line vehicle #379 and repaired tires
- Repaired flat tire on vehicle #413.
- Vehicle #443 roll off truck repaired flat tire.
- Vehicle #448 replaced batteries.

Scrapyard

- Processed 239,560 pounds of scrap metal shipped out 13 gondolas averaging 9.21 tons each.
- Prepped for City Clean Up.

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-082	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	1) SEARHC President Charles Clement: Sitka's Integrated Health Care System - 6 Month Report, and 2) Republic Services				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Special Reports SEARHC and Republic Services SEARHC_EXEC_CBS_One-Sheet_050421 Republic Services				

Date	Ver.	Action By	Action	Result

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SPECIAL REPORTS

1. SEARHC President Charles Clement:
   Sitka's Integrated Health Care – 6 Month Report

2. Republic Services

Providing High-quality Care in Sitka

MAY 2021

Sitka's Integrated Healthcare System

SEARHC continues to offer and expand community access to medical services in the City and Borough of Sitka, pursuant to Schedule 6.15(b).

SEARHC Specialty Clinics are increasing, ensuring Sitka residents have access to care close to home. Several new specialists will be traveling to Sitka from our partner medical organizations, ANMC and Swedish Medical Center. The expansion of specialty care includes three additional neurologists, three additional cardiologists, full-time orthopedic surgery services and more. For a listing of clinics, please visit searhc.org.

COVID-19 Mitigation Efforts

SEARHC has vaccinated over 13,000 people in Southeast and over 4,000 in Sitka, and we continue to urge others to ***be part of the solution***. Working in partnership with the City and Borough of Sitka, SEARHC provides COVID-19 education, testing, vaccination and expanded telehealth services to ensure the community's access to care.

Testing for COVID-19 remains available in all communities to all patients. Identifying positive cases continues to be the most impactful mitigation measure to slow community transmission.

SEARHC has conducted more than 118,000 tests in Southeast since the beginning of the pandemic, including over **57,485 in Sitka alone**, *as of April 30, 2021.* Protective measures are still in place across the Consortium to ensure virus-free facilities, including universal masking, frequent and thorough hand hygiene, weekly testing and the availability of vaccinations to employees.

COVID-19 Vaccines Administered in Sitka

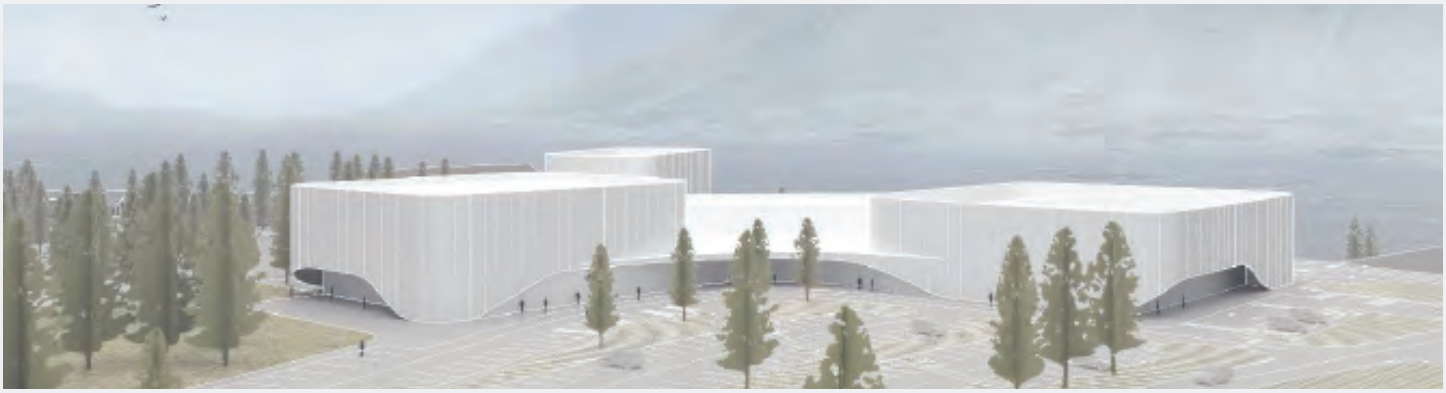
Data collected on May 2, 2021

- First dose – 4,086
- Second dose – 3,959

SEARHC
healthy is **here.**

Mt. Edgecumbe Construction and Expansion Project

The Mt. Edgecumbe Medical Center's construction and expansion project to build a state-of-the-art medical facility is on track and goes beyond improving Sitka's access to expert healthcare. This project creates hundreds of jobs, expands workforce housing and delivers infrastructure improvements to Japonski Island.



- The new electrical, water and sewer infrastructure associated with this project is essential to the healthcare facility and also benefits Mt. Edgecumbe High School, the Sitka Rocky Guitterez Airport and the US Coast Guard.
- Additional electrical revenues for the City and Borough of Sitka alone are expected to be approximately $1 million annually once the new facility opens.
- SEARHC will pursue green technologies such as ocean thermal energy conversion, electric vehicle infrastructure and more to meet required LEED Gold Certification standards.
- Local and regional businesses will benefit from increased revenues and economic activity generated by this project.

CONSTRUCTION TIMELINE

1. **EARLY-MID 2021** Permitting
2. **LATE 2021** Ground Breaking
3. **2021-2024** Construction
4. **LATE 2024** Hospital Opens

Republic Services and Alaska Waste
Fire Mitigation Recommendations

May 11, 2021

WASTE CONNECTIONS
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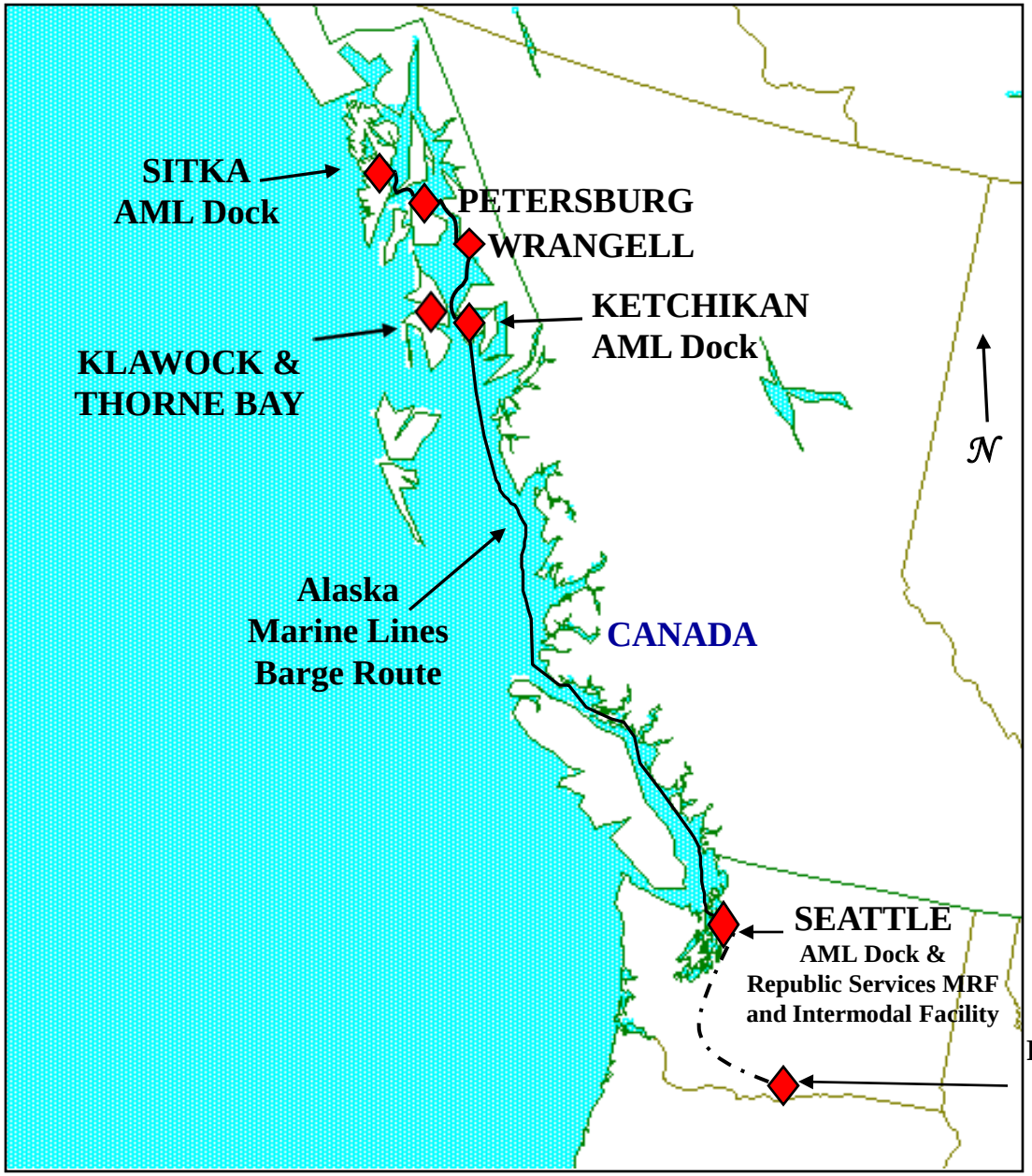
REPUBLIC SERVICES

Solid Waste containers shipped by AML from Southeast Alaska to Republic Services for disposal at the Roosevelt Landfill

Existing Solid Waste and Recycling Regional System



Legend

◆ = Existing Points of Origin - Dock/Transfer Station

— = AML Barge Route

---- = Burlington Northern Rail Route

Serving SE Alaska Since 1995: Utilizing Barge and Rail Service to Republic Services Roosevelt Regional Landfill

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REPUBLIC SERVICES

Material & Transportation Safety

WASTE CONNECTIONS
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REPUBLIC SERVICES

Brief History of Fires in Sitka Solid Waste

- Two Significant Fires on Alaska Marine Lines Barges
    - 2010
    - 2016
- 2016 AML notified Republic Services of their intention to discontinue service of MSW Loads in open top containers
- 2017 Republic Services & AML began to work with local communities to educate on Unacceptable Waste and Fire Mitigation measures with a goal of achieving compacted waste in closed top containers
- Two Fire Responses at Sitka Transfer Facility in Summer of 2020
- Additional Unrelated Fire from Neighboring Community (Wrangell) in Fall of 2020 burning 2 loads of MSW at AML's Ketchikan Facility
- October 15, 2020 AML Notified Republic Services of their intent to refuse service of open top equipment effective June 1st, 2021 unless significate measures are adopted to mitigate fire risk

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REPUBLIC SERVICES

Risks & Liabilities

Container Fires are an avoidable risk to public health and safety

Resulting damage to solid waste equipment and collateral property damage increases costs of services, loss of service, higher liability risks to partners and communities of Southeast Alaska.

Community of origin is liable for damages from improper handling of waste

Alaska Marine Lines is unable to continue to accept the risk of uncompacted waste shipments from Southeast Alaska.

Sitka Stakeholders Group Approach

- Sitka MSW Stakeholders Group was formed with representation from:
  - City and Borough of Sitka Staff
  - Republic Services
  - Alaska Waste
  - Alaska Marine Lines

  The goal of the Stakeholders group was to work collaboratively to evaluate all reasonable options and identify recommendations to mitigate future fire risk associated with current practices of processing Municipal Solid Waste

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REPUBLIC SERVICES

Methodology of Compactions

- Current Top Loading Methods
  - Additions of Lids on Containers
    - Retrofitted Lids
    - New Purpose-Built Lidded Shoebox Style Containers

- Baled Material
  - Use of Existing Closed Top Units Supplied by Republic Services
  - Could be used with Retrofitted Lidded Container or Purpose-Built Shoebox Style Containers

- Pre-Loaded Compactor
  - Use of Existing Closed Top Units Supplied by Republic Services
  - No Impact to Current Transportation and Disposal Contract

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REPUBLIC SERVICES

Retrofitted Lid System

- Two Piece 24' Lid system retrofitted to fit Current 48' Open Top Containers
- Does not seal Air-tight
- Need for additional handling costs to Remove and Replace Lids
- Additional maintenance costs
- Cost per unit approximately $40K
- Initial Purchase of 50 Units $2,000,000
- Lids can stay on while off loading at Landfill
- Not Currently widely used in Waste Industry

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REPUBLIC SERVICES

Shoebox Lidded Container System

- Purpose-Built to provide for Lidded System
- Provides for an Air-tight seal
- Need for additional handling costs to Remove and Replace Lids at Transfer Facility
- $12-15K
- Initial Purchase of 20-30 Units between $250-350K

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REPUBLIC SERVICES

Fully Enclosed Container System

- Fully Enclosed and Sealed container designed specifically to handle heavy MSW Material and protect the environment
- Built to be durable and withstand the riggers of Transfer and Transportation of MSW Material
- Currently in use as Part of Republic Services Waste By Rail System
- Available for immediate implementation with no additional costs

Potential Baler Expenses

Used Harris Gorilla or Centurion req. 480 volts	$150,000 – $200,000
Caterpillar P6000 Forklifts	$55,000 - $60,000
Portable Loading Ramps	$20,000

Potential Compactor Expenses

Used SSI 2500 Compactor	~ $492,000
New SSI 2500 Compactor	~ $900,000
Prototype Republic/SSI Compactor (under development)	~ $525,000

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REPUBLIC SERVICES

Republic Contribution to Pre-Load Compactor

- Republic Services has offered the City and Borough of Sitka the transfer of a 1996 AMFAB Trans-Pack TP 2500 Pre-Load Compactor
- Cost of Sale $1.00 (USD)
- Unit is in current daily use at Republic's Ferndale, WA Transfer Facility
- Republic will commit $25,000 towards the cost of refurbishment of Compactor
- Republic Services & Alaska Marine Lines will partner to transport the Compactor to Sitka at their own expense
- Sitka will be responsible for the installation of the unit at Transfer facility

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REPUBLIC SERVICES

Transportation & Disposal Impacts

- The City and Borough of Sitka and Republic Services will have no additional impacts to the Transportation and Disposal Agreement with the implementation of either Bailed or Compacted Waste in Closed Top Containers
- With the prospect of a Retrofitted Lid System or Shoebox Style Containers, Additional expenses would need to be negotiated into the T&D Agreement to account for equipment costs and operational handling of the lids either at the Transfer Facility, AML Yard or Landfill.
- The CBS Solid Waste System would benefit from higher average container weights that provide economic benefit through the elimination of Under Weight Container Penalties

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Impact to the Transfer Station Operations

Changes in Transfer Methodology has significant impacts to the operations of the Facility

Baler Operations

- Transfer Station Traffic Routing
- Additional Equipment Needs
  - Baler
  - Fork Lift
  - Ramp
  - Construction and Demolition Material Processing
- Additional Staffing
- Additional Maintenance

Impact to the Transfer Station Operations

Pre-Load Compactor Operations

- Need for some Transfer Station upgrades
- Compactor better fit for Current Transfer Station configuration
- Construction and Demolition Material can be processed using compactor
- Additional Staffing
- Additional Maintenance

Waste Connections
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REPUBLIC SERVICES

What if we do nothing?

As part of the Stakeholders evaluation, It was important to CBS Staff to explore the impacts of what would happen if the community elected to make no changes to the Solid Waste System and maintain service in Open Top Containers.

- Effective June 1, 2021 Alaska Marine Lines will discontinue service in open top containers without an adopted plan to transition to compacted waste in sealed containers
- Republic Services would be responsible under current Transportation and Disposal agreement to provide alternate shipping of CBS Solid Waste.
- Under current Transportation and Disposal Agreement, The City and Borough of Sitka would be responsible to pay all additional transportation fees for alternative service.

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Recommendations

As part of the Stakeholders evaluation, all reasonable options were evaluated for cost, operational impacts, systems durability and effectiveness in mitigating risk.

Based on all items considered, members of the Sitka Solid Waste Stakeholders Group representing Republic Services and Alaska Waste concur that the most effective methodology to provide security, certainty and the greatest economic benefit over the duration of the current T&D and Transfer Station Operations agreements for the Sitka Solid Waste System is to make the transition to Compacted Solid Waste in Closed Top Containers through the implementation of a Pre-Load Compactor at the Sitka Transfer Facility.

Thank You

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CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-084	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Approve the minutes of the April 27 Assembly meeting				
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 ITEMS A & B

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 April 27 Assembly meeting.

CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Steven Eisenbeisz
Deputy Mayor Thor Christianson,
Vice Deputy Mayor Valorie Nelson,
Kevin Knox, Kevin Mosher, Crystal Duncan, Rebecca Himschoot

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

Tuesday, April 27, 2021 **6:00 PM** **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Nelson participated via videoconference. Knox needed to leave at 6:30pm.

Present: 6 - Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 1 - Christianson

IV. CORRESPONDENCE/AGENDA CHANGES

21-078 Reminders, Calendars, and General Correspondence

No agenda changes.

V. CEREMONIAL MATTERS

21-069 Alaska Legislature Certificate - In Memoriam Richard Nelson

Lisa Busch read a certificate from the Alaska Legislature in memory of Richard Nelson.

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

Sitka Tribe of Alaska Council Chairman Woody Widmark provided a report on Council work.

21-070 Special Report - Blank Rome Government Relations LLC

C.J. Zane of Blank Rome Government Relations shared an update regarding earmark/surface transportation reauthorization; infrastructure; American Rescue Plan COVID-19 Relief (State and Municipal Funding); Alaska Cruise Lines; upcoming grant deadlines (PIDP and RAISE); status of power site land withdrawal (BLM/USFS).

VII. PERSONS TO BE HEARD

Richard Wein spoke of the "State of Sitka's Economy" forum and Sitka trends.

Brandon Carlos spoke about his grandfather who studied law and said what he would convey to his future child if they feared of a 911 situation.

VIII. CONSENT AGENDA

Richard Wein spoke in support of item B and cautioned of the potential impacts of businesses taking visitors to private venues.

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

Yes: 5 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

A 21-071 Approve the minutes of the April 13 and 20 Assembly meetings

This item was APPROVED ON THE CONSENT AGENDA.

B 21-072 Approval of liquor license applications: 1) renewal application for Allen Marine Tours, Inc at Lot 6 Finn Island, and 2) transfer of ownership application, restaurant designation permit application, and premises diagram application for Pizza Express, LLC dba Pizza Express at 1321Sawmill Creek Road Suite E, F, G, H, I

This item was APPROVED ON THE CONSENT AGENDA.

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

None.

X. UNFINISHED BUSINESS:

C ORD 21-06 Making supplemental appropriations for fiscal year 2021 (Harrigan Centennial Hall A/V Upgrades)

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

Yes: 5 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

D ORD 21-07 Amending Ordinance No. 2020-30 passed and approved on June 9, 2020; and establishing an effective date (extension of expiration date for refinancing AEA loan)

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 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

XI. NEW BUSINESS:

New Business First Reading

E **ORD 21-08** Making supplemental appropriations for fiscal year 2021 (Sitka Community Hospital Dedicated Fund)

Richard Wein spoke in opposition to the Ordinance.

Nelson stated she was exhausted by the continual spending on the matter and would vote no.

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

Yes: 4 - Mosher, Eisenbeisz, Himschoot, and Duncan

No: 1 - Nelson

Absent: 2 - Christianson, and Knox

Additional New Business Items

F 21-073 Approve the agreement to terminate lease between the City and Borough of Sitka and Christian A. Scantling / Deborah N. Wynsen for 725 Siginaka Way

A motion was made Duncan to approve the agreement to terminate lease between the City and Borough of Sitka and Christian A. Scantling/Deborah N. Wynsen for 725 Siginaka Way with a lease term end date to be determined by the Assembly.

Richard Wein spoke in support.

Administrator Leach explained lease agreements were approved by the Assembly hence the reason for bringing the lease modification forward. He stated the tenants had an excellent record of making timely payments and were current with the Municipality in all aspects. He reminded a specific date of termination was needed.

Assembly members spoke in support of the termination and suggested April 1.

A motion to amend was made by Himschoot for the lease term end date to be April 1. The amendment PASSED by the following vote.

Yes: 5 - Nelson, Mosher, Eisenbeisz, Duncan, and Himschoot.

Absent: 2 **-** Knox, and Christianson

The main motion as amended PASSED by the following vote.

Yes: 5 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

G 21-074

Approve the Sitka Marine Services Center General Terms and Conditions related to Seafood Producers Cooperative lease activities

Administrator Leach explained that Sitka Seafood Producers had an agreement in place to lease the cold storage space at the Marine Services Center. During recent analysis, it was determined that the public storage rates had not been updated since June 27, 2000. Leach noted adjustments were to be made to keep the rates current with other prevailing rates in the Puget Sound area.

A motion was made by Mosher that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

H 21-077

Approve the Request for Proposals for Rental of Marine Services Center Cold Storage Space at 600 Katlian Street

Wein referenced the memo and hoped to hear more about the maximum flexibility mentioned.

Administrator Leach stated the space was currently occupied by a month-to-month lessee. The idea would be to establish a long-term lease that would expire June 30, 2023 in conjunction with existing leases. If both leases were to expire on the same date the Assembly could then start the discussion of future options, if desired, for the facility.

A motion was made by Himschoot that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 5 - Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

Absent: 2 - Christianson, and Knox

I 21-076

Discussion / Direction / Decision on the plan by Norwegian Cruise Line Holdings, Ltd., to donate One Million Dollars ($1M) to the City and Borough of Sitka, to help mitigate the economic impact from the ongoing cruise suspension, with no strings attached and no quid pro quo, leaving the decisions as to distribution of the donation entirely up to the City

Mayor Eisenbeisz reminded that the discussion was whether to accept the donation from Norwegian Cruise Line Holdings. If accepted, distribution plans would be

discussed at a future meeting.

Administrator Leach stated staff had received a phone call indicating Norwegian Cruise Line Holdings (NCLH) wished to donate $1M to Sitka, along with five other communities in Southeast, to help lessen the economic impact by the ongoing suspension of cruise voyages. NCLH stated that this donation had no strings attached, no quid pro quo, and that they would have no involvement in the distribution of funds.

A motion was made by Nelson to authorize the Municipal Administrator to accept any donation by Norwegian Cruise Line Holdings, Ltd., to the City and Borough of Sitka, and direct the Municipal Administrator to apply to capital projects or reserves. The motion FAILED by the following vote.

Yes: 1 - Nelson

No: 4 - Himschoot, Duncan, Mosher, and Eisenbeisz

Absent: 2 - Christianson, and Knox

Richard Wein spoke in support of applying the donation to capital projects or reserves.

Nelson relayed the Assembly was already receiving suggestions on how to spend the donation. She stated funding capital projects would in turn benefit the quality of life for Sitkans. Other members, while not opposed to the idea, wished to have a more thorough discussion on the use of the funds. A motion followed authorizing the Administrator to accept the donation.

Richard Wein spoke in support of accepting the donation.

A motion was made by Mosher to authorize the Municipal Administrator to accept any donation by Norwegian Cruise Line Holdings, Ltd., to the City and Borough of Sitka, and once the donation is received seek Discussion / Direction / Decision from the Assembly at the next regular meeting as to a plan for distribution. The motion PASSED by the following vote.

Yes: 4 - Mosher, Eisenbeisz, Himschoot, and Duncan

No: 1 - Nelson

Absent: 2 - Christianson, and Knox

J 21-068 Discussion / Decision on the "assembly@cityofsitka.org" group email address

Mosher provided historical background and noted until March 2019 emails sent to assembly@cityofsitka.org were received not only by Assembly members but department heads. Mosher spoke to the previous lack of trust. He suggested an email address option that would combine the Assembly and Administrator. This would help lessen the number of emails sent to the Assembly email address that were then forwarded on to the Administrator. Nelson spoke in opposition and said the public should be able to contact the Assembly without emails being forwarded to staff.

The Assembly directed staff to create a combined group email address for the assembly and administrator: assemblyandadministrator@cityofsitka.org.

XII. PERSONS TO BE HEARD:

Brandon Carlos spoke to previous Sitka Police Department settlement cases and about his personal interactions with the Sitka Police.

Richard Wein offered support to the Sitka Police Department, spoke to the Open Meetings Act, and reminded emails were subject to disclosure pursuant to a public records request.

XIII. REPORTS

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

Mayor - Eisenbeisz noted Sitka Tribe of Alaska was discussing participation on City boards/commissions.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Mosher to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:55pm.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-085	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Approve liquor license renewal applications for 1) Mean Queen upstairs and downstairs at 205 Harbor Drive, and 2) Trinity Business Services LLC dba Halibut Point Crab & Brew at 4513 Halibut Point Road				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Memo Liquor License Renewals 2786, 5553 LGB Notice - City of Sitka in Borough 42321 2786 Mean Queen CRA BD 5553 Mean Queen CRA BD 5510 LGB Notice - City of Sitka in Borough 43021 5510 Halibut Point Crab & Brew CRA				

Date	Ver.	Action By	Action	Result

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

POSSIBLE MOTION

I MOVE TO approve liquor license renewal applications for 1) Mean Queen upstairs and downstairs at 205 Harbor Drive, and 2) Trinity Business Services LLC dba Halibut Point Crab & Brew at 4513 Halibut Point Road and forward these approvals to the Alcoholic Beverage Control Board without objection.

City and Borough of Sitka

PROVIDING FOR TODAY . . . PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Sara Peterson, Municipal Clerk

Date: May 3, 2021

Subject: Approve liquor license renewal applications for Mean Queen LLC and Halibut Point Crab & Brew

---

Our office has received notification of the following liquor license renewal applications:

Lic #: **2786**
DBA: Mean Queen
License Type: Beverage Dispensary
Licensee: Mean Queen, LLC
Premises Address: 205 Harbor Drive

Lic #: **5553**
DBA: Mean Queen
License Type: Beverage Dispensary - Duplicate
Licensee: Mean Queen, LLC
Premises Address: 205 Harbor Drive - Downstairs

Lic #: **5510**
DBA: Halibut Point Crab & Brew
License Type: Restaurant/Eating Place - Seasonal
Licensee: Trinity Business Services LLC
Premises Address: 4513 Halibut Point Road

A memo was circulated to the various departments who may have a reason to protest these requests. No departmental objections were received.

Recommendation:
Approve liquor license renewal applications for 1) Mean Queen upstairs and downstairs at 205 Harbor Drive, and 2) Trinity Business Services LLC dba Halibut Point Crab & Brew at 4513 Halibut Point Road and forward these approvals to the Alcoholic Beverage Control Board without objection.

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 23, 2021

City and Borough of Sitka
Via Email: sara.peterson@cityofsitka.org ; jessica.henshaw@cityofsitka.org

Re: Notice of Liquor License Renewal Application

License Number	DBA	Type	City	Borough	Community Council
2786	Mean Queen	Beverage Dispensary	Sitka	Sitka	NONE
5553	Mean Queen - Duplicate	Beverage Dispensary - Duplicate	Sitka	Sitka	NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

2786

FORM CONTROL

XXXX

ISSUED

04/19/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispen

LICENSE FEE: $2,500.00

1104

CITY / BOROUGH: Sitka
Sitka

D/B/A: Mean Queen
205 Harbor Drive

Mail Address:
Mean Queen, LLC
205 Harbor Drive
Sitka, AK 99835

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

TEMPORARY

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

2786

FORM CONTROL

XXXX

ISSUED

04/19/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispen

LICENSE FEE: $2,500.00

CITY / BOROUGH: Sitka
Sitka

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

D/B/A: Mean Queen
205 Harbor Drive

Mailing Address:
Mean Queen, LLC
205 Harbor Drive
Sitka, AK 99835

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)

TEMPORARY

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Mean Queen	**License Number:**	2786
License Type:	Beverage Dispensary		
Examiner:	Randi	**Transaction #:**	100033575

Document	Received	Completed	Notes
AB-17: Renewal Application	1/4	4/14	Postmarked by 12/31
App and License Fees	1/4	4/14	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	

	Yes	No
Selling alcohol in response to written order (package stores)?	☐	☑
Mailing address and contact information different than in database (if yes, update database)?	☐	☑
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	☑	☐
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	☑	☐

LGB 1 Response: C/B Sitka

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response: None

☐ Waive ☐ Protest ☐ Lapsed

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable **$500.00** late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540,3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Mean Queen LLC	**License #:**	2786
License Type:	Beverage Dispensary		
Doing Business As:	Mean Queen		
Premises Address:	205 Harbor Dr Sitka AK 99835		
Local Governing Body:	City & Borough of Sitka		
Community Council:	City Assembly		

If your mailing address has changed, write the NEW address below:

Mailing Address:	— NA —				
City:		**State:**		**ZIP:**	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.
This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Mary Magnuson	**Contact Phone:**	907-752-0500
Contact Email:	mean		

Optional: If you wish for AMCO staff to communicate with **anyone other than the Contact Licensee** about your license, list them below:

Name of Contact:		**Contact Phone:**	
Contact Email:	/		

Name of Contact:		**Contact Phone:**	
Contact Email:	NA		

Name of Contact:	/	**Contact Phone:**	
Contact Email:	/		

AMCO
JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.
https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #:	10030346

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of $48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The **only exception** to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of ***any*** type *including non-profit* must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of ***any*** type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of ***any*** type, *including Limited Partnerships* must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You **must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Mary Magnuson				
Title(s):	Member	**Phone:**	907-752-0500	**% Owned:**	50
Mailing Address:	209 Mills St A				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:	Patrick O'Donnell				
Title(s):	member	**Phone:**	907-738-7440	**% Owned:**	50
Mailing Address:	PO BOX 1381				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:					
Title(s):		**Phone:**		**% Owned:**	
Mailing Address:					
City:		**State:**		**ZIP:**	

AMCO
JAN - 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of $48.25 for each **new** owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: **All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105.** You **must** list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: ☐ Applicant ☐ Affiliate

Name:			**Contact Phone:**		
Mailing Address:					
City:	NA	**State:**		**ZIP:**	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:			**Contact Phone:**		
Mailing Address:					
City:		**State:**		**ZIP:**	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

	2019	2020
1. The license was **regularly operated continuously** throughout each year. (Year-round)	☒	☒
2. The license was **only operated during a specific season** each year. (Seasonal) *If your operation dates have changed, list them below:* _____ to _____	☐	☐
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. *A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.*	☐	☐
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. *A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.*	☐	☐

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

	Yes	No
Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?	☐	☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- **I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.**
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Mary Magnuson
Signature of licensee

State of Alaska
NOTARY PUBLIC
Mary A. Broschat
My Commission Expires Jun 16, 2024

Signature of Notary Public

Mary Magnuson
Printed name of licensee

Notary Public in and for the State of: Alaska

My commission expires: 06/16/24

Subscribed and sworn to before me this 30 day of December, 2020.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	$	**Application Fee:**	$ 300.00	**Misc. Fee:**	$
Total Fees Due:					**$**

AMCO
JAN – 4 2021

PRESS FIRMLY TO SEAL

1006

99501

U.S. POSTAGE PAID
PM-Day
SITKA, AK
99835
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- Expected delivery date specified for domestic use.
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*Insurance does not cover certain items. For details regarding claims exclusions see the Domestic Mail Manual at *http://pe.usps.com*.

** See International Mail Manual at *http://pe.usps.com* for availability and limitations of coverage.

FROM: Mean Green
205 Harbor D
Sitka AK 99835

TO:
AMCO
530 W 7th Ave, Ste 1600
Anchorage, AK
99501

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ONE RATE ■ ANY WEIGHT

EXPECTED DELIVERY DAY: 01/07/21

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EP14F May 2020
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Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Mean Queen LLC

Entity Type: Limited Liability Company

Entity #: 10030346

Status: Good Standing

AK Formed Date: 6/22/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021 File Biennial Report

Entity Mailing Address: 205 HARBOR DRIVE, SITKA, AK 99835

Entity Physical Address: 205 HARBOR DRIVE, SITKA, AK 99835

Registered Agent

Agent Name: Mary Magnuson

Registered Mailing Address: 209 MILLS ST A, SITKA, AK 99835

Registered Physical Address: 209 MILLS ST A, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Mary Magnuson	Member	50.00
	Patrick O'Donnell	Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
6/22/2015	Creation Filing	Click to View	Click to View
6/22/2015	Initial Report	Click to View	
12/17/2016	Biennial Report	Click to View	
12/10/2018	Biennial Report	Click to View	

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Alaska Business License # **1023824**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

MEAN QUEEN

205 HARBOR DRIVE, SITKA, AK 99835

owned by

MEAN QUEEN LLC

is licensed by the department to conduct business for the period

October 15, 2020 to December 31, 2021
for the following line(s) of business:

72 - Accommodation and Food Services

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 19, 2021

Mean Queen, LLC
DBA: Mean Queen, Mean Queen - Duplicate
Via Email: meanqueenmary@yahoo.com

Re: Beverage Dispensary License #2786, 5553 DBA: Mean Queen, Mean Queen - Duplicate

Dear Applicant:

I have received your application for renewal of your liquor licenses. Our staff has reviewed your applications after receiving your applications and required fees. Your renewal documents appear to be in order, and I have determined that your applications are complete for purposes of AS 04.11.510, and AS 04.11.520.

Your applications are now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications.

A temporary license has been issued for these establishments and is attached to the email sent to you.

Your application will be scheduled for the **April 28, 2021** board meeting for Alcoholic Beverage Control Board consideration. The zoom link and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

You will receive your regular renewed license after your local governing body and community council (if applicable) have waived their right to protest and ABC has approved your application.

This can take up to 60 days if your local government and/or community council chooses not to respond per 3 AAC 306.145(1).

Do not contact AMCO requesting your license until after Local Government has responded or lapsed, ABC has approved the renewal, and the office has appropriate time to complete and print the license.

Please feel free to contact us through the alcohol.licensing@alaska.gov email address if you have any questions.

Sincerely,

Randi Baker
Occupational Licensing Examiner

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

5553

FORM CONTROL

XXXX

ISSUED

04/19/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispen

LICENSE FEE: $2,500.00

1105

CITY / BOROUGH: Sitka
Sitka

D/B/A: Mean Queen - Duplicate
205 Harbor Drive - Downstairs

Mail Address:
Mean Queen, LLC
205 Harbor Drive
Sitka, AK 99835

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

TEMPORARY

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

5553

FORM CONTROL

XXXX

ISSUED

04/19/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

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LICENSE FEE: $2,500.00

CITY / BOROUGH: Sitka
Sitka

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

D/B/A: Mean Queen - Duplicate
205 Harbor Drive - Downstairs

Mailing Address:
Mean Queen, LLC
205 Harbor Drive
Sitka, AK 99835

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)

TEMPORARY

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Mean Queen	**License Number:**	2786
License Type:	Beverage Dispensary		
Examiner:	Randi	**Transaction #:**	100033575

Document	Received	Completed	Notes
AB-17: Renewal Application	1/4	4/14	Postmarked by 12/31
App and License Fees	1/4	4/14	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	

	Yes	No
Selling alcohol in response to written order (package stores)?	☐	☐
Mailing address and contact information different than in database (if yes, update database)?	☐	☐
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	☐	☐
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	☐	☐

LGB 1 Response: C/B Sitka

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response: N/A

☐ Waive ☐ Protest ☐ Lapsed

550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable **$500.00** late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540,3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Mean Queen LLC	**License #:**	5553
License Type:	Beverage Dispensary - Duplicate		
Doing Business As:	Mean Queen		
Premises Address:	205 Harbor Dr Sitka AK 99835 - Downstairs		
Local Governing Body:	City & Borough of Sitka		
Community Council:	City Assembly		

If your mailing address has changed, write the NEW address below:

Mailing Address:	NA				
City:		**State:**		**ZIP:**	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.
This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Mary Magnuson	**Contact Phone:**	907-752-0500
Contact Email:	meanqueenmary@yahoo.com		

Optional: If you wish for AMCO staff to communicate with **anyone other than the Contact Licensee** about your license, list them below:

Name of Contact:		**Contact Phone:**	
Contact Email:			

Name of Contact:		**Contact Phone:**	
Contact Email:	NA		

Name of Contact:		**Contact Phone:**	
Contact Email:			

AMCO
JAN - 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.
https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #:	10030346

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of $48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The **only exception** to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of ***any*** type *including non-profit* must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of ***any*** type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of ***any*** type, *including Limited Partnerships* must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. **You must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Mary Magnuson				
Title(s):	Member	**Phone:**	907-752-0500	**% Owned:**	50
Mailing Address:	209 Mills St A				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:	Patrick O'Donnell				
Title(s):	member	**Phone:**	907-738-7440	**% Owned:**	50
Mailing Address:	PO BOX 1381				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:					
Title(s):		**Phone:**		**% Owned:**	
Mailing Address:					
City:		**State:**		**ZIP:**	

AMCO
JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of $48.25 for each **new** owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: **All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105.** You **must** list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: ☐ Applicant ☐ Affiliate

Name:			**Contact Phone:**		
Mailing Address:					
City:		**State:**		**ZIP:**	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:			**Contact Phone:**		
Mailing Address:					
City:		**State:**		**ZIP:**	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

	2019	2020
1. The license was **regularly operated continuously** throughout each year. (Year-round)	☒	☐
2. The license was **only operated during a specific season** each year. (Seasonal) *If your operation dates have changed, list them below:* _____ to _____	☐	☐
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. *A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.*	☐	☐
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendaryears. *A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.*	☐	☒

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

	Yes	No
Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?	☐	☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO

JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- **I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.**
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Mary Magnuson
Signature of licensee

Mary Magnuson
Printed name of licensee

State of Alaska
NOTARY PUBLIC
Mary A. Broschat
My Commission Expires Jun 16, 2024

Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 06/16/24

Subscribed and sworn to before me this 30 day of December, 2020.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	$	**Application Fee:**	$ 300.00	**Misc. Fee:**	$
Total Fees Due:					**$**

AMCO
JAN – 4 2021

PRESS FIRMLY TO SEAL

1006

99501

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SITKA, AK
99835
DEC 30, 20
AMOUNT
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FLAT RATE ENVELOPE

ONE RATE ■ ANY WEIGHT

EXPECTED DELIVERY DAY: 01/07/21

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EP14F May 2020
OD: 12 1/2 x 9 1/2

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can the QR code.

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FROM: Mean Queen
205 Harbor D
Sitka AK 99835

TO:
AMCO
530 W 7th Ave, Ste 1600
Anchorage, AK
99501

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Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Mean Queen LLC

Entity Type: Limited Liability Company

Entity #: 10030346

Status: Good Standing

AK Formed Date: 6/22/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2021 File Biennial Report

Entity Mailing Address: 205 HARBOR DRIVE, SITKA, AK 99835

Entity Physical Address: 205 HARBOR DRIVE, SITKA, AK 99835

Registered Agent

Agent Name: Mary Magnuson

Registered Mailing Address: 209 MILLS ST A, SITKA, AK 99835

Registered Physical Address: 209 MILLS ST A, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Mary Magnuson	Member	50.00
	Patrick O'Donnell	Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
6/22/2015	Creation Filing	Click to View	Click to View
6/22/2015	Initial Report	Click to View	
12/17/2016	Biennial Report	Click to View	
12/10/2018	Biennial Report	Click to View	

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Alaska Business License # **1023824**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

MEAN QUEEN

205 HARBOR DRIVE, SITKA, AK 99835

owned by

MEAN QUEEN LLC

is licensed by the department to conduct business for the period

October 15, 2020 to December 31, 2021
for the following line(s) of business:

72 - Accommodation and Food Services

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 19, 2021

Mean Queen, LLC
DBA: Mean Queen, Mean Queen - Duplicate
Via Email: meanqueenmary@yahoo.com

Re: Beverage Dispensary License #2786, 5553 DBA: Mean Queen, Mean Queen - Duplicate

Dear Applicant:

I have received your application for renewal of your liquor licenses. Our staff has reviewed your applications after receiving your applications and required fees. Your renewal documents appear to be in order, and I have determined that your applications are complete for purposes of AS 04.11.510, and AS 04.11.520.

Your applications are now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications.

A temporary license has been issued for these establishments and is attached to the email sent to you.

Your application will be scheduled for the **April 28, 2021** board meeting for Alcoholic Beverage Control Board consideration. The zoom link and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

You will receive your regular renewed license after your local governing body and community council (if applicable) have waived their right to protest and ABC has approved your application.

This can take up to 60 days if your local government and/or community council chooses not to respond per 3 AAC 306.145(1).

Do not contact AMCO requesting your license until after Local Government has responded or lapsed, ABC has approved the renewal, and the office has appropriate time to complete and print the license.

Please feel free to contact us through the alcohol.licensing@alaska.gov email address if you have any questions.

Sincerely,

Randi Baker
Occupational Licensing Examiner

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development
ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 30, 2021

City and Borough of Sitka
Via Email: sara.peterson@cityofsitka.org ; jessica.henshaw@cityofsitka.org

Re: Notice of Liquor License Renewal Application

License Number	DBA	Type	City	Borough	Community Council
5510	Halibut Point Crab & Brew	Restaurant/Eating Place-Seasonal	Sitka	Sitka	NONE

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Mean Queen	**License Number:**	2786
License Type:	Beverage Dispensary		
Examiner:	Randi	**Transaction #:**	100033575

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COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	

	Yes	No
Selling alcohol in response to written order (package stores)?	☐	☐
Mailing address and contact information different than in database (if yes, update database)?	☐	☐
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	☐	☐
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	☐	☐

LGB 1 Response: ☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response: ☐ Waive ☐ Protest ☐ Lapsed

Alcohol and Marijuana Control Office
550 W 7th Avenue,
Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable $500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Trinity Business Services LLC	License #:	5510
License Type:	Restaurant/Eating Place - Seasonal		
Doing Business As:	Halibut Point Crab & Brew		
Premises Address:	4513 Halibut Point Road, Sitka, AK 99835		
Local Governing Body:	Sitka City & Borough		
Community Council:	none		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.
This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Ben Hilberg	Contact Phone:	(253) 405-0389
Contact Email:	bhilberg@msn.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Becky Friske	Contact Phone:	(907) 738-3811
Contact Email:	beckyfriske@gmail.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO
JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #

https://www.commerce.alaska.gov/cbp/main/search/entities

Alaska CBPL Entity #:	10027855

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of $48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of *any* type *including non-profit* must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of *any* type must list ONLY the following
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of *any* type, *including Limited Partnerships* must list ONLY the following
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

Important Note: All entries below must match our records or your application will be returned per AS 04.11.260 & AAC 304.160. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. If more space is needed; attach additional completed copies of this page. Additional information not on this page will be rejected.

Name of Official:	Benjamin Hilberg				
Title(s):	~~President~~ Manager, member	Phone:	(253)405-0389	% Owned:	100
Mailing Address:	P.O Box 816				
City:	Sitka	State:	AK	ZIP:	99835

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

AMCO

JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 3 – Sole Proprietor Ownership Information N/A

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of $48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: ☐ Applicant ☐ Affiliate

Name:			Contact Phone:		
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:			Contact Phone:		
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

	2019	2020
1. The license was regularly operated continuously throughout each year. (Year-round)	☐	☐
2. The license was only operated during a specific season each year. (Seasonal) *If your operation dates have changed, list them below:* _____ to _____	☒	☐
3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year. *A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.*	☐	☐
4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. *A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.*	☐	☒

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

	Yes	No
Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?	☐	☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.

AMCO
JAN – 4 2021

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete:

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- **I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.**
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Signature of licensee

Signature of Notary Public

BT HILBERT

Printed name of licensee

Notary Public in and for the State of: Alaska

My commission expires: September 17, 2022

Subscribed and sworn to before me this 29th day of December, 2020.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	$ 300	Application Fee:	$ 300.00	Misc. Fee:	$
		Total Fees Due:			$ 300.00

AMCO
JAN – 4 2021

THE STATE of ALASKA
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community, and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 24, 2021

Trinity Business Services, LLC.
DBA: Halibut Point Crab & Brew
Via Email: bhilberg@msn.com ; beckyfriske@gmail.com

Re: Restaurant/Eating Place-Seasonal License #5510 DBA: Halibut Point Crab & Brew

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

A temporary license has been issued for this establishment.

Your application will be scheduled for the *April 28th 2021* board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the alcohol.licensing@alaska.gov email address if you have any questions.

Sincerely,

Olivia Frank
Occupational Licensing Examiner

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

FORM CONTROL

XXXX

ISSUED

4/24/2021

ABC BOARD

LIQUOR LICENSE 2021 - 2022

LICENSE NUMBER

5510

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

5/1 - 10/31

TYPE OF LICENSE: Restaurant/Eating

LICENSE FEE: $300.00

1132

CITY / BOROUGH: Sitka
Sitka

D/B/A: Halibut Point Crab & Brew
4513 Halibut Point Rd

Mail Address:
Trinity Business Services, LLC.
PO Box 816
Sitka, AK 99835

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

TEMPORARY

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

FORM CONTROL

XXXX

ISSUED

4/24/2021

ABC BOARD

LIQUOR LICENSE 2021 - 2022

LICENSE NUMBER

5510

LICENSE RENEWAL APPLICATION DUE DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT FEBRUARY 28, 2023 UNLESS DATED BELOW

5/1 - 10/31

TYPE OF LICENSE: Restaurant/Eating

LICENSE FEE: $300.00

CITY / BOROUGH: Sitka
Sitka

This license cannot be transferred without permission of the Alcoholic Beverage Control Board

[ ] Special restriction - see reverse side

ISSUED BY ORDER OF THE ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)

D/B/A:
Halibut Point Crab & Brew
4513 Halibut Point Rd

Mailing Address:
Trinity Business Services, LLC.
PO Box 816
Sitka, AK 99835

COPY

TEMPORARY

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Trinity Business Services, LLC

Entity Type: Limited Liability Company

Entity #: 10027855

Status: Good Standing

AK Formed Date: 3/13/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: PO BOX 816, SITKA, AK 99835-1234

Entity Physical Address: 1840 EDGECUMBE DRIVE, SITKA ALASKA, AK 99835-1234

Registered Agent

Agent Name: Benjamin Hilberg

Registered Mailing Address: PO BOX 816, SITKA, AK 99835-1234

Registered Physical Address: 485 KATLIAN UNIT A, SITKA, AK 99835-1234

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Benjamin Hilberg	Manager, Member	100.00

Filed Documents

Date Filed	Type	Filing	Certificate
3/13/2015	Creation Filing	Click to View	Click to View
7/03/2016	Initial Report	Click to View	
11/23/2016	Biennial Report	Click to View	
12/23/2018	Biennial Report	Click to View	
10/11/2020	Biennial Report	Click to View	

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Alaska Business License # **1018107**

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

TRINITY BUSINESS SERVICES, LLC

1293 SEWARD AVE, S, AK

owned by

TRINITY BUSINESS SERVICES, LLC

is license by the department to conduct business for the period

December 23, 2018 to December 31, 2020
for the following line of business:

55 - Management of companies and enterprises; 72 - Accommodation and Food Services

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	ORD 21-08	Version:	1	Name:	
Type:	Ordinance			Status:	AGENDA READY
File created:	4/21/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Making supplemental appropriations for fiscal year 2021 (Sitka Community Hospital Dedicated Fund)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Ord 2021-08 Memo and Ord 2021-08				

Date	Ver.	Action By	Action	Result
4/27/2021	1	City and Borough Assembly		

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POSSIBLE MOTION

I MOVE TO approve Ordinance 2021-08 on second and final reading making supplemental appropriations for fiscal year 2021 *(Sitka Community Hospital Dedicated Fund)*.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Melissa Haley, Finance Director

Date: April 16, 2021

Subject: Supplemental Appropriation SCH Dedicated Fund

Background

The SCH Dedicated Fund is used to track both tobacco tax proceeds as well as any residual revenue and expenses related to the former Sitka Community Hospital (SCH).

Analysis

During the FY2021 budget process the accounting treatment of the SCH Dedicated Fund was still being determined. The original budget did not include certain liabilities that were to be paid, as they were originally determined to be a liability rather than an expense. As more research was completed, as well as many discussions with our auditors, it was determined that a key remaining liability (the Cerner EHR liability) should be accounted for using the modified accrual basis, which means that, at the fund level, the payments should be included in the expense budget. While we were able to exercise an early termination clause of the Cerner contract in March, we paid out approximately $366,000 in FY2021. In addition to the Cerner expense, we expect to pay out on a deductible for legal expenses related to lawsuits against the form SCH. Finally, unemployment expense for SCH has increased (nearly double the prior year).

Fiscal Note

To ensure we have sufficient appropriations to cover expenses through the end of the fiscal year, we propose increasing appropriations by $425,000, to reflect anticipated expense through the end of the fiscal year.

Recommendation

Increase appropriations in the Sitka Community Hospital Fund by $425,000.

Sponsor: Administrator

C I T Y A N D B O R O U G H O F S I T K A

ORDINANCE NO. 2021-08
AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA MAKING SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021
(Sitka Community Hospital Dedicated Fund)

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 Operational appropriation 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.
:

FISCAL YEAR 2021 EXPENDITURE BUDGETS
CAPITAL PROJECTS
Fund 190 – Sitka Community Hospital Dedicated Fund: Increase appropriations in the amount of $425,000 to cover long-term contracts, legal expenses, and increased unemployment costs.

EXPLANATION
This supplemental appropriation addresses both final determination of accounting treatment of certain contracts as well as previously unknown legal expenses, and an increase in unemployment costs for previous SCH employees.

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 11th Day of May 2021.

ATTEST: **Steven Eisenbeisz, Mayor**

Sara Peterson, MMC
Municipal Clerk

1st reading: 4/27/2021
2nd and final reading: 5/11/2021

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	ORD 21-09	Version:	1	Name:	
Type:	Ordinance			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Adopting budgets and capital improvement plan for the General Fund, Internal Service Funds, and Special Revenue Funds for the fiscal year July 1, 2021 through June 30, 2022				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Ord 2021-09 Budget memo Ord 2021-09 Final Draft FY2022 Administrator's Budget rs				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO approve Ordinance 2021-09 on first reading adopting budgets and capital improvement plan for the General Fund, Internal Service Funds, and Special Revenue Funds for the fiscal year July 1, 2021 through June 30, 2022.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Melissa Haley, Finance Director

Date: May 4, 2021

Subject: **FY2022 budget ordinances**

Background

In prior years, staff have submitted budget ordinances separately from any ordinances increasing rates in enterprise funds. This year, given the extensive discussions during work sessions beginning in December 2020, staff has consolidated all appropriations and rate increases for the enterprise funds into one ordinance. In addition, while required to be passed only by resolution, we have included the harbor rates as part of this ordinance, having heard in the past that some assembly members wished for more opportunity for public participation.

Analysis

The direction given to staff by administration when developing the budget was to keep services at their current levels. This direction, combined with changes aimed at improving operational efficiency as well as collaboration of administration and department heads to develop rates necessary to sustain utility infrastructure in the long-term resulted in the Final Draft FY2022 and the appropriations before the Assembly. The Administrator's Letter in the included FY2022 Draft Budget outlines the unique context and circumstances around the FY2022 budget.

Fiscal Note

Governmental Funds

The FY2022 General Fund budget is unusual in that to balance the budget, we must rely on a surplus we anticipate generating in the current fiscal year (reserves). This is also the second year with no transfers out for general governmental capital improvements. While feasible in the short-term to ensure we can continue the basic

governmental services and maintain momentum on key improvements, looking forward, it will be critical to prioritize infrastructure spending.

Enterprise Funds

As always, ensuring that each fund has sufficient funding to cover needed capital repairs, while balancing debt levels is what drives the rate increases for our utilities and harbors—all are infrastructure intensive, and that infrastructure must function in order to provide the required services. This year investment in updating or creating longer term infrastructure repair plans (master plans) has been prioritized. Any rate increase proposed is the minimum that will allow us to repair our infrastructure and avoid spiked rate increases, however updating long-term plans is critical as the projections are only as accurate as the long-term capital plans.

Recommendation

Approve the FY2022 Draft Administrator's Budget including the Capital Improvement Plan via ordinances 2021-09 and 2021-10 containing the appropriations and rate increases that represent the FY2022 Draft Administrator's budget.

Sponsor: Administrator

C I T Y A N D B O R O U G H O F S I T K A

ORDINANCE NO. 2021-09

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA ADOPTING BUDGETS AND CAPITAL IMPROVEMENT PLAN FOR THE GENERAL FUND, INTERNAL SERVICE FUNDS, AND SPECIAL REVENUE FUNDS FOR THE FISCAL YEAR JULY 1, 2021 THROUGH JUNE 30, 2022

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 portion 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 set forth budgetary requirements for the operation of the various divisions, departments and organizations of the City and Borough of Sitka for Fiscal Year 2022.

4. ENACTMENT. NOW THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska that the following expenditure budgets (see below) for the fiscal period beginning July 1, 2021 and ending June 30, 2022 and related capital improvement plan (included in the FY2022 Administrator's Budget) are hereby adopted as follows:

	REVENUE	**EXPENDITURE BUDGET**		
GENERAL FUND	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
General Fund	$ 27,468,113	$ 29,270,640	$ 63,500	$ 29,334,140

INTERNAL SERVICE FUNDS	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
Information Technology Fund	$ 1,514,123	$ 1,953,315	$ -0-	$ 1,953,315
Central Garage Fund	$ 1,906,621	$ 1,351,547	$ 117,000	$ 1,468,547
Building Maintenance Fund	$ 733,904	$ 920,122	$ 300,000	$ 1,220,122

SPECIAL REVENUE FUNDS	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
Pet Adoption Fund	$ 4,750	$ 15,000	$ -0-	$ 15,000
Sitka Forfeiture Fund	$ 1,000	$ 50,000	$ -0-	$ 50,000
Library Building Fund	$ 500	$ 1,000	$ -0-	$ 1,000

Southeast Alaska Economic Development Fund	$ 50,000	$ 50,000	$ -0-	50,000
GPIP Contingency Fund	**$** 11,000	$ 281,000	$ -0-	$ 281,000
Sitka Community Hospital Dedicated Fund	$ 1,548,000	$ 1,451,319	$ -0-	$ 1,451,319
Student Activities Travel Fund	$ 2,700	$ 10,500	$ -0-	$ 10,500
Fisheries Enhancement Fund	$ 30,600	$ 30,600	$ -0-	$ 30,600
Utility Subsidization Fund	$ 39,000	$ 72,000	$ -0-	$ 72,000
Commercial Passenger Vessel Excise Tax Fund	$ 12,000	$ 125,000	$ 15,000	$ 140,000
Visitor Enhancement Fund	$ 486,000	$ 464,489	$ -0-	$ 464,489
Revolving Fund	$ 24,000	$ 18,300	$ -0-	$ 18,300
Guarantee Fund	$ 6,000	$ 6,000	$ -0-	$ 6,000
Cemetery Fund	$ 2,000	$ 2,000	$ -0-	$ 2,000
Rowe Trust Fund	$ 4,500	$ 4,500	$ -0-	$ 4,500
Library Endowment Fund	$ 4,000	$ -0-	$ 35,000	$ 35,000
Bulk Water Fund	$ 11,500	$ -0-	$ 30,000	$ 30,000
Seasonal Sales Tax/School Bond Debt Service Fund	$ 2,066,719	$ 2,402,115	$ -0-	$ 2,402,115
PERMANENT FUND				
Permanent Fund	$ 372,000	$ 52,800	$ 1,145,554	$ 1,198,354

GENERAL FUND CAPITAL PROJECT FUND	REVENUE	OPERATIONS	CAPITAL /TRANSFER	TOTAL
General Capital Project Fund	$ 464,000	$ -0-	$ 464,000	$ 464,000

EXPLANATION

Details of individual budgets and capital improvement plans are contained in the FY2022 Administrator's Budget. Support to the Sitka School District has been included in the General Fund Expenditures. Budgeted amounts for all funds include revenue, operating expenditures and new capital appropriations. This ordinance fulfills the requirements of Section 11.08 of the Home Rule Charter of the City and Borough of Sitka regarding annual adoption of a capital improvements program.

5. EFFECTIVE DATE. This ordinance shall become effective on July 1, 2021.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 25th day of May 2021.

_____
Steven Eisenbeisz, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st reading: 5/11/2021
2nd and final reading: 5/25/2021

Sponsor: Administrator

CITY AND BOROUGH OF SITKA

FISCAL YEAR 2022

DRAFT

CONSOLIDATED OPERATING BUDGET

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

April 29, 2021

Mayor Eisenbeisz, Assembly Members and Fellow Citizens of the City and Borough of Sitka,

In accordance with the provisions of Article XI, Section 11.02 of the Home Rule Charter of the City and Borough of Sitka, the Fiscal Year 2022 Consolidated Operating Budget of the City and Borough of Sitka is hereby presented for your approval.

The Last Year in Review

FY21 was a fiscal exercise like no other for the Sitka Assembly. The budgetary implications for FY21 were significant and had a direct impact on the Municipality's ability to offer governmental services and maintain its infrastructure. However, both the City and Borough of Sitka (CBS) and the Sitka School District (SSD) were able to manage their respective budgets with keen oversight and the utmost fiscal conservancy to prevent major reductions in services to residents and students.

The COVID-19 pandemic, paired with near record low fish returns for the summer of 2020, created economic shockwaves that will reverberate in Sitka for years to come. Fortunately, Coronavirus Aid, Relief, and Economic Security (CARES) Act funding of approximately $14.1M and anticipated American Rescue Plan (ARP) Act funding helped Sitka citizens weather the financial storm and allowed the CBS to continue governmental services and delay only routine capital improvement projects. However, the gap widened between our actual funding for infrastructure and the increasing burden of deferred maintenance.

Navigating complicated Treasury guidelines and tight timelines, a CARES Working Group was established in the summer of 2020 to design a $14.1M Federal spending program developed to meet the needs of the community following the economic downturn caused by COVID-19. The CARES Working Group developed a budget, drafted grant applications, and secured contracts with many businesses and non-profits to serve the community in the form of subsidies, direct grants, and social support programs. The following is a breakdown of how the funds were allocated:

- $3.7M was provided to Sitka citizens in the form of utility and harbor subsidies.
- $6M was provided to our businesses and non-profits through two phases of direct grants.
- $2.3M was allocated to social support programs such as increasing childcare capacity, food distribution, mental health support, housing assistance, homeless support, and a transitional employment program.
- $1M was retained by the CBS to address COVID-19 mitigation needs such as increased IT capabilities, sanitation efforts, and building modifications to allow for social distancing.

- $430K was granted to the Sitka School District (SSD) for Americorps volunteers, sanitation efforts, and to provide laptops to students for remote learning during school closures.
- $627,653 was allocated for contingency (with any unused funds in any category supporting public safety).

The loss of the 2020/2021 cruise seasons and a major reduction in the number of individual travelers led to an overall projected decrease in sales tax revenue to the CBS of approximately $7M. Near record low fish returns exacerbated the economic downturn, severely impacted our fishing fleet, and further reduced CBS revenues. Local bed tax, raw fish tax, and fish box tax collection also saw significant reductions due to the confluence of these two significant economic drivers.

As a result of the sale of the business operations of the former Sitka Community Hospital to SouthEast Regional Health Consortium (SEARHC), the Municipality agreed to indemnify SEARHC against liabilities associated with the prior operation of the hospital. During due diligence procedures, it was determined that the former Sitka Community Hospital had over-compensated physicians resulting in Stark and Anti-Kickback violations. The Municipality self-reported this over-compensation to the Center for Medicare Services and the Office of the Inspector General (OIG). The Municipality received the best possible multiplier from the OIG in the settlement and released $4.13M from the hospital sale escrow account to settle the violations. As SEARHC payments are required to be held in escrow until all SCH liabilities are closed, the General Fund had to advance (essentially loan) the funds to pay off the Stark liability, resulting in a reduced undesignated fund balance (unrestricted reserves).

Forecasting the FY21 budgetary implications of COVID-19, it was decided to recommend the cancellation of all General Fund funded capital projects to give the Municipality the flexibility to quickly make pandemic response related expenditures and continue to provide the most critical governmental services to the citizens of Sitka. Although emergency response outlays were moderate, and Sitka continues to receive Federal Emergency Management Agency (FEMA) reimbursement for those outlays, the Municipality will need to make significant efforts in closing the gap between deferred maintenance funding needs and the actual funding available to complete the maintenance.

Fortunately, there were a few bright sides to the economic impact of the pandemic. One of those was historically low interest rates. In early FY21, the CBS was able to refund its 2010 electric bonds at considerable savings (an average of over $850,000 per year for the next 10 years), meaning that more working capital will be available to invest in the electric utility's substantial infrastructure.

Even with the intense budget pressure, and with the assistance of Federal CARES Funding, the City was able to balance level of services offered to our citizens with the local ability and desire to pay for those services.

Looking to the Future

Revenue streams are recovering, although not yet back to pre-pandemic levels, and much less maintaining the previous rate of growth. We expect to see an increase in bed tax and fish box tax collection due to the rebound of independent travelers. We are projecting only a slight

increase in sales tax revenues mainly due to the cancellation of the 2021 cruise season. It was projected that Sitka would have welcomed nearly 300,000 cruise passengers before the cancellation of the 2021 season, which equates to a loss of approximately $106M tourism dollars, or nearly $6.4M in sales tax revenue to the Municipality. As 1% of all seasonal sales tax revenues are dedicated to pay for general obligation bonded debt, the nearly $2M decline in overall sales tax receipts from pre-pandemic levels is expected to reduce dedicated sales tax receipts for school debt by $300K.

We are also projecting a slight increase in property tax revenue due to revaluation work on all properties in Sitka, including those owned by non-profit entities. The property tax revaluation process is required by the State.

In February 2021, the Assembly adopted the FY22 Legislative Priorities to use as a roadmap to drive our efforts with our State and Federal representatives. Those priorities seek the following:

- Funding to support Sitka's Working Waterfront, a project that consists of a new marine haul out and renovation of the City cold storage sea wall.
- Funding for Green Lake hydro generation plant renovation estimated at $13 million.
- Continued State reimbursement of school bond debt at 70% as originally agreed to between Alaska and its local governments.
- Support for a right-sized and sustainable Alaska Marine Highway system.
- Funding for the Sitka Rocky Gutierrez Airport Terminal Improvements Project.
- Continued support for the transfer of State tidelands and uplands to the City of Sitka necessary for the construction of the Sitka Seaplane Base (SPB), and match-funding assistance from the State for the FAA's Airport Improvement Program Grant matching funds.
- Support for removal of FERC's use restrictions on the Green Lake Hydro parcel.
- Federal support for shore and utility infrastructure upgrades on Japonski Island necessary for the pending arrival of a Coast Guard Fast Response Cutter and the expansion of SEARHC to a regional healthcare hub.
- Financial assistance for a new multi-purpose building to house the Police Department and jail.
- Continued support for the State's Community Assistance Program to sufficiently offset unfunded mandates.
- Stable and predictable funding of school systems.
- Federal assistance for infrastructure repair deferred due to the financial strain of COVID-19.

With the addition of a Compliance Officer in Finance, the Municipality will not only move toward satisfying new General Accounting Standards Board (GASB) 87 mandated lease accounting requirements but will also continue making progress on enforcement of sales tax, property tax, Sitka General Code (SGC) provisions, debt collection, lease compliance, and upholding contractual obligations. The public perception is that the CBS does not follow through with enforcement of its own policies which leads to lost revenues and perpetuates bad business and unfair practices. We will continue to use our Charter, Sitka General Code, Federal and State regulations (where applicable), lease agreements, and contracts as our guiding documents and policies to ensure we are doing business fairly and applying regulations appropriately.

Significant planning initiatives will be pursued to ensure the Municipality has some guiding documents to provide for the most efficient use of municipal funds and resources in meeting community-driven needs. All planning will start with a thorough review of the Charter required Comprehensive Plan. There is great value in developing a Comprehensive Fiscal Policy to set boundaries and expectations for our citizens and prevent spikes in future tax and rate burdens on the citizen. All fund-level Mater Plans will go through periodic reviews to ensure capital needs are planned for and funded accordingly to prevent reactionary, and often expensive, infrastructure repairs. Most importantly, we will be seeking outside consultant support in developing a 5-year Strategic Plan, with Assembly guidance, to steer CBS staff in the performance of the Assembly's short-term vision for the Municipality. The Strategic Plan will solidify our mission, vision, goals, and objectives that will drive action items for staff. We will measure our performance against the prescribed goals and objectives and provide feedback to the community through metrics and performance scorecards.

In March 2020, the Municipality began the application process for a low interest rate USDA loan to begin phase one of a major, three-phase renovation of the Green Lake hydrogeneration facility. The loan is nearly finalized, and phase-one construction began on April 19, 2021. Green Lake provides about half of Sitka's electricity and the power plant is due for a maintenance overhaul, which essentially has not been addressed in its nearly 40-year life span.

Our budget includes a slight increase for contracted services to assist city staff with the pending workload to address expansion efforts of both SEARHC and the U.S. Coast Guard (USCG). SEARHC's proposed medical campus will bring much needed revenue into the municipality and the electric utility. Additionally, the USCG will increase its presence in Sitka by positioning an additional vessel with permanent moorage here, but their current facility needs major infrastructure improvements and modifications. The added infrastructure, along with increases in personnel, housing and services will bring more revenues into the City.

We are continuing to aggressively pursue solutions to our Working Waterfront project by exploring and applying for grant opportunities to build our own facilities, researching privatization, or leasing the land for a public-private partnership. Both a Marine Haul Out and Marine Service Center are vital to Sitka commerce and our commercial fishing fleet. Sitka's only vessel haul out is privately owned and closure is imminent. Sitka is seeking development of a haul out at its Industrial Park at an estimated cost of $8 million. The bulkhead wall that supports our Marine Service Center and community cold storage is failing and must be renovated at an estimated cost of $8.3 million.

Sitka's application for conveyance of submerged and tidelands for the construction of the new Seaplane Base (SPB) received preliminary approval from DNR. Upon completion of the Environmental Assessment, the City will proceed with the application process for conveyance of the submerged and tidelands. The City has been working with the DEED, the U.S. Coast Guard, and FAA for the purchase from the State of the upland parcel necessary for the construction of the SPB. The estimated project cost to design, permit, and construct the new SPB is $19.5 million. Sitka anticipates receiving Federal funding through FAA Airport Improvement Program Grants, which require 6.25% matching funds or roughly $1.2 million.

FY21 Budget Comments

Given the challenges presented in the FY21 budget year, we are presenting a budget that focuses on our core functions as provided in the Home Rule Charter – Public Safety, Public Works, and Education. Any budget items that did not fit cleanly within our core functions, we presented as options for the Assembly to consider. After many productive budget sessions with the Assembly, we are presenting a budget that maintains the same level of services from FY21 but adds a few new projects to address inefficiencies. Our goal this year is to move toward a centralization of services to eliminate stovepipes within municipal government and operate more efficiently across departments. This budget is presented as a $1.87M deficit budget but will be covered by a >$1.5M FY21 projected budget surplus and our $3.8M in General Fund unrestricted reserves.

Our budget does propose service fee increases in our electric, water, and wastewater utilities that are consistent with the annual rate of inflation and necessary to keep the fund healthy – not make a profit. Larger rate increases are proposed for the solid waste and harbor funds due to specific financial considerations. There is increased pressure from our solid waste contractor to install costly compaction and bailing equipment, however the CBS is continuing to perform in accordance with the existing contract and will entertain those upgrades when it is in the best interest of the citizens of Sitka. Knowing that increased solid waste shipping costs and infrastructure upgrades will effectively be passed on to the rate payer, and although we are confident in our current position of addressing fire risk in solid waste, it cannot be ignored that the potential exists for the Municipality to rapidly secure an alternative solution to solid waste if our prime contractor breaches their contract.

The City's local contribution to education for FY22 to SSD is equivalent to the "cap" funding plus 100% of Secure Rural Schools (SRS) funding, should it be authorized. Total funding would equate to approximately $8,264,150 assuming a $500K SRS disbursement ($7,764,150 + $500,000).

Centralized Purchasing is specified in Article XI of the Home Rule Charter, and we have slightly reorganized and added a new staff position to pursue this efficiency. The previous addition of a Compliance Officer was necessary to meet the requirements of GASB 87 lease accounting and compliance. With the addition of a Procurement Specialist in the Finance Department, the City is poised to centralize our procurement process leading to strict adherence and oversight of a standard policy to ensure funds are spent appropriately and locally as allowed by Municipal, Federal, and State procurement codes.

Towards the end of FY21 we anticipate completing a taxable advance refunding—the first in the history of the Alaska Municipal Bond Bank. Due to the historically low interest rates, an advance refunding of existing bond issuances, as well as refinancing AEA funding that originally was used for the Green Lake dam could result in net present value savings of between $1.7 to >$6M, depending on interest rates.

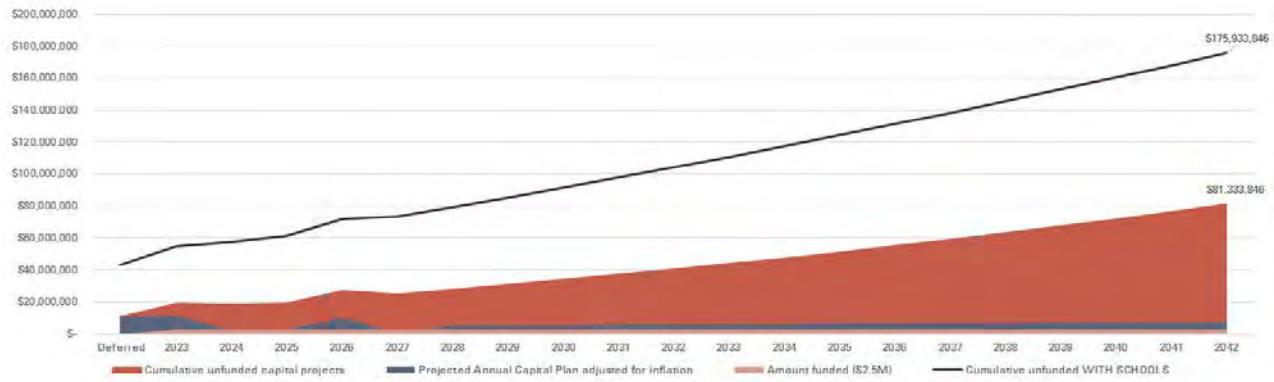
The FY21 budget contains employee salary increases that are programmatic due to collective bargaining agreements, that are identified in the Sitka General Code, or were necessary to recruit and retain qualified employees in hard to fill positions. The City of Sitka continues to have difficulties in recruiting and retaining qualified employees especially in the Electric and Public Works Departments. Electric Line Workers wages were increased slightly to encourage more local employment rather than paying outside temporary employees to do the necessary work at a substantial premium. Due to our inability to recruit new Line Workers, during the past 12 months the department has paid for more than 2400 hours of temporary Line Worker wages while

maintaining an undersized crew. By recruiting and retaining our own local workforce of Line Workers, we reduce our hourly expense and ensure wages are earned by people who live and spend money in Sitka.

Capital Improvement Program

Sitka continues to invest in its future by constructing important improvements to municipal assets. Recent projects include a major upgrade of Crescent Harbor, Degroff Street, Nelson Logging Road, and South Lincoln Street Lift Station, and a major renovation of the wastewater treatment plant; despite COVID challenges these projects were all completed on or ahead of schedule and within budget. The Crescent Harbor project highlights staff's ingenuity in completing a project of this magnitude within the grant required 18-month period. This year's projects include major upgrades of the Brady Lift Station, a new Critical Secondary Water system, Peterson Fish Passage Improvement, Knutson Drive, Crescent Harbor High Load Dock and phase one of a major maintenance upgrade to the 39-year-old Green Lake hydrogeneration facility (a top project for the City of Sitka in FY21). The first phase of the Green Lake maintenance project is funded by a low interest rate USDA loan for $4M, however no funding has been identified for the remaining phases of the cumulative $13M project.

General Fund routine maintenance on existing infrastructure continues to be a challenge as revenue sources have remained relatively level. Without $5M to 7M per year invested in our infrastructure, the deferred maintenance costs will increase as expenditures remain flat, further widening the gap. The General Fund deferred maintenance is currently estimated to be approximately $11M excluding schools. That has increased approximately $5M since FY19 due to reduced infrastructure investment over the same period. Below is the "alligator chart" showing our projections:



Maximum effort is being made to identify Federal and State sources of revenue in order to finance our most critical projects and those identified in the FY22 Legislative Priorities mentioned above. Of particular interest is Federal stimulus funding that may be available to address our infrastructure needs; specifically, the "Build Back Better" tone of the recent America Rescue Plan Act. However, Sitka has been forced to rely upon debt acquisition to fund needed improvements. City staff will be reviewing and updating our infrastructure Master Plans to develop long-range strategies to address infrastructure renovations.

In early 2021, we hired a Public & Government Relations Director for the specific purpose of working closely with our lobbying firm in Washington D.C. This position is dedicated to exploring and pursuing every possible source of Federal or State grant funding or low interest loan opportunities for Sitka's capital project needs.

The City of Sitka mid to long-range Capital Improvement Program is included within this budget document.

Summary

As we slowly recover from the economic downturn following the COVID-19 pandemic, it is imperative that we focus on core requirements to ensure the continued health of our financial position. Stark defense of Sitka's liquidity position is the sole reason we were able to adjust to last year's emergency and prepare to address another low tourism season.

The key challenge facing the City and Borough of Sitka continues to be the alignment of governmental services and assistance desired by citizens and partners of the Municipality with sustainable revenue streams to not only pay for the operating costs of those services, but also to provide for maintenance and replacement of the infrastructure and assets to provide those services.

Our municipal government continues to provide a comprehensive and complex array of services to our citizens (above and beyond Public Safety, Public Works, and Education) through the collective efforts of our elected Assembly and our dedicated municipal employees. As revenue remains flat due to no public appetite for increasing the tax burden to provide for increases in governmental support and services, the Municipality must find ways to be more efficient. Our efforts this year will focus on mid to long-range planning, standardization of processes, and centralizing services. It is imperative that we no longer place our infrastructure needs secondary behind non-core governmental services and begin to aggressively address closing the gap between the need and actual expenditures. Continued enforcement of Sitka General Code will lead to a more business friendly atmosphere by exhibiting fairness to all citizens.

The financial condition of the City and Borough of Sitka remains stable but will take some time to build back to appropriate levels of unrestricted reserve funding after a year of experiencing such drastic revenue reductions following the COVID-19 pandemic. We will continue to provide the best possible service to Sitkans while carefully managing the resources they give us to do the job.

Service – Honesty – Respect

Respectfully submitted,

John M. Leach
Municipal Administrator

City and Borough of Sitka

Sitka, Alaska

MISSION

To assure quality public services that provide for the well-being of the citizens of the City and Borough of Sitka. To provide the best *service, budget management,* and *planning* for the future of our community.

OVERALL GOALS

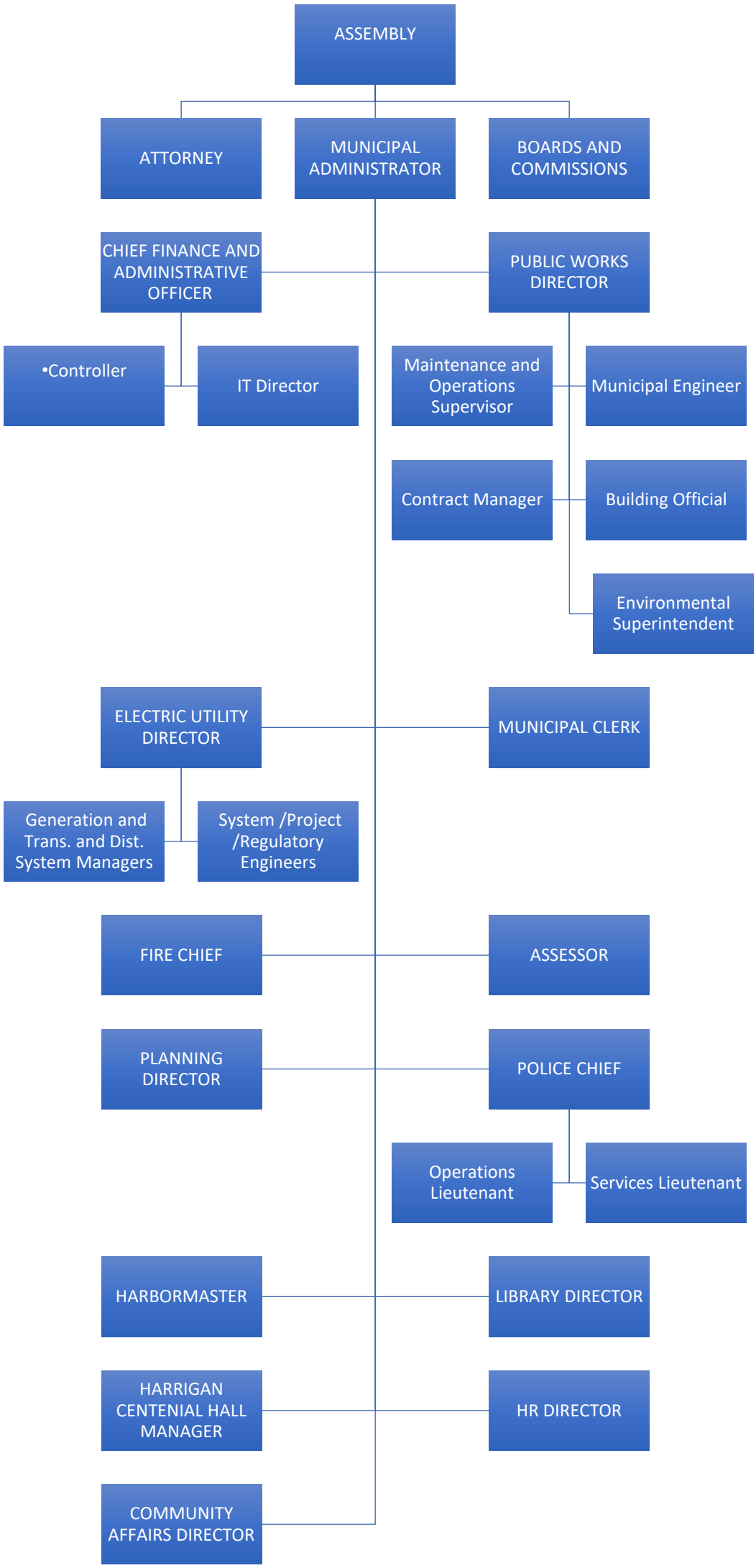
- **Increase percent of operating budget provided by Permanent Fund earnings.**
- **Ensure quality of Municipal infrastructure.**
- **Increase year round employment opportunities.**
- **Comply with Vision: Small town atmosphere and high quality of life with sustained economic opportunity.**

ONGOING PRIORITY ACTION

- **Expand Sitka's presence as a regional health care center.**
- **Provide positive conditions for economic development.**
- **Implement and fund waterfront and harbor infrastructure.**

MUNICIPAL VALUES

- **Accountability - Accepting responsibility for job performance, actions, and behavior.**
- **Commitment - Individual and collective dedication of employees in providing quality services to meet customer needs.**
- **Equal Opportunity - Providing a work environment that is fair to all employees through equal treatment and equal access.**
- **Honesty - Truthful interaction among employees, the Assembly, and the public which fosters trust and a lasting working relationship.**
- **Open Communication - The honest exchange of ideas and information with coworkers, the public, other departments, and the Assembly.**
- **Professionalism - Promoting honesty, respect, and team effort while adhering to a high standard of ethical conduct.**
- **Respect - Consistently demonstrating a deep regard for the needs and feelings of all people.**


ASSEMBLY
ATTORNEY
MUNICIPAL ADMINISTRATOR
BOARDS AND COMMISSIONS
CHIEF FINANCE AND ADMINISTRATIVE OFFICER
PUBLIC WORKS DIRECTOR
•Controller
IT Director
Maintenance and Operations Supervisor
Municipal Engineer
Contract Manager
Building Official
Environmental Superintendent
ELECTRIC UTILITY DIRECTOR
MUNICIPAL CLERK
Generation and Trans. and Dist. System Managers
System /Project /Regulatory Engineers
FIRE CHIEF
ASSESSOR
PLANNING DIRECTOR
POLICE CHIEF
Operations Lieutenant
Services Lieutenant
HARBORMASTER
LIBRARY DIRECTOR
HARRIGAN CENTENIAL HALL MANAGER
HR DIRECTOR
COMMUNITY AFFAIRS DIRECTOR

CITY AND BOROUGH OF SITKA

FY22 STAFFING TABLE

Position	Position	Grade	Pay	FTE	
001 - Administrator					
	Administrative Coordinator	27	$ 28.05	1	
	Administrator		$ 68.32	1	
	Community Affairs Director	34	$ 39.04	1	
	Human Resources Assistant	27	$ 30.97	1	
	Human Resources Director	37	$ 48.23	1	5
002 - Attorney					
	Attorney		$ 67.31	1	
	Legal Assistant	27	$ 30.97	1	2
003 - Municipal Clerk					
	Deputy Clerk	28	$ 32.63	1	
	Municipal Clerk	36	$ 47.13	1	2
004 - Finance					
	Accountant	28	$ 36.92	1	
	Accounting Clerk - A/P		$ 22.15	1	
	Accounting Clerk-A/R Coll		$ 24.01	1	
	Budget/Treasury Officer	33	$ 43.13	1	
	Compliance Officer	33	$ 43.13	1	
	Controller	36	$ 44.16	1	
	Customer Service Rep		$ 20.98	1	
	Finance Director	41	$ 64.73	1	
	Procurement Specialist	28	$ 28.84	1	
	Grant Accountant	28	$ 28.84	1	
	Payroll Specialist	27	$ 27.60	1	
	Senior Accountant	32	$ 39.86	1	
	Sr. Customer Service Rep		$ 23.42	1	
	Supervisory Senior Accountant	32	$ 37.87	1	
	Tax Specialist	27	$ 26.69	1	
	Utility/Harbor/Misc Billing Clerk		$ 25.29	1	16
005 - Assessing					
	Appraisal Technician		$ 25.85	1	
	Appraiser		$ 29.61	1	
	Assessor	36	$ 42.66	1	3
006 - Planning					
	Planner 1	28	$ 28.84	1	
	Planning Director	35	$ 41.62	1	2

021 - Police

Administrative Assistant	25	$ 26.36	1	
Animal Control Officer		$ 24.47	1	
Dispatch & Records Clerk		$ 22.59	1	
Dispatch & Records Clerk		$ 22.59	1	
Dispatch & Records Clerk		$ 22.04	1	
Dispatch & Records Clerk		$ 22.04	1	
Dispatch & Records Clerk		$ 22.04	1	
Dispatch & Records Clerk		$ 22.04	1	
Dispatch & Records Supervisor		$ 26.57	1	
Jail Officer		$ 22.35	1	
Jail Officer		$ 21.27	1	
Jail Officer		$ 24.67	1	
Jail Officer		$ 21.27	1	
Jail Officer II		$ 29.32	1	
Lieutenant - Operations	34	$ 60.10	1	
Lieutenant - Services	34	$ 40.30	1	
Multi-Services Officer		$ 24.95	1	
Police Chief	38	$ 84.13	1	
Police Officer		$ 33.63	1	
Police Officer		$ 30.47	1	
Police Officer		$ 29.00	1	
Police Officer		$ 33.63	1	
Police Officer		$ 32.81	1	
Police Officer		$ 33.63	1	
Police Officer - Detective		$ 29.73	1	
Police Officer - Detective		$ 34.47	1	
Sergeant		$ 39.11	1	
Sergeant		$ 34.47	1	
Sergeant		$ 36.85	1	
Sergeant		$ 40.29	1	30

022 - Fire Protection

Assistant Fire Chief	33	$ 38.13	1	
EMS/Fire Captain		$ 41.52	1	
Fire Chief	36	$ 50.71	1	
Fire Engineer		$ 22.42	1	
Fire Engineer		$ 25.63	1	
Fire Engineer		$ 26.03	1	
Fire Engineer		$ 23.20	1	
Office Assistant		$ 19.30	0.5	
Senior Fire Engineer		$ 38.92	1	
Fire Engineer		$ 21.25	1	9.5

031 - Public Works - Administration

Contract Manager	29	$ 35.53	1	
Public Works Director	41	$ 64.73	1	
Maint. & Operations Superintend	35	$ 47.15	1	
Asst. Conract Coord./Office Mgr.	25	$ 24.49	1	4

032 - Engineering					
	Municipal Engineer	39	$ 60.79	1	
	Engineering CAD Tech		$ 29.41	1	
	Project Manager	34	$ 48.26	1	
	Asset Manager	36	$ 48.76	1	4
033 - Streets					
	Heavy Equipment Operator		$ 28.50	1	
	Maintenance Worker		$ 24.23	1	
	Maintenance Worker		$ 24.23	1	
	Senior Operator		$ 34.11	1	4
034 - Recreation					
	Bldg & Grounds Maint Specialist		$ 29.81	1	
	Grounds Maintenance Specialist		$ 25.22	1	
	Parks & Grounds Supervisor		$ 28.23	1	3
035 - Building Department					
	Building Inspector		$ 27.43	1	
	Building Official	33	$ 43.05	1	2
041 - Library					
	Acquisitions Librarian		$ 20.63	1	
	Library Assistant		$ 16.55	0.58	
	Library Assistant		$ 15.38	0.45	
	Library Assistant		$ 17.92	0.38	
	Library Assistant		$ 16.55	0.48	
	Library Assistant		$ 15.38	0.48	
	Library Director	35	$ 41.65	1	
	Adult Services Librarian		$ 21.69	1	
	Technical Services Librarian		$ 32.00	1	
	Youth Services Librarian		$ 29.13	1	7.37
043 - Centennial Building					
	Cent. Building Attendant		$ 22.87	1	
	Cent. Building Attendant		$ 18.45	1	
	Cent. Building Manager	30	$ 35.24	1	
	Cent. Building Supervisor		$ 27.32	1	
	Cent. Building Attendant		$ 18.45	1	5

200 - Electric

Apprentice Meter Technician		$ 40.78	1	
Contract Manager	29	$ 35.53	1	
Electric Utility Director	44	$ 76.82	1	
General Foreman		$ 67.89	1	
Generation Facilities Mechanic		$ 47.90	1	
Generation Facilities Mechanic		$ 47.90	1	
Generation System Manager	40	$ 60.15	1	
Line Crew Supervisor		$ 64.94	1	
Line Worker		$ 59.04	1	
Line Worker		$ 59.04	1	
Line Worker		$ 59.04	1	
Meter Reader		$ 32.97	1	
Meter Technician		$ 50.72	1	
Office Manager	24	$ 25.71	1	
Operator		$ 47.90	1	
Operator		$ 47.90	1	
Operator		$ 47.90	1	
Operator		$ 47.90	1	
Project & Regulatory Engineer	36	$ 44.16	1	
Relay Control Technician		$ 50.72	1	
Relay Control Technician		$ 50.72	1	
Relay Control Technician		$ 50.72	1	
Senior Operator		$ 50.72	1	
Sr. Gen Facilities Mechanic		$ 51.31	1	
T&D System Manager	40	$ 61.74	1	
Warehouse Person		$ 46.00	1	26

210 - Water

Chief Water Facilities Operator		$ 37.21	1	
Senior Water Facilites Operator		$ 34.58	1	
Water Operator 1		$ 29.71	1	3

220 - WWTP

W/WW Facilities Mech.		$ 41.36	1	
Chief WW Facilities Operator		$ 37.21	1	
Environmental Superintendent	39	$ 57.28	1	
SMC WW Facilities Operator		$ 32.13	1	
W/WW Facilities Electrician		$ 50.44	1	
WW Facilities Operator 1		$ 26.02	1	
WW Facilities Operator/Lab		$ 31.88	1	
WW Facilities Operator/Maint.		$ 30.60	1	8

230 - Solid Waste					
	Asst Landfill/Scrapyard Operator		$ 22.62	1	
	Asst Landfill/Scrapyard Operator		$ 23.19	1	
	Landfill/Scrapyard Hvy Operator		$ 27.60	1	3
240 - Harbor					
	Assistant Harbormaster		$ 25.17	1	
	Assistant Harbormaster		$ 19.92	1	
	Assistant Harbormaster		$ 21.77	1	
	Deputy Harbormaster	27	$ 29.48	1	
	Harbor Maintenance Specialist		$ 26.40	1	
	Harbor Maintenance Supervisor		$ 28.15	1	
	Harbormaster	34	$ 45.95	1	
	Office Manager		$ 23.42	1	8
300 - IT					
	Information Systems Director	37	$ 48.26	1	
	IT Specialist		$ 30.73	1	
	IT System Administrator	32	$ 40.76	1	
	PC Tech / Webmaster		$ 27.72	1	4
310 - Central Garage					
	Chief Heavy Equipment Mechanic		$ 32.10	1	
	Heavy Equipment Mechanic		$ 26.65	1	2
320 - Building Maintenance					
	Bldg, Grounds & Parks Supervisor	32	$ 40.78	1	
	Bldg. Maintenance Specialist		$ 29.08	1	
	Bldg. Maintenance Specialist		$ 32.13	1	3
				155.9	

City and Borough of Sitka
Revenue and Appropriations Summary
Fiscal Year 2022

Fund	Revenues	Operating Appropriations	Capital Appropriations	Net Change to Fund Balance
General	$ 27,468,113	$ 29,270,640	$ 63,500	$ (1,866,027)
Electric	$ 18,783,842	$ 25,983,652	$ 1,655,000	$ (8,854,810)
Water	$ 3,087,770	$ 3,606,551	$ 20,000	$ (538,781)
Wastewater	$ 3,790,047	$ 4,192,562	$ 460,000	$ (862,515)
Solidwaste	$ 4,807,355	$ 5,721,150	$ 70,000	$ (983,795)
Harbor	$ 3,524,752	$ 5,102,738	$ 3,657,000	$ (5,234,986)
Airport Terminal	$ 722,775	$ 964,804	$ -	$ (242,029)
Marine Service Center	$ 285,045	$ 237,166	$ 15,000	$ 32,879
Gary Paxton Industrial Park	$ 184,536	$ 681,478	$ 15,000	$ (511,942)
Information Technology	$ 1,514,123	$ 1,953,315	$ -	$ (439,192)
Central Garage	$ 1,906,621	$ 1,351,547	$ 117,000	$ 438,074
Building Maintenance	$ 733,904	$ 920,122	$ 300,000	$ (486,218)
Visitor Enhancement	$ 486,000	$ 464,489	$ -	$ 21,511
Combined Fund Totals	$ 66,808,883	$ 79,985,725	$ 6,372,500	$ (19,549,342)
Total Revenue & Appropriations	$ 67,294,883	$ 86,358,225		

City and Borough of Sitka
Undesignated Working Capital Summary

Fund	June 30, 2020	Projected, June 30, 2021	Additions to (deletions from) budgeted FY2022	Projected, June 30, 2022
General	$ 3,827,823	$ 7,650,303	$ (1,866,028)	$ 5,784,275
Electric	$ 2,371,135	$ 2,850,647	$ (1,465,839)	$ 1,384,808
Water	$ 2,447,655	$ 3,000,756	$ 813,910	$ 3,814,666
Wastewater	$ 5,716,111	$ 6,733,218	$ 26,940	$ 6,760,158
Solid Waste	$ (1,282,584)	$ (1,174,816)	$ (720,943)	$ (1,895,758)
Harbor	$ 4,915,634	$ 4,147,438	$ (3,508,906)	$ 638,532
Airport Terminal	$ 455,871	$ 246,589	$ (71,728)	$ 174,861
Marine Service Center	$ 2,060,781	$ 2,144,881	$ 95,309	$ 2,240,190
Gary Paxton Industrial Park	$ 572,488	$ 662,667	$ (27,925)	$ 634,742
Information Technology	$ 282,845	$ 750,354	$ (198,726)	$ 551,628
Central Garage	$ 637,248	$ 486,008	$ 1,006,741	$ 1,492,749
Building Maintenance	$ 1,299,927	$ 1,300,901	$ (485,337)	$ 815,564
Combined fund totals	**$ 23,304,934**	**$ 28,798,946**	**$ (6,402,532)**	**$ 22,396,414**

City and Borough of Sitka
Fixed Asset Schedule
FY2022

General Fund

Mud Bay Repeater- Fire Department	$20,000.00
Mud Bay Repeater- Search and Rescue	$20,000.00
Equipment & Supply Cover - Large Tent - Recreation	$6,000.00
Copier - Finance 2nd Floor	$5,000.00
Copier - Public Works (Streets/Recreation Shared)	$5,000.00
Plotter - Public Works	$7,500.00
	$63,500.00

Electric Fund

Copier	**$5,000.00**
	$5,000.00

Solid Waste Fund

Methane Detector	$20,000.00
	$20,000.00

Harbor Fund

Handheld for Vessel Inventory	$5,000.00
Copier	$5,000.00
	$10,000.00

Airport Fund

Carpet Cleaner/Extraction Unit	$10,000.00
	$10,000.00

Central Garage Fund

Plow and ATV for response and snow removal - Fire Dept	$8,000.00
Brush Cutting Attachment - Recreation for Unit #493	$10,000.00
Ford Explorer Interceptor - Police - Replaces #479	$65,000.00
Ford Transit Connect - Police - Replaces #380	$34,000.00
	$117,000.00

TOTAL FIXED ASSETS	**$225,500.00**

City and Borough of Sitka
Travel and Training Budget
General Fund
FY2022

Assembly/Administrator

AML NEO Conf - Anchorage	$11,500.00
AML Summer Conf. - Fairbanks	$5,100.00
AML Winter Conf - Juneau	$3,600.00
Congressional Lobby DC	$8,700.00
ICMA Online Training	$1,500.00
ICMA National Managers Conf	$3,000.00
Public Information Officer Training	$2,700.00
SE Conf Annual Mtg - Haines	$6,900.00
SE Conf Mid Session Summit - Juneau	$3,600.00
State Lobby - Juneau	$3,600.00

HR

ASHRM - Anchorage	$1,500.00
SHRM Annual	$2,500.00
Training for CBS Employees Webinars	$5,000.00
	$59,200.00

Legal

Alaska Bar Convention	$1,700.00
AMAA	$2,500.00
IMLA	$2,800.00
	$7,000.00

Clerk

AAMC Annual Conference	$3,350.00
IIMC Conference - Clerk	$4,000.00
NW Clerks Institute Professional	$1,500.00
Parliamentary Training - NAP	$100.00
Records Management Conference	$1,525.00
	$10,475.00

Finance

AGFOA/AML - Anchorage	$3,600.00
Federal Grant Training	$4,500.00
GFOA training	$3,500.00
New World ERP Advisory group	$2,500.00
Tyler Connect (Training on ERP)	$4,000.00
	$18,100.00

Assessing

AAAO/AML Conference	$1,000.00
Continuing Education USPAP (Ethics) Required	$3,750.00
	$4,750.00

City and Borough of Sitka
Travel and Training Budget
General Fund

Planning

Alaska Planning Association	$4,250.00
APA/NPS/ESRI Online Training	$650.00
Graduate Program Tuition Assistance	$4,100.00
	$9,000.00

Police

Administrative Travel	$5,000.00
Applicant Travel	$10,000.00
IT Training/Software	$3,000.00
Patrol Certification/Academy	$27,000.00
ASPIN/Commun/Crisis Manage	$9,450.00
Animal Control Humane Conference	$1,800.00
Correctional Certification	$4,050.00
	$60,300.00

Fire

Alaska State Firefighters Assn Conf	$6,000.00
Confined Space Training	$2,500.00
Rope Rescue Tech	$5,000.00
Dive Training	$3,000.00
Firefighter 1 Training	$5,000.00
Firefighter II Training	$2,500.00
Hazmat Technician Class	$3,000.00
Hazmat Training	$2,500.00
Methods of Instruction	$5,000.00
	$34,500.00

Ambulance

EMS Conferences	$3,000.00
EMT Transition Training	$5,500.00
Local CME Cleasses	$2,000.00
Paramedic Refresher	$4,000.00
Physician Training	$5,000.00
Recertifications	$3,500.00
Training Materials	$3,000.00
Wilderness EMT	$5,000.00
	$31,000.00

SAR

CPR, WFR and EMT Training	$1,000.00
Anchorage MRA Accredidation	$2,000.00
K-9 Training	$2,000.00
Rigging for Rescue Class	$7,500.00
SAR Training	$2,000.00
	$14,500.00

City and Borough of Sitka
Travel and Training Budget
General Fund

Public Works-Administration		
	Contract Manager	$2,000.00
	Public Works Director	$2,000.00
		$4,000.00
Engineering		
	Engineering Classes	$1,700.00
		$1,700.00
Streets		
	First Aid	$ 1,000.00
	Hazardous Material Refresher	$ 500.00
	Traffic Control	$ 700.00
		$2,200.00
Recreation		
	Master Garden Cert	$1,730.00
	Training and Certification	$412.00
		$2,142.00
Building Official		
	Building Inspector	$3,500.00
	Building Official	$3,500.00
		$7,000.00
Library		
	AK Library Association Director Meeting Conference	$1,800.00
	AK Library Association Dirlead Conference	$1,500.00
	AK Library Association Conference Staff Mbr	$1,800.00
		$5,100.00
TOTAL GENERAL FUND TRAVEL AND TRAINING		**$270,967.00**

City and Borough of Sitka
Travel and Training Budget
Enterprise & Internal Service Fund

Electric Fund

Distribution Engineering & Planning	$2,000.00
Distribution Overcurrent Protection	$2,000.00
Educational Webinars	$2,500.00
FERC & NHA Regional Hydro Conference	$4,000.00
Lobbying & Government Relations	$1,000.00
NWPPA ETF & ENO	$4,000.00
NWPPA Utility Cost of Service	$2,000.00
NWPPA Utility System Operations	$6,000.00
PE Required CEU's	$1,000.00
Professional Development	$2,000.00
SE Conference - Annual Meeting	$2,000.00
State & Regional Utility Conference	$5,000.00
NWPPA Materials Management	$2,000.00
Safety Training	$3,000.00
Safety and Training	$4,000.00
Visual Emissions Evaluation Certificate	$2,000.00
Mobile Crane Certification	$5,000.00
Metering Class	$3,000.00
	$52,500.00

Water Fund

Water Distribution Continuing Education	$3,500.00
Water Treatment Continuing Education	$5,000.00
	$8,500.00

Wastewater Fund

Wastewater Collection Operator Continuing Education, Training	$11,000.00
Wastewater Treatment Operator Continuing Education	$3,000.00
	$14,000.00

Solid Waste Fund

SWANA Training/Certification	$3,000.00
	$3,000.00

Harbor Fund

USCG <100 Ton Cert/Towing Endorsement	$600.00
Port Security Training (CPET)	$3,500.00
	$4,100.00

City and Borough of Sitka
Travel and Training Budget
Enterprise & Internal Service Fund

Information Technology	
IT Training	$7,500.00
NWS User Group	$5,000.00
	$12,500.00
Central Garage Fund	
Freon Removal Certification	$2,000.00
	$2,000.00
Builiding Maintenance Fund	
HVAC Training	$1,500.00
Locksmith Training	$1,500.00
Misc Training Certifications	$1,100.00
	$4,100.00
TOTAL ENTERPRISE & INTERNAL SERVICE FUND TRAVEL AND TRAINING	**$100,700.00**

PROJECTS	Year	Deferred	FY23	FY24	FY25	FY26	FY27	LONG RANGE	GRANT	LOAN	CAPITAL	TOTAL
GENERAL FUND												
Streets & Roads												
Streets with Curb, Gutter & Sidewalk (scheduled for replacement under current funding levels)												
Etolin Street Paving	2012	230,000	-	-	-	-		-	-	-	230,000	230,000
Observatory Street Paving	2021	175,000	-	-	-	-		-	-	-	175,000	175,000
Katlian Avenue Paving (HPR to Olga)	2021	1,500,000	-	-	-	-		-			1,500,000	1,500,000
Lincoln Street Paving (Harbor Way to Harbor Drive)	2021	1,262,000									1,262,000	1,262,000
Lincoln Street Paving (Jeff Davis to Harbor Way)	2023	-	3,500,000.00	-	-	-		-			3,500,000	3,500,000
Brady Street Paving (Gavan to End)	2022	49,000	-	-	-	-		-	-	-	49,000	49,000
Brady & Gavan Utility & Street Improvements (additional project funding)	2022	21,000	-	-	-	-		-	-	-	21,000	21,000
Cascade Creek Road Paving	2022	305,500	-	-	-	-		-	-	-	305,500	305,500
Cascade Street Paving	2023	-	1,086,000	-	-	-		-	-	-	1,086,000	1,086,000
Lake Street & Hirst Utility & Paving (additional project funding)	2022	8,300	-	-	-	-		-	-	-	8,300	8,300
Oja Street Paving	2022	184,000	-	-	-	-		-	-	-	184,000	184,000
Seward Street Paving (Marine to Observatory)	2022	310,500	-	-	-	-		-	-	-	310,500	310,500
American Street Paving	2023	-	217,000	-	-	-		-	-	-	217,000	217,000
Barracks Street Paving	2023	-	126,000	-	-	-		-	-	-	126,000	126,000
Kostromentinoff Street Paving	2023	-	151,000	-	-	-		-	-	-	151,000	151,000
Lake Street Paving (Arrowhead to Verstovia)	2023	-	1,895,000	-	-	-		-	-	-	1,895,000	1,895,000
Monastery Street Paving (Pherson to Verstovia)	2023	-	274,000	-	-	-		-	-	-	274,000	274,000
Seward Street Paving (Observatory to Cathedral Way)	2023	-	203,000	-	-	-		-	-	-	203,000	203,000
Marine Street Paving- Phase 1 (New Archangel to Erler)	2025	-	-	-	800,000	-		-	-	-	800,000	800,000
Maksoutoff Street (Harbor to Lincoln)	2025	-	-	-	200,000	-		-	-	-	200,000	200,000
Katlian Avenue Paving (Olga to Lincoln)	2026					6,100,000					6,100,000	6,100,000
Peterson Street - (HPR to Lake)	2026	-	-	-	-	2,000,000		-	-	-	2,000,000	2,000,000
Lake Street (Arrowhead to Kinkead)	2027						141,210				141,210	141,210
Long Range (Streets with Curb, Gutter & Sidewalk)	2027-2041	-	-	-	-	-		18,000,000	-	-	18,000,000	18,000,000
Streets & Roads Subtotal (Streets with Curb, Gutter & Sidewalk)		***4,045,300***	***7,452,000***	***-***	***1,000,000***	***8,100,000***	***141,210***	***18,000,000***	***-***	***-***	***38,738,510***	***38,738,510***
Streets without Curb, Gutter & Sidewalk (NOT scheduled for replacement under current funding levels)												
Barlow Street Paving	2020	70,000	-	-	-	-		-	-	-	70,000	70,000
Finn Alley Paving	2015	90,000	-	-	-	-		-	-	-	90,000	90,000
Jarvis Street Paving (Public Service Complex to Beardslee)	2020	210,000	-	-	-	-		-	-	-	210,000	210,000
Lakeview Drive Paving	2019	390,000	-	-	-	-		-	-	-	390,000	390,000
Lance Drive Paving	2020	510,000	-	-	-	-		-	-	-	510,000	510,000
Monastery Street Paving (DeGroff to First)	2019	400,000	-	-	-	-		-	-	-	400,000	400,000
Mills Street Paving	2021	201,000	-	-	-	-		-	-	-	201,000	201,000
New Archangel Paving (Marine to Andrews)	2017	230,000	-	-	-	-		-	-	-	230,000	230,000
Wachusetts Street Paving	2017	180,000	-	-	-	-		-	-	-	180,000	180,000
Arrowhead Street Paving	2022	21,800	-	-	-	-		-	-	-	21,800	21,800
Mikele Street Paving	2022	36,500	-	-	-	-		-	-	-	36,500	36,500
Anna Drive Paving	2023	-	111,000	-	-	-		-	-	-	111,000	111,000
Baranof Street Paving	2023	-	50,000	-	-	-		-	-	-	50,000	50,000
Crabapple Drive Paving	2023	-	92,000	-	-	-		-	-	-	92,000	92,000
Kimsham Street Paving	2023	-	672,000	-	-	-		-	-	-	672,000	672,000
Metlakatla Street Paving	2023	-	115,000	-	-	-		-	-	-	115,000	115,000
Nicole Drive Paving (Somer to Patterson)	2023	-	37,000	-	-	-		-	-	-	37,000	37,000
O'Cain Street Paving	2023	-	68,500	-	-	-		-	-	-	68,500	68,500
Osprey Street Paving (Andrews to O'Cain)	2023	-	25,000	-	-	-		-	-	-	25,000	25,000
Osprey Street Paving (Marine to Andrews, O'Cain to O'Cain)	2023	-	118,000	-	-	-		-	-	-	118,000	118,000
Patterson Way Paving (Nicole to Kinkroft)	2023	-	114,000	-	-	-		-	-	-	114,000	114,000
Pherson Street Paving (Monastery to Austin)	2023	-	202,000	-	-	-		-	-	-	202,000	202,000
Princess Way Paving	2023	-	29,000	-	-	-		-	-	-	29,000	29,000
Sand Dollar Drive Paving	2023	-	102,500	-	-	-		-	-	-	102,500	102,500
Shotgun Alley Paving	2023	-	211,000	-	-	-		-	-	-	211,000	211,000
Shuler Drive Paving	2023	-	84,000	-	-	-		-	-	-	84,000	84,000
Valhala Way Paving	2023	-	84,000	-	-	-		-	-	-	84,000	84,000
A Street Paving	2024	-	-	88,000	-	-		-	-	-	88,000	88,000
Anna Circle Paving	2024	-	-	85,000	-	-		-	-	-	85,000	85,000
Andrews Street Paving	2024	-	-	132,500	-	-		-	-	-	132,500	132,500
Austin Street Paving	2024	-	-	71,500	-	-		-	-	-	71,500	71,500
Barker Street Paving	2024	-	-	57,000	-	-		-	-	-	57,000	57,000
Charles Street Paving	2024	-	-	87,000	-	-		-	-	-	87,000	87,000
Erler Street Paving	2024	-	-	55,000	-	-		-	-	-	55,000	55,000
Highland Street Paving	2024	-	-	69,500	-	-		-	-	-	69,500	69,500
Kinkead Street Paving	2024	-	-	44,500	-	-		-	-	-	44,500	44,500
Merrill Street Paving	2024	-	-	112,000	-	-		-	-	-	112,000	112,000
Moller Avenue Paving	2024	-	-	72,500	-	-		-	-	-	72,500	72,500
Moller Drive Paving	2024	-	-	84,000	-	-		-	-	-	84,000	84,000
Race Street Paving	2024	-	-	33,000	-	-		-	-	-	33,000	33,000
Rands Drive Paving	2024	-	-	74,500	-	-		-	-	-	74,500	74,500
Rigling Way Paving	2024	-	-	18,600	-	-		-	-	-	18,600	18,600
Ross Street Paving (Barker to End)	2024	-	-	46,500	-	-		-	-	-	46,500	46,500
Somer Drive Paving	2024	-	-	102,500	-	-		-	-	-	102,500	102,500
Tlingit Way Paving	2024	-	-	85,000	-	-		-	-	-	85,000	85,000
Viking Way Paving	2024	-	-	84,000	-	-		-	-	-	84,000	84,000
Wolff Drive Paving	2024	-	-	362,000	-	-		-	-	-	362,000	362,000
Charteris Street Paving	2025	-	-	-	165,000	-		-	-	-	165,000	165,000

PROJECTS	Year	Deferred	FY23	FY24	FY25	FY26	FY27	LONG RANGE	GRANT	LOAN	CAPITAL	TOTAL
Darrin Drive Paving	2025	-	-	-	192,500	-		-	-	-	192,500	192,500
Knutson Drive Paving	2025	-	-	-	293,000	-		-	-	-	293,000	293,000
Price Street Paving	2025	-	-	-	92,000	-		-	-	-	92,000	92,000
Sirstad Street Paving	2025	-	-	-	259,000	-		-	-	-	259,000	259,000
Davidoff Street Paving	2026	-	-	-	-	190,000		-	-	-	190,000	190,000
Hemlock Street Paving	2026	-	-	-	-	180,000		-	-	-	180,000	180,000
Jamestown Drive Paving	2026	-	-	-	-	195,000		-	-	-	195,000	195,000
Kaagwaantaan Street	2026	-	-	-	-	410,000		-	-	-	410,000	410,000
Wortman Loop (Charteris to Edgecumbe Drive)	2027						279,450				279,450	279,450
Long Range Roads (No Curb, Gutter & Sidewalk)	2027-2041	-	-	-	-	-		19,000,000	-	-	19,000,000	19,000,000
Streets & Roads Subtotal (Streets without Curb, Gutter & Sidewalk)		***2,339,300***	***2,115,000***	***1,764,600***	***1,001,500***	***975,000***	***279,450***	***19,000,000***	**-**	**-**	***27,474,850***	***27,474,850***
STREETS & ROADS SUBTOTAL		**6,384,600**	**9,567,000**	**1,764,600**	**2,001,500**	**9,075,000**	**420,660**	**37,000,000**	**-**	**-**	**66,213,360**	**66,213,360**
Parking Lots												
Upper Moller Parking Lot Paving	2020	650,000	-	-	-	-		-	-	-	650,000	650,000
City Hall Parking Lot Paving	2022	-	190,000	-	-	-		-	-	-	190,000	190,000
City/State Parking Lot Paving	2022	-	500,000	-	-	-		-	-	-	500,000	500,000
Long Range Parking Lots	2027-2041	-	-	-	-	-		1,301,000	-	-	1,301,000	1,301,000
PARKING LOTS SUBTOTAL		**650,000**	**690,000**	**-**	**-**	**-**	**-**	**1,301,000**	**-**	**-**	**2,641,000**	**2,641,000**
Parks and Recreational Facilities												
Discus and Shot Put Area Improvements	2021	10,000	-	-	-	-		-	-	-	10,000	10,000
Ball Field Scoreboard Replacement (7 total, 2 per year)	2021-2025	40,000	20,000	10,000	-	-		-	-	-	70,000	70,000
Long Range Parks & Rec	2027-2041	-	-	-	-	-		3,622,500	-	-	3,622,500	3,622,500
PARKS & RECREATION SUBTOTAL		**50,000**	**20,000**	**10,000**	**-**	**-**	**-**	**3,622,500**	**-**	**-**	**3,702,500**	**3,702,500**
Building Maintenance												
Animal Shelter (Building Maintenance Needs)	1993-2041	160,900	57,000	-	-	-	30,000	169,000	-	-	416,900	416,900
City Hall - Elevator Door System Upgrade	2021	9,000	-	-	-	-		-	-	-	9,000	9,000
City Hall (Building Maintenance Needs)	2013-2041	617,500	93,000	186,000	445,000	-		1,156,000	-	-	2,497,500	2,497,500
City-State Building - Police Dept. HVAC System Upgrades	2021	500,000	-	-	-	-		-	-	-	500,000	500,000
City-State Building (Building Maintenance Needs)	1984-2041	1,832,000	-	-	129,500	-		301,000	-	-	2,262,500	2,262,500
Fire Hall - Retaining Wall Stabilization	2021	15,000	-	-	-	-		-	-	-	15,000	15,000
Fire Hall (Building Maintenance Needs)	2015-2041	232,000	253,000	-	-	-		1,017,000	-	-	1,502,000	1,502,000
Harrigan Centennial Hall (Building Maintenance Needs)	2023-2041	20,000	7,000	-	47,000	-	144,000	3,572,000	-	-	3,790,000	3,790,000
Library (Building Maintenance Needs)	2026	-	-	-	-	21,000		1,044,000	-	-	1,065,000	1,065,000
Senior Center - Replace Water Service (from street to building)	2021	27,500	-	-	-	-		-	-	-	27,500	27,500
Senior Center (Building Maintenance Needs)	2027-2041	380,000	-	21,000	62,000	-		172,000	-	-	635,000	635,000
BUILDING MAINTENANCE SUBTOTAL		**3,793,900**	**410,000**	**207,000**	**683,500**	**21,000**	**174,000**	**7,431,000**	**-**	**-**	**12,720,400**	**12,720,400**
GENERAL FUND TOTAL		**10,878,500**	**10,687,000**	**1,981,600**	**2,685,000**	**9,096,000**	**594,660**	**49,354,500**	**-**	**-**	**85,277,260**	**85,277,260**
PUBLIC SERVICE CENTER - MAINTENANCE BUILDINGS												
Public Service Center 105, 109, 113 Jarvis St (Building Maintenance Needs)	2019-2041	87,500	162,500	205,500	-	-		400,500	-	-	856,000	856,000
Public Service Center 131 Jarvis St (Building Maintenance Needs)	2009-2041	36,000	-	141,000	-	-		158,000	-	-	335,000	335,000
Public Service Center Pole Barn (Building Maintenance Needs)	2018-2041	26,500	-	50,000	-	-		140,000	-	-	216,500	216,500
Public Service Center Subtotal		**150,000**	**162,500**	**396,500**	**-**	**-**	**-**	**698,500**	**-**	**-**	**1,407,500**	**1,407,500**
ENTERPRISE FUNDS												-
ELECTRIC FUND												
Island Improvements	2022-2029	60,000	60,000	60,000	60,000	60,000		180,000	480,000.00	-	-	480,000
Feeder Improvements	2022-2029	300,000	300,000	300,000	200,000	200,000		600,000	1,900,000.00	-	-	1,900,000
Marine Street Substation Replacements	2022-2029	10,000	10,000	10,000	10,000	10,000		30,000	80,000.00	-	-	80,000
Meter Replacement and Upgrades	2022-2029	95,000	75,000	75,000	75,000	75,000		225,000	620,000.00	-	-	620,000
Harbor Meters	2022-2025	75,000	75,000	75,000	75,000	-		-	300,000.00	-	-	300,000
69K Thimbleberry Transmission Line Bypass	2020	3,800,000	-	-	-	-		-	3,800,000.00	-	3,800,000	7,600,000
Green Lake Reroof	2029	-	-	-	-	-		250,000	250,000.00	-	-	250,000
Upgrade Buss-tie Transformer at Jarvis Street	2022	1,350,000	-	-	-	-		-	1,350,000.00	-	-	1,350,000
Blue Lake Howell Bundger Valve	2029	-	-	-	-	-		3,000,000	3,000,000.00	-	1,500,000	4,500,000
Green Lake Relicense	2023-2025	-	500,000	1,000,000.00	500,000.00	500,000.00		-	2,500,000.00	-	1,250,000	3,750,000
No Name Mountain Master Plan Substation at Kramer Avenue	2026-2029	-	-	-	-	500,000		7,000,000.00	7,500,000.00	-	7,500,000	15,000,000
Green Lake Unit Overhauls, Phases 2 &3	2023-2026	-	2,000,000.00	2,000,000	2,000,000.00	2,000,000.00		-	8,000,000.00	3,000,000	4,500,000	15,500,000

CITY AND BOROUGH OF SITKA

FY2021 MID-RANGE AND LONG-RANGE CAPITAL IMPROVEMENTS NEEDS

PROJECTS	Year	Deferred	FY23	FY24	FY25	FY26	FY27	LONG RANGE	GRANT	LOAN	CAPITAL	TOTAL
ELECTRIC FUND TOTALS		**5,690,000**	**3,020,000**	**3,520,000**	**2,920,000**	**3,345,000**	**-**	**11,285,000**	**29,780,000**	**3,000,000**	**18,550,000**	**51,330,000**
WATER FUND												
Water Main Replacement	2023-2041		200,000	225,000	250,000	275,000	300,000	7,240,000	-	6,690,000	1,800,000	8,490,000
Japonski Water Main Replacement (O'Connell Crossing)	2029	-	-	-	-	-		2,000,000	-	1,250,000	750,000	2,000,000
DOT Japonski Water Main Replacement (Lifesaver Dr to USCG Air Station Sitka)	2030	-	-	-	-	-		3,000,000	3,000,000	-	-	3,000,000
Wortman Booster Station Replacement	2031	-	-	-	-	-	450,000		-	-	450,000	450,000
Transmission Main Replacement (Segments)	2038-2041	-	-	-	-	-		8,000,000	-	8,000,000	-	8,000,000
Corrosion Control (Building Maintenance)	2011-2041	37,900	-	20,000	-	-		359,200	-	-	417,100	417,100
UV Disinfection Plant (Building Maintenance)	2027-2041	-	-	-	5,000	-	4,500	277,700	-	-	287,200	287,200
WATER FUND TOTALS		**37,900**	**200,000**	**245,000**	**255,000**	**275,000**	**754,500**	**20,876,900**	**3,000,000**	**15,940,000**	**3,704,300**	**22,644,300**
WASTEWATER FUND												
Thomsen Harbor Lift Station Rehabilitation	2022	-	980,000	-	-	-		-	-	980,000	-	980,000
WWTP Scum Collector Replacement (STCIP#26)	2023	-	40,000	-	-	-		-	-	-	40,000	40,000
Lincoln Street Lift Station Rehabilitation	2024-25	-	-	100,000	990,000	-		-	-	1,065,000	25,000	1,090,000
WWTP DorrClone Clarifier Replacement (STCIP#31)	2026	-	-	-	-	75,000		-	-	-	75,000	75,000
Effluent Disinfection System	2029-30	-	-	-	-	-		550,000	350,000	150,000	50,000	550,000
Indian River Lift Station Rehabilitation	2026-27	-	-	-	-	75,000	600,000	-	-	600,000	75,000	675,000
Wastewater Outfall Condition Assessment	2028	-	-	-	-	-		200,000	-	-	200,000	200,000
WWTP Dorr-Oliver Grit Collector & Wemco Pump Replacement (STCIP#33)	2028	-	-	-	-	-		85,000	-	-	85,000	85,000
WWTP Belt Filter Press Replacement	2028	-	-	-	-	-		800,000	-	800,000	-	800,000
Castle Hill Lift Station Rehabilitation	2028-29	-	-	-	-	-		675,000	-	675,000	-	675,000
Old Sitka Rocks Lift Station Rehabilitation	2030-31	-	-	-	-	-		475,000	-	450,000	25,000	475,000
Granite Creek Lift Station Rehabilitation	2032-33	-	-	-	-	-		325,000	-	300,000	25,000	325,000
Replace Generators - Lift Stations	2039-40							250,000		250,000		250,000
Japonski Sewer Force Main Replacement	2038	-	-	-	-	-		6,400,000		6,400,000	-	6,400,000
Sewer Main Replacement	2022-2039	-	375,000	375,000	400,000	400,000	425,000	7,300,000	-	9,625,000	(350,000)	9,275,000
Wastewater Treatment Plant (Building Maintenance)	1999-2041	-	-	60,000	-	-		435,500	-	-	495,500	495,500
Wastewater Treatment Plant - Clarifier (Building Maintenance - New Roof)	2027-2041	-	-	-	-	-		217,750	-	-	217,750	217,750
Wastewater Treatment Utilidor Tanks & Storage Corridor (Building Maintenance)	2004-2041	3,400		5,500					-	-	8,900	8,900
WASTEWATER FUND TOTALS		**3,400**	**1,395,000**	**540,500**	**1,390,000**	**550,000**	**1,025,000**	**17,713,250**	**350,000**	**21,295,000**	**972,150**	**22,617,150**
SOLID WASTE FUND												
Shear Baler	2023	-	782,000	-	-	-		-	-	-	782,000	782,000
Transfer Station Electrical	2023	-	25,000.00	25,000	-	-		-	-	-	50,000	50,000
Transfer Station Exterior Wall	2024	-	-	200,000	-	-		-	-	-	200,000	200,000
Transfer Station Roof	2024	-	-	200,000	-	-		-	-	-	200,000	200,000
Recycling Concrete Building Electrical	2029	-	-	-	-	-		2,500	-	-	2,500	2,500
Recycling Concrete Building Emergency Egress	2029	-	-	-	-	-		2,500	-	-	2,500	2,500
Recycling Concrete Building Lighting	2029	-	-	-	-	-		2,500	-	-	2,500	2,500
Recycling Concrete Building Roof	2029	-	-	-	-	-		100,000	-	-	100,000	100,000
Recycling Fuel Oil Seperator	2034	-	-	-	-	-		100,000	-	-	100,000	100,000
Recycling Office Trailer	2034	-	-	-	-	-		200,000	-	-	200,000	200,000
Recycling Scale Shed	2034	-	-	-	-	-		6,000	-	-	6,000	6,000
Recycling Steel Storage Building	2049	-	-	-	-	-		250,000	-	-	250,000	250,000
Transfer Station Steel Structure	2049	-	-	-	-	-		600,000	-	-	600,000	600,000
SOLID WASTE FUND TOTALS		**-**	**807,000**	**425,000**	**-**	**-**	**-**	**1,263,500**	**-**	**-**	**2,495,500**	**2,495,500**
HARBOR FUND												
MSC Rip Rap	2022	500,000	-	-	-	-		-	-	-	500,000	500,000
Fisherman's Work Float	2022	2,709,828	-	-	-	-		-	1,151,019	-	1,558,809	2,709,828
Crescent Harbor Phase II Concrete Floats	2024	-	-	5,638,667	-	-		-	2,395,065	-	3,243,602	5,638,667
Fish Cleaning Float	2024	-	-	316,000	-	-		-	230,280	-	85,720	316,000
Sealing Cove Repairs	2024	-	-	257,500	-	-		-	-	-	257,500	257,500
Thompson Harbor Restroom Demolition	2026	-	-	-	-	30,000		-	-	-	30,000	30,000
Thompson Harbor Upland Access and Parking	2026	-	-	-	-	703,902		-	-	-	703,902	703,902
Sealing Cove Harbor	2027	-	-	-	-	-	12,114,145	-	5,000,000	-	7,114,145	12,114,145
Sealing Cove Upland Access and Parking	2027	-	-	-	-	-	817,769	-	-	-	817,769	817,769
Sealing Cove Boat Launch & Upland Access	2028	-	-	-	-	-		289,842	-	-	289,842	289,842
Crescent Harbor - Lincoln Street Lots	2029	-	-	-	-	-		279,491	-	-	279,491	279,491

CITY AND BOROUGH OF SITKA
FY2021 MID-RANGE AND LONG-RANGE CAPITAL IMPROVEMENTS NEEDS

PROJECTS	Year	Deferred	FY23	FY24	FY25	FY26	FY27	LONG RANGE	GRANT	LOAN	CAPITAL	TOTAL
ANB Harbor Upland Access and Parking	2030	-	-	-	-	-		544,493	-	-	544,493	544,493
Crescent Harbor Boat Launch Ramp	2030	-	-	-	-	-		373,047	271,636	-	101,411	373,047
Eliason Harbor Upland Access and Parking	2030	-	-	-	-	-		1,088,579	-	-	1,088,579	1,088,579
Sealing Cove Harbor Boat Launch Ramp	2030	-	-	-	-	-		1,089,800	793,543	-	296,257	1,089,800
Crescent Harbor Lightering Float Replacement	2030	-	-	-	-	-		2,300,000	-	-	2,300,000	2,300,000
Fisherman's Work Float Upland Parking	2031	-	-	-	-	-		247,720	-	-	247,720	247,720
Eliason Harbor Phase 1	2032	-	-	-	-	-		11,747,771	4,989,951	-	6,757,820	11,747,771
Eliason Harbor Restroom Replacement	2032	-	-	-	-	-		343,706	-	-	343,706	343,706
Demolish Boat Grid	2033	-	-	-	-	-		200,000	-	-	200,000	200,000
Eliason Harbor Phase 2	2033	-	-	-	-	-		5,873,885	-	-	5,873,885	5,873,885
Eliason Harbor Phase 3	2034	-	-	-	-	-		5,873,885	-	-	5,873,885	5,873,885
Eliason Harbor Phase 4	2035	-	-	-	-	-		5,873,885	-	-	5,873,885	5,873,885
ANB Harbor Restroom Demolition	2037	-	-	-	-	-		30,000	-	-	30,000	30,000
Crescent Harbor High Load Dock & Net Shed	2037	-	-	-	-	-		5,623,084	-	-	5,623,084	5,623,084
Sealing Cove Restroom Demolition	2038	-	-	-	-	-		30,000	-	-	30,000	30,000
Crescent Harbor Upland Access and Parking	2043	-	-	-	-	-		1,406,435	-	-	1,406,435	1,406,435
Harbor System Office	2044	-	-	-	-	-		419,690	-	-	419,690	419,690
Thompson Harbor	2047	-	-	-	-	-		10,094,628	4,287,867	-	5,806,761	10,094,628
ANB Harbor	2054	-	-	-	-	-		8,053,491	3,420,779	-	4,632,712	8,053,491
Sitka Transient Dock	2056	-	-	-	-	-		6,557,158	**2,785,200**	-	3,771,958	6,557,158
HARBOR FUND TOTALS		**3,209,828**	**-**	**6,212,167**	**-**	**733,902**	**12,931,914**	**68,340,590**	**25,325,340**	**-**	**66,103,061**	**91,428,401**
AIRPORT FUND												
Building/Facility Maintenance Needs	1984-2041	921,000	154,000	10,000	-	390,000	-	4,548,500	-	-	6,023,500	6,023,500
AIRPORT FUND TOTALS		**921,000**	**154,000**	**10,000**	**-**	**390,000**	**-**	**4,548,500**	**-**	**-**	**6,023,500**	**6,023,500**
MARINE SERVICE CENTER FUND (MSC FUND)												
Building/Facility Maintenance Needs	2016-2041	284,000	96,000	10,000	-	-	-	2,643,000	-	-	3,033,000	3,033,000
MSC FUND TOTALS		**284,000**	**96,000**	**10,000**	**-**	**-**	**-**	**2,643,000**	**-**	**-**	**3,033,000**	**3,033,000**
TOTAL ALL FUNDS		**21,174,628**	**16,521,500**	**13,340,767**	**7,250,000**	**14,389,902**	**15,306,074**	**176,723,740**	**58,455,340**	**40,235,000**	**187,566,271**	**286,256,611**

City and Borough of Sitka
General Fund (Fund 700)
FY2022

Project number	Project Description	Status	Grants (approved)	General Fund Working Capital	Other source	Total project (authorized + contingent)	Other source (description)/Notes
90690	City/State Troubleshoot Air Control System	Authorized/in progress	-	16,000	-	**16,000**	
90740	Nelson Logging Road Upgrade	Authorized/in progress	2,343,000	-	-	**2,343,000**	
90790	East DeGroff St Utilities & Street Improvements	Authorized/in progress	-	320,763	-	**320,763**	
90812	Storm Drain Improvements	Authorized/in progress	-	100,000	-	**100,000**	
90814	Cross Trail Multimodal Pathway Phase 6	Authorized/in progress	2,132,698	165,171	50,000	**2,347,869**	CPET
90832	CAMA (Computer Assisted Mass Appraisal)	Authorized/in progress	-	150,000	-	**150,000**	
90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	Authorized/in progress	-	1,965,000	105,000	**2,070,000**	CPET
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	-	798,060	-	**798,060**	
90844	Lincoln Street Paving (Jeff Davis to Harbor Drive)	Authorized/in progress	-	1,165,000	-	**1,165,000**	
90855	Sea Walk Part II	Authorized/in progress	1,674,713	5,000	153,060	**1,832,773**	CPET
90861	Asset Management/CMMS Implementation	Authorized/in progress/re-prioritization	-	425,400	11,600	**437,000**	Funding increased $279,000 from Brady/Gavan Paving (closed)
90866	City Hall HVAC & Controls Replacement	Authorized/in progress	-	500,000	-	**500,000**	
90867	RMS/CAD Police Department	Authorized/in progress	-	360,000	-	**360,000**	
90878	Sitka Paving-Katlian Street	Authorized/in progress	-	692,868	-	**692,868**	
90879	Seaplane Base Project	Authorized/in progress	-	50,000	56,176	**106,176**	
90881	Peterson Storm Sewer Rehabilitation	Authorized/in progress	115,000	1,020,000	-	**1,135,000**	
90885	Senior Center - ADA Ramp and Rear porch Improvements	Authorized/in progress	-	15,000	-	**15,000**	
90886	Community Playground Safety Improvement	Authorized/in progress	-	10,000	-	**10,000**	
90887	Lower Moller East Playground Improvements	Authorized/in progress	-	10,000	-	**10,000**	
90888	Pioneer Park Shelter Improvements	Authorized/in progress	-	15,000	-	**15,000**	
90907	Police Department Heat Pumps	Authorized/in progress	-	23,000	-	**23,000**	
90909	No Name Mountain Master Plan	Authorized/in progress	-	165,000	-	**165,000**	
90925	Knutson Drive Critical Repairs	Authorized/in progress		1,000,000		**1,000,000**	
90912	Crescent Harbor Restroom Replacement	Authorized/in progress	87,905	76,000	154,000	**317,905**	Harbor-$76000 CPET $78,000
		TOTAL OPEN APPROPRIATIONS				**14,612,509**	
90881	Peterson Storm Sewer Rehabilitation	New FY22-Additional Appropriation	125,000	-	-	**125,000**	New grant funding
TBD	City Hall Building Carpet Replacement	New FY22			150,000	**150,000**	Building Maintenance Fund
TBD	HCH Cedar Trim and Lam Beam Refinishing	New FY22			150,000	**150,000**	Building Maintenance Fund
TBD	Library Shelving Upgrade	New FY22			35,000	**35,000**	Library Endowment Fund
		TOTAL NEW APPROPRIATIONS				**460,000**	
90692	Centennial Hall Upgrades	Physically complete	14,704,848	-	1,666,000	**16,370,848**	
90739	Kettleson Memorial Library Expansion	Physically complete	5,350,000	357,114	1,212,842	**6,919,956**	
90741	Baranof Warm Springs Dock Imp	Physically complete	1,900,000	-	-	**1,900,000**	
		TOTAL PHYSICALLY COMPLETE				**6,919,956**	

City and Borough of Sitka
Electric Fund (Fund 710)
FY2022

Project number	Project Description	Status	Electric Fund Working Capital	Contingent Loans/Bond proceeds	Total Contingent	Total authorized	Total project (authorized + contingent)	Other source (description)
80003	Feeder Improvements	Authorized/in progress	7,110,587	-	-	#REF!	**#REF!**	
90261	Island Improvements	Authorized/in progress	285,000	-	-	#REF!	**#REF!**	
90610	Blue Lake FERC License Mitigation	Authorized/in progress	243,251	-	-	243,251	**243,251**	
90777	Meter Replacement Upgrading Meters	Authorized/in progress	485,000	-	-	485,000	**485,000**	
90823	Marine St. N-1 Design to New HPR	Authorized/in progress	6,011,665	-	-	6,011,665	**6,011,665**	
90829	Harbor Meters	Authorized/in progress	296,327	-	-	296,327	**296,327**	
90839	Green Lake Power Plant Overhaul-Phase 1	Authorized/in progress	4,400,111	*4,000,000*	*4,000,000*	4,400,111	**8,400,111**	Expecting USDA loan-working capital will decrease when approved
90840	Green Lake Power Plant Pre Overhaul Inspection	Authorized/in progress	374,256	-	-	374,256	**374,256**	
90841	Jarvis Fuel System Repairs and Storage Tanks	Authorized/in progress	304,458	-	-	304,458	**304,458**	
90868	69 kv Thimbleberry Trans Line Bypass	Authorized/in progress	5,000	-	-	5,000	**5,000**	
90884	Blue Lake Dam Completion	Authorized/in progress	39,133	-	-	39,133	**39,133**	
		TOTAL OPEN APPROPRIATIONS				**12,159,201**	**16,159,201**	
TBD	Master Plan/rate study	FY22	250,000	-	-	250,000	**250,000**	
TBD	Asset management/GIS	FY22	35,000	-	-	35,000	**35,000**	
TBD	Howell -- Bunger valve/gate	FY22	150,000	-	-	150,000	**150,000**	
TBD	Facility security cameras	FY22	50,000	-	-	50,000	**50,000**	
TBD	Mobile diesel generator	FY22	40,000	-	-	40,000	**40,000**	
TBD	Green Lake Excitation upgrade	FY22	125,000	-	-	125,000	**125,000**	
TBD	Green Lake Dam power cable repacement	FY22	100,000	-	-	100,000	**100,000**	
TBD	Wind Metering Towers	FY22	30,000	-	-	30,000	**30,000**	
TBD	Snowtel stations	FY22	40,000	-	-	40,000	**40,000**	
TBD	Radio Repeater	FY22	25,000	-	-	25,000	**25,000**	
80003	Feeder Improvements	FY22	500,000	-	-	500,000	**500,000**	
90261	Island Improvements	FY22	200,000	-	-	200,000	**200,000**	
90410	SCADA System Enhancements	FY22	60,000	-	-	60,000	**60,000**	
90777	Meter Replacement Upgrading Meters	FY22	50,000	-	-	50,000	**50,000**	
		TOTAL NEW APPROPRIATIONS	1,655,000			**1,655,000**	**1,655,000**	

City and Borough of Sitka
Water Fund (Fund 720)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Water Fund Working Capital	Total project (authorized + contingent)
80238	Japonski Island Water Design	Authorized/in progress	-	-	50,000	**50,000**
90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	Authorized/in progress	-	650,000	50,000	**700,000**
90652	UV Disinfection Feasibility	Physically complete	5,561,000	6,550,000	18,000	**12,129,000**
90790	East DeGroff St Utilities & Street Improvements	Authorized/in progress	-	1,120,000	175,000	**1,295,000**
90819	South Lake/West DeGroff Utilities & Street Improvements	Authorized/in progress	500,000	232,100	50,000	**782,100**
90833	Critical Secondary Water Supply	Authorized/in progress	-	17,620,000	530,000	**18,150,000**
90838	Lincoln Street Paving-Harbor Way to Harbor Drive	Authorized/in progress	-	-	80,000	**80,000**
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	-	850,000	50,000	**900,000**
90870	Water Master Plan	Authorized/in progress	-	-	100,000	**100,000**
90883	Water Transmission Main Emergency repair	Authorized/in progress	-	-	400,000	**400,000**
90889	Blue Lake Watershed Plan	Authorized/in progress	-	-	35,000	**35,000**
90890	Analyzer Monitoring Panel	Authorized/in progress	-	-	25,000	**25,000**
90891	Blue Lake WTP Valve Insulation Box	Authorized/in progress	-	-	15,000	**15,000**
90892	Harbor Mountain Tank Ladder	Authorized/in progress	-	-	17,000	**17,000**
90893	SCADA Reporting Software	Authorized/in progress	-	-	10,000	**10,000**
90894	CMMS Data/Asset Management	Authorized/in progress	-	-	20,000	**20,000**
90913	Water Tanks-Interior Condition Assesment Exterior Painting	Authorized/in progress	-	-	40,000	**40,000**
90914	Transmission Main Condition Assessment	Authorized/in progress	-	-	150,000	**150,000**
90915	Blue Lake Slope Stabilization	Authorized/in progress	-	-	500,000	**500,000**
		TOTAL OPEN APPROPRIATIONS				**34,708,100**
90894	Asset Management/CMMS Implementation	New FY22	-	-	20,000	**20,000**
		TOTAL NEW APPROPRIATIONS				**20,000**
90652	UV Disinfection Feasibility	Physically complete	5,561,000	6,550,000	18,000	**12,129,000**
		TOTAL PHYSICALLY COMPLETE				**12,129,000**

City and Borough of Sitka
Wastewater Fund (Fund 730)
FY2022

Project number	Project Description	Status	Loans/ Bond Proceeds (approved)	Wastewater Fund Working Capital	Total approved	Total project (approved + contingent)
90447	WWTP Control System	Authorized/in progress	-	488,000	488,000	**488,000**
90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	Authorized/in progress	275,000	30,000	305,000	**305,000**
90565	Jamestown East Lift Station Replacement	Authorized/in progress	-	85,000	85,000	**85,000**
90655	WWTP-Rehabilitation	Authorized/in progress	9,737,000	45,000	9,782,000	**9,782,000**
90676	Brady Street Lift Station Rehabilitation	Authorized/in progress	217,400	828,759	1,046,159	**1,046,159**
90783	Replace Generators - Lift Station	Authorized/in progress	311,000	236,000	547,000	**547,000**
90784	WWTP Garage Doors and Blowers	Authorized/in progress	-	90,000	90,000	**90,000**
90800	Hypo Chlorite Injection System at the TH LS	Authorized/in progress	-	24,000	24,000	**24,000**
90809	Replace WWTP Influent Grinder	Authorized/in progress	-	100,000	100,000	**100,000**
90816	Channel Lift Station Rehabilitation	Authorized/in progress	371,734	682,024	1,053,758	**1,053,758**
90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	Authorized/in progress	-	20,000	20,000	**20,000**
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	975,000	50,000	1,025,000	**1,025,000**
90845	Trailer Mounted Pump	Authorized/in progress	-	90,000	90,000	**90,000**
90858	Eagle Way Lift station	Authorized/in progress	-	220,000	470,000	**470,000**
90862	Japonski Sewer Force Main Condition Assessment	Authorized/in progress	-	250,000	250,000	**250,000**
90877	Brady-Gavan Road and Utility Project	Authorized/in progress	-	5,000	5,000	**5,000**
90894	Asset Management/CMMS Implementation	Authorized/in progress	-	25,000	25,000	**25,000**
90895	Wastewater Master Plan	Authorized/in progress	-	120,000	120,000	**120,000**
90896	Lake & Lincoln 20 Hp Pump	Authorized/in progress	-	27,000	27,000	**27,000**
90897	WW Lift station #6 6.5 Hp Pump	Authorized/in progress	-	12,000	12,000	**12,000**
90898	Granite Creek WW Pump	Authorized/in progress	-	16,000	16,000	**16,000**
90916	WWTP Blower Manifold Assessment/Design	Authorized/in progress	-	60,000	60,000	**60,000**
90917	Lincoln Street Lift Station Valve Replacement	Authorized/in progress	-	55,000	55,000	**55,000**
90918	WWTP Clarifier Drive Replacement	Authorized/in progress	-	55,000	55,000	**55,000**
90919	Thomsen Harbor Lift Station Rehabilitation	Authorized/in progress	-	75,000	75,000	**75,000**
		TOTAL OPEN APPROPRIATIONS			**15,825,917**	**15,825,917**
90894	Asset Management/CMMS Implementation	New FY22-additional appropriation		20,000	20,000	**20,000**
TBD	Sludge thickener catwalk replacement	New FY22		20,000	20,000	**20,000**
90919	Thomsen Harbor lift station rehabilitation	New FY22-additional appropriation		420,000	420,000	**420,000**
		TOTAL NEW APPROPRIATIONS			**460,000**	**460,000**

City and Borough of Sitka
Solid Waste Fund (Fund 740)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Solid Waste Fund Working Capital	Other source	Contingent Grants	Contingent Loans/Bond proceeds	Contingent Other	Total Contingent	Total authorized	Total project (authorized + contingent)	Other source (description)
90847	Expansion of Biosolids	Authorized/in progress	-	-	500,000	-	-	-	-	-	500,000	**500,000**	
90864	Transfer Station Scale	Authorized/in progress	-	-	95,000	-	-	-	-	-	95,000	**95,000**	
90865	Transfer Station Building	Authorized/in progress	-	-	170,000	-	-	-	-	-	170,000	**170,000**	
90871	Kimsham Landfill Drainage Compliance	Authorized/in progress	-	-	100,000	-	-	-	-	-	100,000	**100,000**	
90899	Scrap Yard Electrical	Authorized/in progress	-	-	8,000	-	-	-	-	-	8,000	**8,000**	
90900	Scrap Yard / Impound Fence	Authorized/in progress	-	-	15,000	-	-	-	-	-	15,000	**15,000**	
90920	Scrap Yard Tank Circular Concrete Structure Repairs	Authorized/in progress	-	-	8,500	-	-	-	-	-	8,500	**8,500**	
90921	Transfer Station Lighting	Authorized/in progress	-	-	10,000	-	-	-	-	-	10,000	**10,000**	
		TOTAL PREVIOUSLY AUTHORIZED/IN PROGRESS								**-**	**15,000**	**15,000**	
TBD	Recycling Loading Dock Repair	New FY22	-	-	15,000	-	-	-	-	-	15,000	**15,000**	
TBD	Transfer Station Cameras	New FY22	-	-	55,000	-	-	-	-	-	55,000	**55,000**	
		TOTAL NEW APPROPRIATIONS								**-**	**70,000**	**70,000**	

City and Borough of Sitka
Harbor Fund (Fund 750)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Harbor Fund Working Capital	Contingent Grants	Total Contingent	Total authorized	Total project (authorized + contingent)
90798	Eliason Harbor Electrical Upgrades	Authorized/in progress	-	-	1,644,772	*1,500,000*	*1,500,000*	1,644,772	**3,144,772**
90810	Sealing Cove Harbor Maintenance Repairs	Authorized/in progress	-	-	15,000	-	-	15,000	**15,000**
90849	Crescent Harbor Phase 1	Authorized/in progress	5,000,000	8,000,000	1,000,000	-	-	14,000,000	**14,000,000**
90879	FY19 Seaplane Base	Authorized/in progress	842,629	-	56,176	*15,157,371*	*15,157,371*	898,805	**16,056,176**
90901	MSC Bulkhead Pile Repairs	Authorized/in progress	-	-	70,000	-	-	70,000	**70,000**
90902	Crescent Harbor High-load and Net Shed Condition Assessment	Authorized/in progress	-	-	75,000	-	-	75,000	**75,000**
90906	Harbor Security Cameras	Authorized/in progress	-	-	20,000	-	-	20,000	**20,000**
90903	Thomsen Harbor Anode Replacement	Authorized/in progress	203,000	-	203,000	-	-	406,000	**406,000**
90922	Crescent Harbor High Load Dock Project	New FY2021	-	-	450,000	-	-	450,000	**450,000**
90923	Sealing Cove Upland and Parking Lot Paving Repairs	New FY2021	-	-	50,000	-	-	50,000	**50,000**
		TOTAL OPEN APPROPRIATIONS					***16,657,371***	**17,629,577**	**34,286,948**
TBD	Master Plan	New FY22	-	-	100,000	-	-	100,000	**100,000**
TBD	Eliason Electrical	New FY22-additional appropriation	-	-	3,500,000	-	-	3,500,000	**3,500,000**
TBD	Harbor Parking Lot Repairs	New FY22	-	-	30,000	-	-	30,000	**30,000**
TBD	Sealing Cove Lift Station	New FY22	-	-	20,000	-	-	20,000	**20,000**
TBD	Radio Repeaters	New FY22	-	-	7,000	-	-	7,000	**7,000**
		TOTAL NEW APPROPRIATIONS					**-**	**3,657,000**	**3,657,000**

City and Borough of Sitka
Airport Fund (Fund 760)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Airport Fund Working Capital	Other source	Contingent Grants	Total Contingent	Total authorized	Total project (authorized + contingent)
90835	SIT Airport Terminal Improvements	Authorized/in progress	158,570	4,000,000	-	264,468	*10,000,000*	*10,000,000*	4,423,038	**14,423,038**
90872	Air Taxi ADA Ramp and Door	Authorized/in progress	-	-	120,000	-	-	-	120,000	**120,000**
90873	Heat Pumps for Hold Room	Authorized/in progress	-	-	46,000	-	-	-	46,000	**46,000**
90911	Airport Terminal Entry Doors Replacement	Authorized/in progress	-	-	100,000	-	-	-	100,000	**100,000**
90924	Exterior Painting-Front and South sides	Authorized/in progress	-	-	100,000	-	-	-	100,000	**100,000**
		TOTAL OPEN APPROPRIATIONS						***10,000,000***	**4,689,038**	**14,689,038**
90835	SIT Airport Terminal Improvements	New FY22	-	-	-	-	*5,576,962*	*5,576,962*	-	**5,576,962**
		TOTAL NEW APPROPRIATIONS						***5,576,962***	**-**	**5,576,962**

City and Borough of Sitka
Marine Service Center-Fund 770
FY2022

Project number	Project Description	Status	MSC Fund Working Capital	Contingent Grants	Contingent Other	Total Contingent	Total authorized	Total project (authorized + contingent)
90874	MSC Roof Condenser Replacement	Authorized/in progress	200,000	-	-	-	200,000	**200,000**
90905	MSC Bulkhead Condition Assessment	Authorized/in progress	80,000	-	-	-	80,000	**80,000**
90901	MSC Bulkhead Repairs	Authorized/in progress	-	*7,940,000*	*500,000*	*8,440,000*	-	**8,440,000**
90926	Arctic Door Replacement Egress	Authorized/in progress	10,000	-	-	-	10,000	**10,000**
90927	Asphalt Patch	Authorized/in progress	5,000	-	-	-	5,000	**5,000**
90928	Freezer Vestibule Entry Curtains	Authorized/in progress	10,000	-	-	-	10,000	**10,000**
90929	Ramp Transition	Authorized/in progress	15,000	-	-	-	15,000	**15,000**
90930	Replace Loading Dock Bumper	Authorized/in progress	15,000	-	-	-	15,000	**15,000**
		TOTAL OPEN APPROPRIATIONS				***8,440,000***	**335,000**	**8,775,000**
TBD	MSC overhead door "A"	New FY22	15,000	-	-	-	15,000	**15,000**
		TOTAL NEW APPROPRIATIONS				**-**	**15,000**	**15,000**

City and Borough of Sitka
GPIP (Fund 780)
FY2022

Project number	Project Description	Status	GPIG Fund Working Capital	Other source	Total authorized	Total project (authorized + contingent)	Other source (description)
90837	GPIP Access Ramp	Authorized/in progress	40,000	-	40,000	**40,000**	
80273	Site Improvements	Authorized/in progress	232,185	-	232,185	**232,185**	
90836	GPIP shoreline stabilization	Authorized/in progress	-	215,000	215,000	**215,000**	Fund 173
90854	GPIP Site Clean UP	Authorized/in progress	-	35,000	35,000	**35,000**	Fund 173
90875	GPIP Wash down pad	Authorized/in progress	20,000	-	20,000	**20,000**	
		TOTAL OPEN APPROPRIATIONS			**522,185**	**522,185**	
TBD	Geotech assessment of APC landfill sites	New FY22	-	270,000	270,000	**270,000**	Fund 173
		TOTAL NEW APPROPRIATIONS			**-**	**270,000**	

LONG-TERM INFRASTRUCTURE SINKING FUND
AND
ESTIMATED/PROJECTED ANNUAL INFRASTRUCTURE MAINTENANCE AND REPLACEMENT COST FOR THE NEXT TWENTY YEARS.

Ordinance 2012-30 was established October 9, 2012 Current Balance $527,045

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2012-30

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA.ALASKA ADDING A NEW CHAPTER 4.44 TO THE SITKA GENERAL CODE ESTABLISHING REQUIRED LEVELS OF CASH TO BE MAINTAINED AND A NEW CHAPTER 4.45 TO THE SITKA GENERAL CODE ESTABLISHING A LONG TERM PUBLIC INFRASTRUCTURE SINKING FUND FOR THE OF REPAIR AND REPLACEMENT OF GENERAL FUND MUNICIPAL BUILDINGS, STREETS, SIDEWALKS, PARKING LOTS, AND PARKS

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

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is 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 circumstances shall not be affected.

3. **PURPOSE.** The purposes of this ordinance are to codify requirements to maintain minimum levels of cash within the General Fund, and, to establish a sinking fund for the repair and replacement of General Fund municipal buildings, streets, sidewalks, parking lots, and parks its subsequent use for such restricted purposes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adds Chapter 4.44 and 4.45 to the Sitka General Code.

Chapter 4.44
REQUIRED LEVELS OF CASH TO BE MAINTAINED IN THE GENERAL FUND

* * *

4.44.01 Required Levels of Cash On Hand. The General Fund of the City and Borough of Sitka shall be required to maintain a minimum level of cash and cash equivalents in order to provide for adequate cash flow management and liquidity for the Municipality.

A. The minimum level of cash and cash equivalents to be maintained shall be equal to the total of all budgeted expenditure for the General Fund for the current fiscal year, divided by 4. Transfers from the General Fund balance shall not be considered expenditure for the purposes of this calculation.

B. For purposes of this Chapter, cash and cash equivalents shall be defined as cash held in demand deposits, overnight repurchase agreements as defined by SGC 4.28.060 4, money market mutual funds as defined by SGC 4.28.060 5, certificates of deposit as defined by SGC 4.28.060 2, and local government investment pools per SGC 4.28.060 6.

4.44.02 Restriction of General Fund Balance. A portion of the General Fund balance equal to the total of all budgeted expenditures for the General Fund for the current fiscal year, divided by 4, (transfers from the General Fund balance shall not be considered expenditure for the purposes of this calculation), shall be restricted as to its use in order to provide for required liquidity of the Municipality and not available for appropriation without a super majority of the Assembly voting in approval. An additional amount of $2,000,000 shall be restricted as to its use in order to provide funds for responding to an emergency and not available for appropriation without a super majority of the Assembly voting in approval.

Chapter 4.45

LONG TERM INFRASTRUCTURE SINKING FUND FOR THE REPAIR AND REPLACEMENT OF GENERAL FUND MUNICIPAL BUILDINGS, STREETS, SIDEWALKS, PARKING LOTS, AND PARKS

* * *

4.45.01 Establishment of the Public Infrastructure Sinking Fund. There shall hereby be created, within the fund structure of the City and Borough of Sitka, a sinking fund for the repair and replacement of General Fund municipal buildings, streets, sidewalks, parking lots, and parks to be hereafter called the Public Infrastructure Sinking Fund.

4.45.02 Determination of the Required Balance of the Public Infrastructure Sinking Fund. Within 90 days after the start of each fiscal year, the Administrator shall prepare an analysis of the General Fund Balance with an accompanying recommendation as to an amount of the General Fund Balance available for potential transfer to the Public Infrastructure Sinking Fund. This analysis shall first take into account any portions of the General Fund restricted by Section 4.44 of the Sitka General Code before recommending any further amounts for potential transfer to the Public Infrastructure Sinking Fund.

4.45.03 Assembly Action. Within 60 days after presentation of the annual analysis by the Administrator, the amount determined by the Administrator shall automatically be transferred to the Public Infrastructure Sinking Fund, unless a super majority of the Assembly votes to change the recommended amount.

4.45.04 Use of the Sinking Fund. The Assembly shall annually appropriate an amount from the Public Infrastructure Sinking Fund to be used exclusively for the repair and replacement of General Fund municipal buildings, streets, sidewalks, parking lots, and parks as recommended by the Administrator in his annual budget.

4.45.05 Emergency Transfer of the Sinking Fund. The Assembly shall have the authority to transfer any portion of the Public Infrastructure Sinking Fund to the General Fund in the case of an emergency threatening public health, safety, or welfare which requires use of public funds. Such a transfer shall require an approval of a super majority of the Assembly.

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 9th day of October, 2012.

Cheryl Westover, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk

City and Borough of Sitka

Draft
GENERAL FUND

FISCAL YEAR 2022

Operating Budget

GENERAL FUND - SUMMARY BY ORGANIZATION

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	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Projected Amount	2022 Budget
Fund: 100 General Fund						
Revenue						
100-300-301 - Property Tax	6,647,375	6,777,625	6,852,247	6,907,000	7,170,619	6,924,300
100-300-302 - Sales Tax	12,088,012	13,309,205	12,139,374	12,738,200	10,883,912	11,730,971
100-300-303 - Bed Tax	-	-	-	-	-	-
100-300-310 - State Revenue	875,827	1,018,052	960,286	814,430	814,430	852,644
100-300-315 - Federal Revenue	1,908,950	1,337,777	1,712,269	1,360,000	1,360,000	1,501,000
100-300-320 - Licenses & Permits	155,943	126,810	123,353	131,000	150,000	133,450
100-300-330 - Services	981,875	1,054,420	1,053,160	1,103,000	1,053,160	1,030,200
100-300-340 - Operating Revenue	758,794	704,450	614,974	605,000	400,000	363,500
100-300-360 - Uses of Prop & Investment	893,236	997,168	1,330,114	1,058,600	1,058,600	848,500
100-300-370 - Interfund Billings	2,855,202	2,695,448	2,663,479	2,705,560	2,705,560	2,784,694
100-300-380 - Miscellaneous	124,274	126,982	132,571	135,180	135,180	130,800
100-300-390 - Cash Basis Receipts	1,607,903	2,698,374	2,094,844	2,006,459	3,486,459	1,168,054
Revenue Totals	**$ 28,897,391.00**	**$ 30,846,310.69**	**$ 29,676,670.64**	**$ 29,564,429.00**	**$ 29,217,919.22**	**$ 27,468,113.00**
Expenditures						
100-500-001 - Administrative,Administrator & Assembly	1,029,605	1,328,169	737,141	1,134,074	1,458,044	1,268,741
100-500-002 - Attorney	223,921	969,937	511,063	400,098	400,098	413,108
100-500-003 - Municipal Clerk	403,604	404,283	430,351	444,973	444,973	463,272
100-500-004 - Finance	1,791,702	1,798,963	1,916,507	2,033,473	2,114,812	2,389,648
100-500-005 - Assessing	374,903	427,628	402,258	474,994	474,994	438,275
100-500-006 - Planning	245,256	204,921	240,930	284,572	284,572	282,953
100-500-007- General Office	461,193	503,770	556,224	616,985	654,934	689,563
100-500-008 - Other Expenditures	326,899	306,596	316,097	345,201	345,201	285,200
100-520-021-800 - Police	4,316,702	4,346,766	4,003,054	4,870,076	4,870,076	4,948,237
100-520-022-800 - Fire Protection	1,513,867	1,684,580	1,795,463	1,811,107	1,482,210	1,910,455
100-520-023 - Ambulance	286,208	289,523	302,939	366,176	302,939	405,377
100-520-024 - Search and Rescue	46,402	26,378	25,958	40,773	25,958	37,094
100-530-031 - Public Works Administration	662,949	676,754	630,695	699,011	699,011	738,210
100-530-032-800 - Engineering	901,654	919,428	876,846	877,369	700,000	837,411

GENERAL FUND - SUMMARY BY ORGANIZATION

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	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2021 Projected Amount	2022 Budget
100-530-033-800 - Streets	1,154,195	1,220,084	1,368,547	1,366,788	1,093,430	1,375,889
100-530-034-800 - Recreation	535,646	635,628	614,666	769,335	730,868	719,091
100-530-035-800 - Building Officials	235,504	275,762	269,410	272,169	272,169	333,677
100-540-041 - Library	840,140	896,936	878,567	1,015,097	1,015,097	1,071,260
100-540-043 - Centennial Building	560,055	621,048	699,948	716,825	702,489	740,038
100-540-047 - Senior Citizens	78,112	95,614	62,209	104,494	104,494	97,866
100-545-050 - Contingency	(4,096)	-	89,363	399,877	37,653	-
100-550-650-951 - Debt Payments	33,222	31,685	30,147	86,463	86,463	84,925
100-550-660-952 - Support Payments	7,294,013	7,524,879	7,511,994	7,618,993	7,618,993	8,364,150
100-550-670 - Fixed Assets	13,999	261,071	278,390	217,077	217,077	63,500
100-550-680 - Transfer to Other Funds	4,430,278	5,065,148	3,768,581	1,925,019	1,613,000	1,376,200
100-550-690 - Other Financing Sources	-	-	-	-	-	-
Expenditure Totals	**$ 27,755,933.00**	**$ 30,515,551.97**	**$ 28,317,349.40**	**$ 28,891,015.61**	**$ 27,749,555.86**	**$ 29,334,140.34**
Fund Total: General Fund	**$ 1,141,458.00**	**$ 330,758.72**	**$ 1,359,321.24**	**$ 673,413.39**	**$ 1,468,363.36**	**$ (1,866,027.34)**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
301 - Property Tax					
3011 001 - Property Tax Levy	6,924,679	7,132,087	7,170,827	7,262,000	7,266,200
3011 002 - Auto Tax	92,790	84,188	76,607	90,000	75,000
3011 003 - Boat Tax	5,183	-	-	-	-
3011 004 - Penalty and Interest	63,056	45,861	79,028	60,000	80,000
3011 006 - Taxes Paid Voluntarily	49,698	11,561	45,690	40,000	49,000
3012 000 - Less Sr Citizen Exemption	(488,031)	(496,072)	(519,905)	(545,000)	(545,900)
301 - Property Tax Totals	**$ 6,647,375.00**	**$ 6,777,625.00**	**$ 6,852,247.15**	**$ 6,907,000.00**	**$ 6,924,300.00**
302 - Sales Tax					
3021 001 - 1st Qtr Calendar Yr Sales	1,841,667	1,920,576	1,852,582	2,088,000	1,900,000
3021 002 - 2nd Qtr Calendar Yr Sales	3,875,384	4,040,342	2,668,020	3,893,000	3,535,171
3021 003 - 3rd Qtr Calendar Yr Sales	4,233,938	4,937,318	5,287,676	3,636,000	3,965,000
3021 004 - 4th Qtr Calendar Yr Sales	1,957,440	2,231,575	2,040,256	2,900,000	2,050,300
3021 005 - Previous Quarters Tax	11,832	(13,768)	122,361	50,000	122,000
3021 006 - Penalty & Interest	78,743	60,167	70,568	60,000	70,000
3021 007 - Discount	(14,107)	(13,440)	(9,122)	(14,000)	(8,500)
3021 008 - Home Construction Refund	(27,189)	-	-	(9,000)	(5,000)
3021 009 - Other Sales Tax Revenue	8,685	9,352	9,063	9,200	-
3021 010 - Fish Box Tax	121,619	137,084	97,970	125,000	102,000
302 - Sales Tax Totals	**$ 12,088,012.00**	**$ 13,309,206.00**	**$ 12,139,373.94**	**$ 12,738,200.00**	**$ 11,730,971.00**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
310 - State Revenue					
3101 003 - Revenue Sharing	595,992	543,229	497,524	376,291	415,199
3101 005 - Grant Revenue	15,587	19,801	-	-	-
3101 007 - Liquor Licenses	19,375	24,700	25,275	23,000	25,000
3101 012 - Public Library Assistance	7,000	7,000	7,000	7,000	7,000
3101 016 - Miscellaneous	28,371	26,537	11,575	10,500	4,445
3101 017 - PERS Relief	207,833	396,644	418,563	396,639	400,000
3101 019 - SAR reimbursement	1,670	140	349	1,000	1,000
3101 030 - Grant Revenue Pass Thru	-	-	-	-	-
310 - State Revenue Totals	**$ 875,828.00**	**$ 1,018,051.00**	**$ 960,285.89**	**$ 814,430.00**	**$ 852,644.00**
315 - Federal Revenue					
3151 001 - Stumpage	613,224	529,232	458,071	500,000	600,000
3151 002 - Payment in Lieu of Taxes	1,206,982	749,463	796,501	600,000	800,000
3151 003 - Grant Revenue	61,149	59,081	457,696	260,000	101,000
3161 001 - COPS grants	27,595	-	-	-	-
315 - Federal Revenue Totals	**$ 1,908,950.00**	**$ 1,337,776.00**	**$ 1,712,268.79**	**$ 1,360,000.00**	**$ 1,501,000.00**
320 - Licenses & Permits					
3201 001 - Building Permits	114,676	96,733	102,438	95,000	110,000
3201 002 - Planning & Zoning Permits	11,427	4,155	3,450	10,000	4,000
3201 003 - Parking Permits	410	240	235	1,000	250
3201 004 - Public Vehicle/Drivers	8,720	9,125	2,225	9,000	2,000
3201 005 - Bicycle Licenses	-	-	1,719	3,000	-
3201 006 - Animal Licenses	3,848	2,721	49	-	2,200
3201 007 - Itinerant Business Licens	18	6	-	-	-
3201 008 - Miscellaneous	663	600	300	-	-
3201 010 - Fire Marshall Fees	-	-	-	-	-
3201 011 - Park & Rec. Fees	13,141	8,564	12,088	9,000	12,000
3201 012 - Centenniel Permit Fees	3,040	4,665	850	4,000	3,000
320 - Licenses & Permits Totals	**$ 155,943.00**	**$ 126,809.00**	**$ 123,353.48**	**$ 131,000.00**	**$ 133,450.00**
330 - Services					
3301 002 - Police Contracts	-	-	-	-	-
3301 003 - Jail Contracts	391,194	391,194	391,194	391,200	391,200
3301 004 - DWI Jail Time Fees	-	-	-	-	-
3301 005 - Jail-Detox	6,820	3,755	330	3,800	-

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
3301 006 - Impound/Storage Fees	6,150	7,930	3,645	8,000	10,000
3301 007 - Police Other	6,838	7,008	11,010	8,000	8,000
3301 010 - E911 Surcharge	185,590	176,236	176,299	180,000	180,000
3302 000 - Police Medical Billings	22,656	1,342	5,406	22,000	-
3303 000 - Public Defender Fees	-	-	-	-	-
3321 001 - Ambulance Fees	342,108	456,247	457,302	455,000	425,000
3321 002 - Fire Dept Other	-	-	-	-	-
3331 001 - Library	11,027	9,317	7,126	12,000	10,000
3331 002 - Library Lost Book Replace	1,059	1,391	848	3,000	1,000
3331 003 - Library-Other	-	-	-	-	-
3331 004 - Library-Network	8,434	-	-	17,000	5,000
3333 000 - Sitka Builders Seminar	-	-	-	3,000	-
3351 000 - Legal Fees	-	-	-	-	-
330 - Services Totals	**$ 981,876.00**	**$ 1,054,420.00**	**$ 1,053,159.76**	**$ 1,103,000.00**	**$ 1,030,200.00**
340 - Operating Revenue					
3454 000 - Concessions	2,340	1,569	697	3,000	-
3491 000 - Jobbing-Labor	752,179	702,758	610,557	600,000	361,500
3492 000 - Jobbing-Materials/Parts	628	78	-	1,000	1,000
3493 000 - Jobbing-Equipment	648	45	3,721	1,000	1,000
3494 000 - Jobbing-Outside Contracts	3,000.00	-	-	-	-
340 - Operating Revenue Totals	**$ 758,795.00**	**$ 704,450.00**	**$ 614,974.08**	**$ 605,000.00**	**$ 363,500.00**
360 - Uses of Property & Investments					
3601 000 - Rent - Land	206,761	214,920	243,509	209,000	267,900
3602 000 - Rent - Building	9,600	9,600	9,600	9,600	9,600
3603 000 - Rent-Centenniel Building	109,471	102,461	100,603	160,000	110,700
3604 000 - Rent-Senior Center	942	206	312	2,000	-
3606 000 - Rent-Tom Young Cabin	8,912	8,276	10,218	8,000	11,200
3610 000 - Interest Income	396,911	502,775	485,055	527,000	300,000
3615 000 - Gain(Loss)on Investments	-	-	299,664	-	
3620 000 - Sale of Fixed Assets	-	-	-	-	-
3635 000 - Gravel & Rock Royalities	37,474	23,796	22,661	20,000	26,100
3640 000 - Library-Special Sales	1,784	1,452	1,046	2,000	2,000
3650 000 - City/St Bldg Cost Reimbur	121,381	133,683	157,445	121,000	121,000
360 - Uses of Property & Investments Totals	**$ 893,236.00**	**$ 997,169.00**	**$ 1,330,113.73**	**$ 1,058,600.00**	**$ 848,500.00**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
370 - Interfund Billings					
3701 152 - Interfund Bill NARCO	-	-	-	-	-
3701 200 - Electric Interfund Bill	965,971	979,647	865,541	888,247	944,703
3701 210 - Water Interfund Bill	301,476	292,397	313,204	304,247	303,905
3701 220 - WWater Interfund Bill	354,201	386,249	386,493	426,092	386,583
3701 230 - SWste Interfund Bill	422,522	335,638	382,347	381,828	418,737
3701 240 - Harbor Interfund Bill	325,824	247,943	293,329	287,624	316,400
3701 250 - Air Term Interfund Bill	107,953	95,022	98,343	91,065	82,854
3701 260 - MSC Interfund Bill	20,192	6,528	17,044	19,418	21,214
3701 270 - SMC Interfund Bill	32,874	66,277	62,738	59,944	65,185
3701 300 - MIS Interfund Bill	110,602	95,000	90,295	84,175	92,407
3701 310 - Garage Interfund Billing	108,814	122,204	79,326	83,312	77,547
3701 320 - Maint Fund Interfund Bill	104,774	68,543	74,819	79,608	75,159
370 - Interfund Billings Totals	**$ 2,855,203.00**	**$ 2,695,448.00**	**$ 2,663,478.96**	**$ 2,705,560.00**	**$ 2,784,694.00**
380 - Miscellaneous Revenue					
3801 000 - Fines and Forfeits	46,173	60,072	55,230	60,000	54,000
3801 100 - Fines Minor Consuming	-	-	-	-	-
3804 000 - Return Check Fee (NSF)	600	500	500	1,000	1,000
3805 000 - Cash, (Short)/Long	(226)	11	(29)	-	-
3806 000 - Coffee Revenue-Cent Bldg	-	-	-	-	-
3807 000 - Miscellaneous	8,685	10,262	13,730	20,000	20,000
3807 100 - Miscellaneous Grant Revenue	10,152	-	250	-	-
3808 000 - Salary Reimbursement	175	175	788	1,380	1,000
3809 000 - Donations	8,069	6,978	1,150	1,800	1,800
3809 001 - Donation - Parks and Recreation	-	-	10,000	-	-
3810 000 - Cops Grant Donations	-	-	-	-	-
3811 000 - Property Damage Reimburse	-	-	-	-	-
3820 000 - Bad Debt Collected	3,234	2,666	5,092	3,000	5,000
3850 000 - Pcard Rebate	47,413	46,317	45,860	48,000	48,000
380 - Miscellaneous Revenue Totals	**$ 124,275.00**	**$ 126,981.00**	**$ 132,570.57**	**$ 135,180.00**	**$ 130,800.00**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
390 - Cash Basis Receipts					
3950 000 - Interfund Transfers In	-	1,015,219	200,000	-	-
3950 193 - Transfer In Utility Subsidization Fnd	-	-	-	-	-
3950 194 - Transfer In Comm Pass Tax	-	-	559	-	-
3950 195 - Transfer In Visitor Enhancement Fnd	50,000	200,000	80,000	-	-
3950 240 - Transfer In Harbor	-	-	-	-	-
3950 310 - Transfer In from 310	-	-	-	-	-
3950 320 - Transfer In Bldg Maint	-	25,000	-	-	-
3950 400 - Transfer In Permanent Fd	1,375,900	1,427,097	1,447,500	1,456,459	1,145,554
3950 410 - Transfer In Revolving Fnd	21,841	24,919	21,523	24,000	18,000
3950 420 - Transfer In Guarantee Fnd	5,409	6,139	5,263	6,000	4,500
3950 540 - Transfer in from fund 540	6,300	-	-	-	-
3950 700 - Transfer In Cap Proj Fund	148,453	-	-	-	-
3950-708 - Transfer in from fund 708			340,000.00	520,000.00	-
390 - Cash Basis Receipts Totals	**$ 1,607,903.00**	**$ 2,698,374.00**	**$ 2,094,844.29**	**$ 2,006,459.00**	**$ 1,168,054.00**
Revenue Totals	**$ 28,897,396.00**	**$ 30,846,309.00**	**$ 29,676,670.64**	**$ 29,564,429.00**	**$ 27,468,113.00**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Expenditures					
400 - Salaries and Wages					
5110 001 - Regular Salaries/Wages	5,138,735	5,127,853	4,914,941	6,591,646	6,830,531
5110 002 - Holidays	242,003	250,529	238,775	-	-
5110 003 - Sick Leave	182,044	200,246	154,233	-	-
5110 004 - Overtime	494,016	471,105	423,980	555,862	405,862
5110 010 - Temp Wages	338,163	427,883	733,703	374,611	281,006
400 - Salaries and Wages Totals	**$ 6,394,961.00**	**$ 6,477,616.00**	**$ 6,465,631.49**	**$ 7,522,119.19**	**$ 7,517,399.51**
450 - Fringe Benefits					
5120 001 - Annual Leave	512,001	556,300	510,533	278,283	296,170
5120 002 - SBS	425,269	432,051	429,267	459,760	471,053
5120 003 - Medicare	99,155	101,357	100,500	113,336	113,340
5120 004 - PERS	1,613,099	1,801,254	1,754,928	1,868,530	2,049,196
5120 005 - Health Insurance	1,927,478	1,819,515	1,428,200	2,031,336	2,253,015
5120 006 - Life Insurance	1,091	1,072	990	947	965
5120 007 - Workmen's Compensation	223,607	216,210	218,051	236,325	169,932
5120 008 - Unemployment	7,654	2,603	2,760	-	-
450 - Fringe Benefits Totals	**$ 4,809,354.00**	**$ 4,930,362.00**	**$ 4,445,229.48**	**$ 4,988,517.72**	**$ 5,353,670.83**
500 - Operating Expenses					
5201 000 - Training and Travel	167,167	239,459	117,993	221,283	270,967
5202 000 - Uniforms	32,447	27,786	29,556	33,300	38,100
5203 000 - Utilities	-	-	54,258	57,000	57,000
5203 001 - Electric	398,068	416,573	408,121	413,322	413,322
5203 005 - Heating Fuel	26,649	26,517	23,584	23,000	23,000
5203 006 - Interuptable electric	23,484	27,949	28,735	25,000	25,000
5204 000 - Telephone	113,556	105,704	82,759	135,345	122,151
5204 001 - Cell Phone Stipend	5,715	5,975	6,137	8,400	12,300
5205 000 - Insurance	179,396	232,748	314,257	328,568	470,700
5206 000 - Supplies	301,888	388,043	493,252	584,180	444,214
5207 000 - Repairs & Maintenance	51,553	26,943	27,455	76,530	78,230
5208 000 - Bldg Repair & Maint	360,590	430,865	452,667	534,546	544,485
5211 000 - Data Processing Fees	851,470	901,157	1,150,655	1,186,772	1,060,125
5211 001 - Information Technology Special	-	228,486	45,000	-	-
5212 000 - Contracted/Purchased Serv	716,153	901,559	750,868	1,072,244	1,149,184

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
5212 001 - Sitka Historical Contract	97,200	97,200	97,200	97,200	97,200
5212 002 - SEDA Contract	63,000	63,000	63,000	63,000	63,000
5214 000 - Interdepartment Services	21,414	14,790	26,300	30,000	-
5221 000 - Transportation/Vehicles	755,148	862,447	859,728	896,681	932,285
5222 000 - Postage	33,140	39,318	39,375	50,750	48,200
5223 000 - Tools & Small Equipment	114,677	106,340	114,915	134,533	116,450
5224 000 - Dues & Publications	38,447	35,460	32,312	50,170	47,505
5225 000 - Legal Expenditures	(78,593)	631,662	158,498	50,000	50,000
5226 000 - Advertising	67,539	55,924	75,449	61,188	69,900
5227 001 - Rent-Buildings	28,311	29,264	29,732	29,800	27,160
5227 002 - Rent-Equipment	27,603	10,572	52,251	29,790	29,258
5228 000 - Donations	117,833	128,000	115,260	125,000	125,000
5228 001 - Pass through grants	48,866	18,196	40,637	60,001	-
5229 000 - Investment Expenses	54,181	81,100	84,306	81,000	85,200
5231 000 - Credit Card Expense	69,969	65,410	67,827	70,000	70,000
5240 000 - Books & Publications	48,009	52,450	53,534	60,500	70,000
5265 000 - ARSSTC Fees	-	-	189	-	98,808
5280 000 - Public Defender Fees	-	-	-	-	-
5288 000 - Administrator Contingency	2,860	1,155	259	3,000	3,000
5289 000 - Mayor Contingency	2,006	4,215	1,276	3,000	3,000
5290 000 - Other Expenses	7,324,064	7,493,403	7,432,027	7,506,718	8,243,701
5290 100 - Unanticipated Repairs	10,316	-	-	50,000	50,000
5295 000 - Interest Expense	10,912	9,375	7,837	21,635	20,097
5297 000 - Debt Admin Expense	-	-	-	-	-
500 - Operating Expenses Totals	**$ 12,085,038.00**	**$ 13,759,045.00**	**$ 13,337,208.76**	**$ 14,173,454.95**	**$ 14,958,542.00**

City of Sitka
General Fund

Fund: 100 General Fund	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
700 - Cash Basis Expenditures					
7101 000 - Fixed Assets-Land	-	-	-	-	-
7106.004 - Fixed Assets - Finance	-	-	-	-	
7106.021 - Fixed Assets - Police	-	-	231,118	210,577	5,000
7106 022 - Fixed Assets-Fire Dept	-	248,089	47,272	-	40,000
7106 031 - Fixed Assets-PW Admin	-	-	-	-	7,500
7106 033 - Fixed Assets-Streets	-	12,983	-	-	2,500
7106 034 - Fixed Assets-Recreation	-	-	-	6,500	8,500
7106 041 - Fixed Assets - Library	-	-	-	-	-
7106 043 - Fixed Assets - Cent Bldg	-	-	-	-	-
7106 047 - Fixed Assets-Sr Citizen B	-	-	-	-	-
7108.000 - Fixed Assets - Furniture	13,999	-	-	-	
7200 000 - Interfund Transfers Out	4,430,278	5,065,148	3,768,581	1,925,019	1,376,200
7301 000 - Note Principal Payments	22,310	22,310	22,310	64,828	64,828
7302 000 - Bond Principal Payments	-	-	-	-	-
7600 000 - Advances to Other Funds	-	-	-	-	-
700 - Cash Basis Expenditures Totals	**$ 4,466,587.00**	**$ 5,348,530.00**	**$ 4,069,279.94**	**$ 2,206,923.75**	**$ 1,504,528.00**
Revenue Totals:	**28,897,396**	**30,846,309**	**29,676,671**	**29,564,429**	**27,468,113**
Expenditure Totals	**27,755,940**	**30,515,553**	**28,317,350**	**28,891,016**	**29,334,140**
Fund Total: General Fund	**1,141,456**	**330,756**	**1,359,321**	**673,413**	**(1,866,027)**

General Fund - Administrator/Assembly

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	214,116.08	286,438.93	90,712.43	264,239.90	278,533.98
5110.002	Holidays	5,985.08	7,535.40	3,496.76	.00	.00
5110.003	Sick Leave	5,598.84	20,848.00	2,379.69	.00	.00
5110.010	Temp Wages	29,800.00	38,850.00	81,350.00	27,600.00	27,600.00
	Salaries and Wages Totals	$255,500.00	$353,672.33	$177,938.88	$291,839.90	$306,133.98
Fringe Benefits						
5120.001	Annual Leave	30,121.85	42,687.34	5,498.49	13,151.00	22,121.00
5120.002	SBS	17,522.39	24,195.69	11,244.71	18,695.98	19,818.46
5120.003	Medicare	4,144.79	5,747.24	2,659.85	8,143.61	4,759.70
5120.004	PERS	58,625.38	86,482.46	28,706.91	86,670.12	69,833.32
5120.005	Health Insurance	79,952.21	82,116.55	25,386.38	71,716.32	70,258.56
5120.006	Life Insurance	32.82	40.06	10.40	8.04	22.20
5120.007	Workmen's Compensation	1,582.96	1,707.12	829.68	1,342.51	948.95
	Fringe Benefits Totals	$191,982.40	$242,976.46	$74,336.42	$199,727.58	$187,762.19
Operating Expenses						
5201.000	Training and Travel	14,983.85	34,377.03	18,676.54	32,966.00	50,200.00
5204.000	Telephone	6,475.30	9,240.42	4,226.87	14,192.00	5,900.00
5204.001	Cell Phone Stipend	125.00	.00	.00	300.00	900.00
5206.000	Supplies	8,951.93	7,812.03	6,590.77	8,600.00	8,500.00
5207.000	Repairs & Maintenance	1,560.00	1,560.00	.00	.00	.00
5211.000	Data Processing Fees	14,721.96	19,461.96	20,328.96	22,413.00	40,335.00
5211.001	Information Technology Special Projects	.00	2,205.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	114,262.31	257,913.55	124,695.65	177,700.00	234,500.00
5222.000	Postage	95.95	20.40	32.76	150.00	100.00
5223.000	Tools & Small Equipment	786.91	.00	.00	.00	.00
5224.000	Dues & Publications	17,966.15	16,826.15	15,677.15	17,415.00	17,680.00
5226.000	Advertising	5,070.47	3,641.50	10,361.99	5,000.00	5,000.00
5288.000	Administrator Contingency	2,860.28	1,154.57	259.05	3,000.00	3,000.00
5289.000	Mayor Contingency	2,005.76	4,215.00	1,276.00	3,000.00	3,000.00
5290.000	Other Expenses	42,167.36	13,004.75	23,793.74	33,800.00	21,551.00
	Operating Expenses Totals	$232,033.23	$371,432.36	$225,919.48	$318,536.00	$390,666.00
	Fund **100 - General Fund** Totals	$679,515.63	$968,081.15	$478,194.78	$810,103.48	$884,562.17

General Fund - Human Resources

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	120,929.43	74,798.02	72,901.76	163,973.25	160,407.99
5110.002	Holidays	5,364.93	6,314.40	2,920.93	.00	.00
5110.003	Sick Leave	25,810.68	18,581.09	2,453.62	.00	.00
5110.010	Temp Wages	.00	.00	6,705.68	.00	.00
	Salaries and Wages Totals	$152,105.04	$99,693.51	$84,981.99	$163,973.25	$160,407.99
Fringe Benefits						
5120.001	Annual Leave	10,481.16	18,078.48	2,771.62	.00	.00
5120.002	SBS	9,966.38	7,219.45	5,379.31	10,051.39	9,832.92
5120.003	Medicare	2,357.48	1,707.68	1,272.43	2,377.61	2,325.92
5120.004	PERS	41,109.19	30,292.08	23,264.90	36,074.11	42,081.81
5120.005	Health Insurance	63,735.10	45,479.40	26,044.60	60,449.52	57,612.00
5120.006	Life Insurance	28.32	20.43	15.86	14.16	28.32
5120.007	Workmen's Compensation	957.94	556.50	759.16	754.29	497.21
	Fringe Benefits Totals	$128,635.57	$103,354.02	$59,507.88	$109,721.08	$112,378.18
Operating Expenses						
5201.000	Training and Travel	5,450.00	15,513.93	5,840.00	1,300.00	9,000.00
5204.001	Cell Phone Stipend	.00	.00	.00	.00	300.00
5206.000	Supplies	1,283.59	3,864.24	1,978.32	2,034.00	2,034.00
5211.000	Data Processing Fees	14,721.96	15,570.00	15,093.96	12,892.00	16,549.00
5211.001	Information Technology Special Projects	.00	1,764.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	45,828.21	118,884.05	89,521.02	32,000.00	77,170.00
5222.000	Postage	.00	.00	26.50	.00	.00
5224.000	Dues & Publications	2,065.03	1,282.98	1,946.90	2,025.00	5,740.00
5226.000	Advertising	.00	118.95	50.00	.00	500.00
5290.000	Other Expenses	.00	42.46	.00	25.00	100.00
	Operating Expenses Totals	$69,348.79	$157,040.61	$114,456.70	$50,276.00	$111,393.00
	Fund **100 - General Fund** Totals	$350,089.40	$360,088.14	$258,946.57	$323,970.33	$384,179.17
	Net Grand Totals	$350,089.40	$360,088.14	$258,946.57	$323,970.33	$384,179.17

General Fund - Legal

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	150,789.78	168,504.55	167,748.49	199,359.63	203,269.41
5110.002	Holidays	6,979.88	8,212.16	8,286.16	.00	.00
5110.003	Sick Leave	5,044.60	5,647.47	6,427.49	.00	.00
	Salaries and Wages Totals	$162,814.26	$182,364.18	$182,462.14	$199,359.63	$203,269.41
Fringe Benefits						
5120.001	Annual Leave	15,421.56	12,220.79	28,886.93	10,187.00	10,293.00
5120.002	SBS	10,697.83	11,386.86	12,593.68	12,376.68	12,917.03
5120.003	Medicare	2,605.81	2,841.78	3,086.32	3,038.42	3,096.66
5120.004	PERS	44,993.66	54,492.18	57,706.45	55,542.58	62,432.47
5120.005	Health Insurance	41,452.35	48,751.15	35,752.60	41,490.96	45,262.56
5120.006	Life Insurance	19.84	21.02	22.20	22.20	22.20
5120.007	Workmen's Compensation	1,023.75	1,077.90	915.43	917.15	691.13
	Fringe Benefits Totals	$116,214.80	$130,791.68	$138,963.61	$123,574.99	$134,715.05
Operating Expenses						
5201.000	Training and Travel	2,093.56	3,357.97	1,092.52	7,300.00	7,000.00
5204.000	Telephone	415.72	436.30	398.88	680.00	400.00
5204.001	Cell Phone Stipend	500.00	575.00	600.00	600.00	.00
5206.000	Supplies	1,705.42	1,031.74	442.59	1,200.00	500.00
5207.000	Repairs & Maintenance	1,560.00	1,560.00	.00	.00	.00
5211.000	Data Processing Fees	14,721.96	15,570.00	15,093.96	15,723.00	16,549.00
5211.001	Information Technology Special Projects	.00	1,764.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	(.60)	.00	.00	.00	.00
5221.000	Transportation/Vehicles	975.00	825.00	900.00	900.00	.00
5223.000	Tools & Small Equipment	471.23	.00	.00	.00	.00
5224.000	Dues & Publications	895.65	.00	675.00	660.00	675.00
5225.000	Legal Expenditures	(78,592.55)	631,661.53	158,468.29	50,000.00	50,000.00
5226.000	Advertising	48.15	.00	.00	.00	.00
5290.000	Other Expenses	99.00	.00	11,965.76	100.00	.00
	Operating Expenses Totals	($55,107.46)	$656,781.54	$189,637.00	$77,163.00	$75,124.00
	Fund **100 - General Fund** Totals	$223,921.60	$969,937.40	$511,062.75	$400,097.62	$413,108.46
	Net Grand Totals	$223,921.60	$969,937.40	$511,062.75	$400,097.62	$413,108.46

General Fund - Clerk

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	138,652.72	141,021.44	146,617.89	159,050.79	161,543.34
5110.002	Holidays	1,684.52	1,487.60	1,869.88	.00	.00
5110.003	Sick Leave	2,399.20	1,704.64	741.60	.00	.00
5110.010	Temp Wages	7,707.00	1,444.78	6,044.50	17,500.00	17,500.00
	Salaries and Wages Totals	$150,443.44	$145,658.46	$155,273.87	$176,550.79	$179,043.34
Fringe Benefits						
5120.001	Annual Leave	14,544.00	14,564.72	11,871.64	6,146.00	6,302.00
5120.002	SBS	10,217.92	9,913.61	10,331.84	11,254.36	11,416.86
5120.003	Medicare	2,416.97	2,345.00	2,443.92	2,662.14	2,700.56
5120.004	PERS	39,930.75	44,077.89	46,244.19	44,524.64	49,041.57
5120.005	Health Insurance	54,112.45	52,119.50	44,224.70	51,322.80	55,988.40
5120.006	Life Insurance	28.32	28.71	28.32	28.32	28.32
5120.007	Workmen's Compensation	946.79	815.92	772.83	816.41	557.87
	Fringe Benefits Totals	$122,197.20	$123,865.35	$115,917.44	$116,754.67	$126,035.58
Operating Expenses						
5201.000	Training and Travel	9,188.25	9,762.34	4,355.55	11,525.00	10,475.00
5204.000	Telephone	370.12	407.55	398.88	970.00	400.00
5204.001	Cell Phone Stipend	300.00	300.00	300.00	300.00	300.00
5206.000	Supplies	6,167.25	6,345.59	8,367.05	11,510.79	8,500.00
5207.000	Repairs & Maintenance	1,560.00	1,560.00	.00	.00	.00
5211.000	Data Processing Fees	20,735.04	24,497.04	51,132.96	33,169.00	44,253.00
5211.001	Information Technology Special Projects	.00	3,087.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	37,781.63	27,674.50	27,904.43	34,300.00	29,300.00
5221.000	Transportation/Vehicles	900.00	900.00	900.00	900.00	900.00
5222.000	Postage	26.90	.00	28.00	150.00	150.00
5223.000	Tools & Small Equipment	.00	.00	3,999.84	.00	.00
5224.000	Dues & Publications	5,078.35	4,982.35	4,652.65	8,705.00	8,215.00
5226.000	Advertising	34,028.15	39,894.75	41,476.48	34,437.50	40,000.00
5227.001	Rent-Buildings	14,793.43	15,163.95	15,559.75	15,700.00	15,700.00
5290.000	Other Expenses	34.75	183.68	84.31	.00	.00
	Operating Expenses Totals	$130,963.87	$134,758.75	$159,159.90	$151,667.29	$158,193.00
	Fund **100 - General Fund** Totals	$403,604.51	$404,282.56	$430,351.21	$444,972.75	$463,271.92

General Fund - Finance

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	737,760.72	746,279.00	807,559.64	975,252.41	1,074,100.32
5110.002	Holidays	37,578.15	36,819.58	37,155.47	.00	.00
5110.003	Sick Leave	47,921.95	34,428.19	31,625.13	.00	.00
5110.004	Overtime	768.97	172.51	373.88	.00	.00
5110.010	Temp Wages	.00	4,594.25	21,112.70	5,000.00	20,000.00
	Salaries and Wages Totals	$824,029.79	$822,293.53	$897,826.82	$980,252.41	$1,094,100.32
Fringe Benefits						
5120.001	Annual Leave	67,333.38	64,820.38	77,389.86	34,524.00	39,478.00
5120.002	SBS	54,635.60	53,918.96	59,780.69	62,206.27	69,506.41
5120.003	Medicare	12,923.66	12,864.73	14,140.60	14,714.24	16,441.20
5120.004	PERS	220,588.06	243,745.44	271,767.99	267,544.66	316,268.22
5120.005	Health Insurance	275,437.58	214,492.04	228,344.25	265,106.36	359,917.38
5120.006	Life Insurance	160.91	158.07	162.25	161.52	167.64
5120.007	Workmen's Compensation	5,141.40	4,445.99	4,432.74	4,509.52	3,392.80
5120.008	Unemployment	860.00	.00	.00	.00	.00
	Fringe Benefits Totals	$637,080.59	$594,445.61	$656,018.38	$648,766.57	$805,171.65
Operating Expenses						
5201.000	Training and Travel	11,349.82	11,967.57	6,907.91	18,100.00	18,100.00
5204.000	Telephone	(120.00)	(120.00)	(120.00)	.00	.00
5204.001	Cell Phone Stipend	.00	.00	.00	.00	300.00
5206.000	Supplies	8,913.92	9,353.77	8,038.07	12,000.00	10,000.00
5207.000	Repairs & Maintenance	.00	12.97	.00	1,000.00	.00
5211.000	Data Processing Fees	126,374.04	134,160.96	137,039.04	154,639.00	151,207.00
5211.001	Information Technology Special Projects	.00	31,758.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	119,329.01	110,155.99	117,940.87	130,600.00	118,146.00
5221.000	Transportation/Vehicles	.00	106.82	.00	.00	.00
5222.000	Postage	462.00	50.20	648.85	500.00	500.00
5223.000	Tools & Small Equipment	365.48	817.99	129.00	500.00	500.00
5224.000	Dues & Publications	320.00	378.69	225.00	415.00	415.00
5225.000	Legal Expenditures	.00	.00	30.00	.00	.00
5226.000	Advertising	6,703.45	937.85	6,408.15	4,800.00	6,300.00
5229.000	Investment Expenses	54,181.23	81,099.85	84,305.84	81,000.00	85,200.00
5265.000	ARSSTC Fees	.00	.00	189.34	.00	98,808.00

General Fund - Finance

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5290.000	Other Expenses	2,712.99	1,543.43	920.00	900.00	900.00
	Operating Expenses Totals	$330,591.94	$382,224.09	$362,662.07	$404,454.00	$490,376.00
	Fund **100 - General Fund** Totals	$1,791,702.32	$1,798,963.23	$1,916,507.27	$2,033,472.98	$2,389,647.97
	Net Grand Totals	$1,791,702.32	$1,798,963.23	$1,916,507.27	$2,033,472.98	$2,389,647.97

General Fund - Assessing

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	162,923.49	161,509.41	164,605.84	198,885.08	198,728.01
5110.002	Holidays	8,502.19	8,897.04	8,037.56	.00	.00
5110.003	Sick Leave	3,433.23	12,446.62	7,619.53	.00	.00
	Salaries and Wages Totals	$174,858.91	$182,853.07	$180,262.93	$198,885.08	$198,728.01
Fringe Benefits						
5120.001	Annual Leave	20,362.63	18,276.06	21,791.37	7,719.00	6,445.00
5120.002	SBS	12,059.03	12,421.29	12,423.41	12,664.73	12,577.25
5120.003	Medicare	2,852.46	2,938.11	2,938.68	2,995.77	2,975.01
5120.004	PERS	47,063.98	56,324.78	55,830.20	55,831.30	60,653.12
5120.005	Health Insurance	59,805.28	59,976.19	43,024.64	90,674.28	57,553.56
5120.006	Life Insurance	22.78	29.06	26.89	30.24	30.24
5120.007	Workmen's Compensation	1,104.41	1,033.39	885.05	914.72	615.96
5120.008	Unemployment	.00	.00	1,850.00	.00	.00
	Fringe Benefits Totals	$143,270.57	$150,998.88	$138,770.24	$170,830.04	$140,850.14
Operating Expenses						
5201.000	Training and Travel	1,655.37	8,173.45	8,377.79	4,750.00	4,750.00
5204.000	Telephone	740.24	795.26	797.76	798.00	798.00
5204.001	Cell Phone Stipend	600.00	600.00	312.10	600.00	600.00
5206.000	Supplies	2,316.32	825.59	440.53	1,500.00	1,500.00
5207.000	Repairs & Maintenance	769.84	68.29	52.50	1,000.00	1,000.00
5211.000	Data Processing Fees	37,422.96	37,316.04	34,205.04	36,161.00	38,846.00
5211.001	Information Technology Special Projects	.00	12,351.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	.00	22,551.14	29,334.68	38,000.00	38,000.00
5214.000	Interdepartment Services	.00	637.99	.00	.00	.00
5221.000	Transportation/Vehicles	3,397.01	4,671.38	3,775.91	3,725.00	3,803.00
5222.000	Postage	2,299.71	1,154.45	14.35	5,800.00	2,900.00
5223.000	Tools & Small Equipment	2,435.18	893.93	541.82	2,000.00	1,500.00
5224.000	Dues & Publications	4,069.10	2,449.35	3,031.85	9,445.00	4,400.00
5226.000	Advertising	812.85	457.55	2,340.25	1,500.00	600.00
5290.000	Other Expenses	255.40	831.05	.00	.00	.00
	Operating Expenses Totals	$56,773.98	$93,776.47	$83,224.58	$105,279.00	$98,697.00
	Fund **100 - General Fund** Totals	$374,903.46	$427,628.42	$402,257.75	$474,994.12	$438,275.15

General Fund - Planning

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	117,001.51	36,303.52	90,733.86	136,369.89	142,706.97
5110.002	Holidays	4,320.64	797.84	2,791.96	.00	.00
5110.003	Sick Leave	1,402.81	1,385.53	426.24	.00	.00
5110.004	Overtime	.00	69.00	.00	.00	.00
5110.010	Temp Wages	.00	50,045.35	51,930.50	.00	.00
	Salaries and Wages Totals	$122,724.96	$88,601.24	$145,882.56	$136,369.89	$142,706.97
Fringe Benefits						
5120.001	Annual Leave	8,748.80	6,904.03	1,845.64	4,510.00	4,500.00
5120.002	SBS	8,073.26	5,856.01	9,057.15	8,635.77	9,023.79
5120.003	Medicare	1,909.64	1,385.20	2,142.42	2,042.77	2,134.50
5120.004	PERS	32,253.49	11,135.69	27,498.85	32,730.91	39,423.42
5120.005	Health Insurance	11,878.65	10,776.58	21,092.50	51,322.80	35,306.16
5120.006	Life Insurance	19.84	6.57	16.17	14.16	22.20
5120.007	Workmen's Compensation	751.47	450.61	678.76	627.44	442.40
	Fringe Benefits Totals	$63,635.15	$36,514.69	$62,331.49	$99,883.85	$90,852.47
Operating Expenses						
5201.000	Training and Travel	2,920.52	6,139.23	1,734.31	9,000.00	9,000.00
5204.001	Cell Phone Stipend	225.00	25.00	25.00	300.00	600.00
5206.000	Supplies	3,025.75	989.61	1,238.83	2,500.00	1,500.00
5207.000	Repairs & Maintenance	825.00	68.29	593.29	820.00	820.00
5211.000	Data Processing Fees	22,083.96	18,087.00	17,406.96	18,238.00	19,214.00
5211.001	Information Technology Special Projects	.00	9,705.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	28,531.07	41,243.65	6,900.00	16,500.00	16,500.00
5222.000	Postage	.00	35.93	40.55	.00	250.00
5223.000	Tools & Small Equipment	.00	.00	.00	200.00	.00
5224.000	Dues & Publications	1,165.00	195.00	100.00	760.00	760.00
5226.000	Advertising	120.40	3,032.35	4,576.65	.00	750.00
5290.000	Other Expenses	.00	283.96	100.00	.00	.00
	Operating Expenses Totals	$58,896.70	$79,805.02	$32,715.59	$48,318.00	$49,394.00
	Fund **100 - General Fund** Totals	$245,256.81	$204,920.95	$240,929.64	$284,571.74	$282,953.44
	Net Grand Totals	$245,256.81	$204,920.95	$240,929.64	$284,571.74	$282,953.44

General Fund - 100 Lincoln Street

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
	Operating Expenses					
5203.001	Electric	58,094.37	52,553.35	52,780.43	52,000.00	52,000.00
5205.000	Insurance	52,484.03	78,910.29	114,410.88	121,212.00	176,500.00
5206.000	Supplies	12,434.06	10,189.42	11,149.98	11,765.00	11,150.00
5207.000	Repairs & Maintenance	1,000.00	2,622.12	2,000.00	2,610.00	2,110.00
5208.000	Bldg Repair & Maint	30,265.26	35,325.00	37,932.11	75,515.00	88,517.00
5212.000	Contracted/Purchased Serv	34,131.96	35,042.25	34,698.30	34,908.00	35,160.00
5221.000	Transportation/Vehicles	4,187.31	3,451.94	3,295.23	4,355.00	4,419.00
5222.000	Postage	20,156.57	21,110.83	20,902.17	24,000.00	24,000.00
5223.000	Tools & Small Equipment	.00	113.36	.00	.00	.00
5227.002	Rent-Equipment	7,035.36	6,470.60	6,294.24	6,600.00	6,318.00
5231.000	Credit Card Expense	69,968.90	65,410.48	67,827.33	70,000.00	70,000.00
5290.000	Other Expenses	.00	293.42	.00	.00	.00
	Operating Expenses Totals	$289,757.82	$311,493.06	$351,290.67	$402,965.00	$470,174.00
	Fund **100 - General Fund** Totals	$289,757.82	$311,493.06	$351,290.67	$402,965.00	$470,174.00
	Net Grand Totals	$289,757.82	$311,493.06	$351,290.67	$402,965.00	$470,174.00

General Fund - 304 Lake Street

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5203.001	Electric	55,471.11	63,878.14	66,045.89	70,000.00	70,000.00
5203.005	Heating Fuel	1,065.36	528.29	.00	1,000.00	1,000.00
5203.006	Interuptable electric	23,483.74	27,949.35	28,735.21	25,000.00	25,000.00
5204.000	Telephone	1,580.51	1,714.72	1,787.97	1,500.00	608.00
5208.000	Bldg Repair & Maint	36,449.06	44,820.27	54,978.92	61,812.00	67,797.00
5212.000	Contracted/Purchased Serv	53,385.72	53,385.72	53,385.72	54,708.00	54,984.00
	Operating Expenses Totals	$171,435.50	$192,276.49	$204,933.71	$214,020.00	$219,389.00
	Fund **100 - General Fund** Totals	$171,435.50	$192,276.49	$204,933.71	$214,020.00	$219,389.00
	Net Grand Totals	$171,435.50	$192,276.49	$204,933.71	$214,020.00	$219,389.00

General Fund - Donations and Non-Profit Support

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5212.001	Sitka Historical Contract	97,200.00	97,200.00	97,200.00	97,200.00	97,200.00
5212.002	SEDA Contract	63,000.00	63,000.00	63,000.00	63,000.00	63,000.00
5228.000	Donations	117,833.00	128,000.00	115,260.00	125,000.00	125,000.00
5228.001	Pass through grants	48,866.00	18,196.34	40,636.90	60,000.80	.00
5290.000	Other Expenses	.00	200.00	.00	.00	.00
	Operating Expenses Totals	$326,899.00	$306,596.34	$316,096.90	$345,200.80	$285,200.00
	Fund **100 - General Fund** Totals	$326,899.00	$306,596.34	$316,096.90	$345,200.80	$285,200.00
	Net Grand Totals	$326,899.00	$306,596.34	$316,096.90	$345,200.80	$285,200.00

General Fund - Police Department

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	1,411,399.93	1,339,436.59	1,150,891.08	1,961,595.41	2,005,236.07
5110.002	Holidays	83,487.80	79,786.40	70,949.68	.00	.00
5110.003	Sick Leave	16,712.81	14,697.70	9,999.16	.00	.00
5110.004	Overtime	336,423.13	339,798.39	258,644.69	224,796.00	224,796.00
5110.010	Temp Wages	.00	49,376.90	321,764.38	.00	.00
	Salaries and Wages Totals	$1,848,023.67	$1,823,095.98	$1,812,248.99	$2,186,391.41	$2,230,032.07
Fringe Benefits						
5120.001	Annual Leave	172,267.83	178,218.21	118,732.02	95,073.00	106,881.90
5120.002	SBS	124,035.24	122,852.10	118,534.36	131,058.55	135,738.55
5120.003	Medicare	28,916.35	29,059.67	28,038.34	32,876.75	33,911.35
5120.004	PERS	492,624.27	531,150.78	452,804.52	530,639.39	559,480.74
5120.005	Health Insurance	703,443.67	622,623.29	409,083.89	686,264.28	773,370.48
5120.006	Life Insurance	329.52	308.64	266.28	240.60	276.60
5120.007	Workmen's Compensation	81,381.89	80,715.99	81,713.93	96,513.92	72,157.58
5120.008	Unemployment	3,733.51	113.28	(140.82)	.00	.00
	Fringe Benefits Totals	$1,606,732.28	$1,565,041.96	$1,209,032.52	$1,572,666.49	$1,681,817.20
Operating Expenses						
5201.000	Training and Travel	63,379.49	77,675.21	28,540.81	60,300.00	60,300.00
5202.000	Uniforms	25,511.04	18,319.30	21,730.48	23,500.00	27,800.00
5203.001	Electric	8,766.65	11,595.82	9,356.87	11,000.00	11,000.00
5203.005	Heating Fuel	8,887.49	11,222.34	9,412.25	7,000.00	7,000.00
5204.000	Telephone	97,770.83	86,317.10	67,589.94	110,755.00	106,395.00
5204.001	Cell Phone Stipend	1,014.52	1,000.00	900.00	1,200.00	4,500.00
5205.000	Insurance	53,226.76	63,636.96	90,717.74	95,356.00	140,000.00
5206.000	Supplies	42,752.21	38,575.72	30,334.62	41,000.00	50,500.00
5207.000	Repairs & Maintenance	5,915.54	3,897.86	6,128.47	9,300.00	9,300.00
5208.000	Bldg Repair & Maint	15,063.08	23,440.92	17,927.25	17,124.00	15,597.00
5211.000	Data Processing Fees	198,249.00	208,835.04	445,826.04	448,678.00	274,189.00
5211.001	Information Technology Special Projects	.00	111,168.00	30,000.00	.00	.00
5212.000	Contracted/Purchased Serv	91,706.35	74,972.59	48,696.60	59,420.00	76,420.00
5221.000	Transportation/Vehicles	113,575.56	141,621.24	103,138.86	121,885.00	149,027.00
5222.000	Postage	3,423.14	4,059.57	3,310.43	4,000.00	4,000.00
5223.000	Tools & Small Equipment	44,648.97	18,245.64	21,043.10	22,500.00	25,500.00

General Fund - Police Department

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5224.000	Dues & Publications	2,972.19	2,486.97	1,040.06	2,900.00	2,700.00
5226.000	Advertising	3,750.68	4,578.60	3,172.40	5,900.00	5,600.00
5227.001	Rent-Buildings	13,518.00	14,100.00	14,172.00	14,100.00	11,460.00
5227.002	Rent-Equipment	175.47	.00	.00	600.00	600.00
5290.000	Other Expenses	67,639.70	42,879.32	28,734.54	54,500.00	54,500.00
	Operating Expenses Totals	$861,946.67	$958,628.20	$981,772.46	$1,111,018.00	$1,036,388.00
	Fund **100 - General Fund** Totals	$4,316,702.62	$4,346,766.14	$4,003,053.97	$4,870,075.90	$4,948,237.27
	Net Grand Totals	$4,316,702.62	$4,346,766.14	$4,003,053.97	$4,870,075.90	$4,948,237.27

General Fund - Fire Department

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	438,300.74	471,535.99	479,440.08	567,243.45	608,017.32
5110.002	Holidays	12,943.01	20,397.40	23,109.94	.00	.00
5110.003	Sick Leave	14,545.81	12,591.41	14,586.34	.00	.00
5110.004	Overtime	94,403.00	91,367.63	115,960.99	95,066.00	95,066.00
5110.010	Temp Wages	45,845.00	38,528.00	60,088.50	60,000.00	60,000.00
	Salaries and Wages Totals	$606,037.56	$634,420.43	$693,185.85	$722,309.45	$763,083.32
Fringe Benefits						
5120.001	Annual Leave	20,814.35	52,649.29	60,127.25	26,052.00	25,381.00
5120.002	SBS	39,913.44	43,481.50	47,591.58	45,874.22	48,332.93
5120.003	Medicare	9,436.21	10,282.78	11,257.36	10,851.23	11,432.76
5120.004	PERS	148,800.61	178,031.13	192,215.17	190,065.15	220,469.62
5120.005	Health Insurance	131,849.57	146,444.34	117,765.27	146,953.14	177,921.60
5120.006	Life Insurance	86.44	94.92	92.58	94.92	80.76
5120.007	Workmen's Compensation	49,899.56	42,599.21	44,450.99	42,760.82	33,041.35
5120.008	Unemployment	20.64	2,366.34	.00	.00	.00
	Fringe Benefits Totals	$400,820.82	$475,949.51	$473,500.20	$462,651.48	$516,660.02
Operating Expenses						
5201.000	Training and Travel	21,101.24	25,413.54	12,139.94	24,000.00	34,500.00
5202.000	Uniforms	2,105.08	2,955.70	2,264.99	2,700.00	2,700.00
5203.001	Electric	38,767.38	41,566.53	39,440.80	40,000.00	40,000.00
5203.005	Heating Fuel	16,696.62	14,766.60	14,171.88	15,000.00	15,000.00
5204.000	Telephone	485.65	.00	.00	500.00	.00
5204.001	Cell Phone Stipend	300.00	300.00	300.00	300.00	.00
5205.000	Insurance	31,770.32	43,496.15	51,921.68	53,451.00	69,200.00
5206.000	Supplies	18,915.70	22,621.48	21,024.15	25,500.00	25,500.00
5207.000	Repairs & Maintenance	16,242.17	5,795.75	5,906.36	13,300.00	10,500.00
5208.000	Bldg Repair & Maint	26,095.08	46,510.83	37,123.40	28,060.00	24,241.00
5211.000	Data Processing Fees	78,275.04	82,883.04	89,894.04	100,538.00	96,443.00
5211.001	Information Technology Special Projects	.00	9,702.00	15,000.00	.00	.00
5212.000	Contracted/Purchased Serv	2,417.50	2,575.00	9,960.00	34,000.00	46,750.00
5221.000	Transportation/Vehicles	157,455.95	164,505.97	212,113.22	209,789.00	210,278.00
5222.000	Postage	148.25	263.44	103.40	350.00	500.00
5223.000	Tools & Small Equipment	42,868.96	62,787.03	66,492.31	75,883.00	52,000.00

General Fund - Fire Department

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5224.000	Dues & Publications	.00	695.00	910.00	2,025.00	2,350.00
5226.000	Advertising	2,600.05	428.30	1,200.55	750.00	750.00
5290.000	Other Expenses	50,764.19	46,943.70	48,810.21	.00	.00
	Operating Expenses Totals	$507,009.18	$574,210.06	$628,776.93	$626,146.00	$630,712.00
	Fund **100 - General Fund** Totals	$1,513,867.56	$1,684,580.00	$1,795,462.98	$1,811,106.93	$1,910,455.34
	Net Grand Totals	$1,513,867.56	$1,684,580.00	$1,795,462.98	$1,811,106.93	$1,910,455.34

General Fund - Ambulance

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	66,678.19	66,618.70	68,817.83	82,452.51	100,524.84
5110.002	Holidays	3,448.16	3,598.88	2,968.14	.00	.00
5110.003	Sick Leave	2,998.40	5,895.40	.00	.00	.00
5110.004	Overtime	11,108.34	6,891.29	8,583.56	20,000.00	20,000.00
5110.010	Temp Wages	.00	.00	.00	5,000.00	5,000.00
	Salaries and Wages Totals	$84,233.09	$83,004.27	$80,369.53	$107,452.51	$125,524.84
Fringe Benefits						
5120.001	Annual Leave	7,645.92	7,215.68	11,391.24	3,265.00	3,330.00
5120.002	SBS	5,632.19	5,530.49	5,624.94	6,786.91	7,898.89
5120.003	Medicare	1,332.25	1,308.18	1,330.54	1,605.40	1,868.40
5120.004	PERS	23,252.12	25,353.39	26,437.43	22,539.50	26,515.34
5120.005	Health Insurance	31,867.55	30,693.94	26,044.60	30,224.76	32,972.40
5120.006	Life Insurance	14.16	14.16	14.16	14.16	14.16
5120.007	Workmen's Compensation	7,111.48	5,539.51	5,423.35	6,554.51	5,579.35
	Fringe Benefits Totals	$76,855.67	$75,655.35	$76,266.26	$70,990.24	$78,178.54
Operating Expenses						
5201.000	Training and Travel	8,833.03	13,989.73	13,075.63	24,500.00	31,000.00
5202.000	Uniforms	514.31	980.57	1,954.54	3,000.00	3,500.00
5204.000	Telephone	1,141.24	1,202.70	1,491.84	1,200.00	1,600.00
5206.000	Supplies	21,864.36	18,348.86	24,989.79	40,034.70	39,500.00
5207.000	Repairs & Maintenance	.00	.00	.00	2,500.00	2,500.00
5212.000	Contracted/Purchased Serv	16,484.64	16,484.64	19,707.64	25,300.00	26,800.00
5221.000	Transportation/Vehicles	72,458.66	76,187.95	81,454.91	78,849.00	82,224.00
5222.000	Postage	439.04	285.05	268.05	500.00	500.00
5223.000	Tools & Small Equipment	243.64	2,224.40	3,181.25	11,700.00	13,900.00
5224.000	Dues & Publications	.00	.00	.00	150.00	150.00
5290.000	Other Expenses	3,140.78	1,159.33	180.00	.00	.00
	Operating Expenses Totals	$125,119.70	$130,863.23	$146,303.65	$187,733.70	$201,674.00
	Fund **100 - General Fund** Totals	$286,208.46	$289,522.85	$302,939.44	$366,176.45	$405,377.38
	Net Grand Totals	$286,208.46	$289,522.85	$302,939.44	$366,176.45	$405,377.38

General Fund - Search and Rescue

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.010	Temp Wages	5,500.00	6,300.00	5,500.00	5,000.00	5,000.00
	Salaries and Wages Totals	$5,500.00	$6,300.00	$5,500.00	$5,000.00	$5,000.00
Fringe Benefits						
5120.002	SBS	337.26	390.66	337.26	306.50	306.50
5120.003	Medicare	79.84	92.43	79.78	72.50	72.50
5120.007	Workmen's Compensation	221.43	313.17	323.84	296.00	216.50
	Fringe Benefits Totals	$638.53	$796.26	$740.88	$675.00	$595.50
Operating Expenses						
5201.000	Training and Travel	6,545.48	2,948.79	.00	7,000.00	14,500.00
5204.000	Telephone	1,622.12	1,626.17	1,658.07	1,600.00	1,600.00
5206.000	Supplies	5,352.21	3,939.10	4,093.74	14,000.00	5,000.00
5207.000	Repairs & Maintenance	.00	.00	.00	1,350.00	1,350.00
5212.000	Contracted/Purchased Serv	4,195.00	3,153.98	3,250.00	2,500.00	2,100.00
5221.000	Transportation/Vehicles	372.00	458.99	244.00	1,148.00	1,148.00
5223.000	Tools & Small Equipment	10,233.89	5,224.20	3,539.97	6,300.00	4,600.00
5224.000	Dues & Publications	775.00	645.00	715.00	1,200.00	1,200.00
5290.000	Other Expenses	11,168.00	1,285.26	6,216.76	.00	.00
	Operating Expenses Totals	$40,263.70	$19,281.49	$19,717.54	$35,098.00	$31,498.00
	Fund **100 - General Fund** Totals	$46,402.23	$26,377.75	$25,958.42	$40,773.00	$37,093.50
	Net Grand Totals	$46,402.23	$26,377.75	$25,958.42	$40,773.00	$37,093.50

General Fund - Public Works Administration

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	280,351.97	257,451.76	281,820.77	342,470.92	348,155.73
5110.002	Holidays	12,808.00	13,871.45	12,172.28	.00	.00
5110.003	Sick Leave	9,228.82	20,829.82	10,640.69	.00	.00
5110.004	Overtime	.00	.00	.00	1,000.01	1,000.01
5110.010	Temp Wages	.00	4,785.00	.00	1,000.00	1,000.00
	Salaries and Wages Totals	$302,388.79	$296,938.03	$304,633.74	$344,470.93	$350,155.74
Fringe Benefits						
5120.001	Annual Leave	24,967.03	34,558.18	17,879.32	12,737.00	13,014.00
5120.002	SBS	20,158.83	20,412.71	19,862.12	21,896.65	22,262.08
5120.003	Medicare	4,768.40	4,828.44	4,698.21	5,179.52	5,265.94
5120.004	PERS	86,412.90	89,198.86	91,662.86	95,180.23	103,844.35
5120.005	Health Insurance	107,482.03	95,532.83	71,834.26	92,109.24	111,207.36
5120.006	Life Insurance	50.52	44.71	38.53	44.40	44.40
5120.007	Workmen's Compensation	1,937.79	1,645.22	1,468.06	1,642.89	1,125.78
	Fringe Benefits Totals	$245,777.50	$246,220.95	$207,443.36	$228,789.93	$256,763.91
Operating Expenses						
5201.000	Training and Travel	661.00	2,983.10	9.80	4,000.00	4,000.00
5204.000	Telephone	416.08	428.76	398.88	370.00	370.00
5204.001	Cell Phone Stipend	600.00	600.00	600.00	600.00	600.00
5206.000	Supplies	6,216.65	3,499.23	3,877.49	7,000.00	5,500.00
5207.000	Repairs & Maintenance	1,485.00	948.60	1,485.00	2,000.00	2,000.00
5211.000	Data Processing Fees	100,244.04	106,682.04	97,382.04	103,138.00	110,078.00
5211.001	Information Technology Special Projects	.00	14,112.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	988.80	25.00	673.31	1,000.00	1,000.00
5221.000	Transportation/Vehicles	900.00	900.00	900.00	900.00	900.00
5223.000	Tools & Small Equipment	.00	.00	3,459.98	.00	.00
5224.000	Dues & Publications	200.00	2,292.44	470.00	370.00	470.00
5226.000	Advertising	.00	268.80	2,946.00	3,300.00	3,300.00
5227.002	Rent-Equipment	3,072.00	.00	6,144.00	3,072.00	3,072.00
5290.000	Other Expenses	.00	855.20	271.70	.00	.00
	Operating Expenses Totals	$114,783.57	$133,595.17	$118,618.20	$125,750.00	$131,290.00
	Fund **100 - General Fund** Totals	$662,949.86	$676,754.15	$630,695.30	$699,010.86	$738,209.65

General Fund - Engineering

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	403,772.91	432,696.53	401,659.56	386,520.12	379,188.63
5110.002	Holidays	17,567.00	19,189.95	19,248.00	.00	.00
5110.003	Sick Leave	18,816.84	13,485.24	14,955.01	.00	.00
5110.004	Overtime	23,619.00	11,505.00	2,203.50	30,000.00	30,000.00
5110.010	Temp Wages	62,775.00	54,574.00	46,917.00	110,605.00	2,000.00
	Salaries and Wages Totals	$526,550.75	$531,450.72	$484,983.07	$527,125.12	$411,188.63
Fringe Benefits						
5120.001	Annual Leave	43,954.59	33,178.46	68,962.94	18,547.00	13,269.00
5120.002	SBS	35,108.29	34,666.97	34,002.80	33,449.61	26,019.39
5120.003	Medicare	8,304.61	8,200.16	8,043.09	7,912.24	6,154.62
5120.004	PERS	114,109.56	140,306.17	137,439.29	122,259.71	132,516.59
5120.005	Health Insurance	114,304.19	101,167.71	73,879.43	61,884.48	100,482.36
5120.006	Life Insurance	60.62	60.18	56.99	50.52	22.20
5120.007	Workmen's Compensation	22,227.69	23,415.46	19,624.57	22,353.92	9,460.75
5120.008	Unemployment	2,888.75	.00	.00	.00	.00
	Fringe Benefits Totals	$340,958.30	$340,995.11	$342,009.11	$266,457.48	$287,924.91
Operating Expenses						
5201.000	Training and Travel	1,666.27	3,671.10	1,706.55	3,000.00	1,700.00
5202.000	Uniforms	.00	.00	.00	500.00	500.00
5204.001	Cell Phone Stipend	1,175.00	900.00	750.00	1,200.00	1,200.00
5206.000	Supplies	412.41	174.60	346.18	1,500.00	1,500.00
5212.000	Contracted/Purchased Serv	20,436.55	37,523.00	44,586.60	64,400.00	120,000.00
5221.000	Transportation/Vehicles	3,540.57	4,320.12	1,890.31	8,586.00	7,497.00
5222.000	Postage	.00	.00	.00	100.00	100.00
5223.000	Tools & Small Equipment	2,633.95	.00	.00	500.00	500.00
5224.000	Dues & Publications	649.00	270.00	77.00	1,500.00	300.00
5226.000	Advertising	3,631.90	106.85	392.45	2,500.00	5,000.00
5290.000	Other Expenses	.00	16.47	105.00	.00	.00
	Operating Expenses Totals	$34,145.65	$46,982.14	$49,854.09	$83,786.00	$138,297.00
	Fund **100 - General Fund** Totals	$901,654.70	$919,427.97	$876,846.27	$877,368.60	$837,410.54
	Net Grand Totals	$901,654.70	$919,427.97	$876,846.27	$877,368.60	$837,410.54

General Fund - Streets

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	218,723.85	189,078.90	230,140.71	233,818.92	239,344.29
5110.002	Holidays	8,168.52	9,195.99	9,001.01	.00	.00
5110.003	Sick Leave	4,490.51	8,715.37	11,712.40	.00	.00
5110.004	Overtime	20,472.38	10,083.71	22,262.30	27,500.00	27,500.00
5110.010	Temp Wages	99,577.50	97,449.00	50,187.50	51,028.00	51,028.00
	Salaries and Wages Totals	$351,432.76	$314,522.97	$323,303.92	$312,346.92	$317,872.29
Fringe Benefits						
5120.001	Annual Leave	8,802.03	9,135.44	8,430.08	7,557.00	7,859.00
5120.002	SBS	22,091.62	19,858.65	20,401.25	19,610.31	19,967.37
5120.003	Medicare	5,225.59	4,697.39	4,825.73	4,638.62	4,723.13
5120.004	PERS	64,141.63	61,898.36	80,750.93	71,072.19	82,302.55
5120.005	Health Insurance	44,274.38	51,235.10	59,114.75	73,150.68	69,843.72
5120.006	Life Insurance	36.27	29.61	38.28	24.12	24.12
5120.007	Workmen's Compensation	16,471.18	15,100.59	18,827.96	20,583.80	15,988.72
5120.008	Unemployment	.00	62.45	184.00	.00	.00
	Fringe Benefits Totals	$161,042.70	$162,017.59	$192,572.98	$196,636.72	$200,708.61
Operating Expenses						
5201.000	Training and Travel	551.99	404.03	610.00	4,000.00	2,200.00
5202.000	Uniforms	4,076.85	4,647.89	3,067.94	3,000.00	3,000.00
5203.001	Electric	82,820.44	82,763.84	82,663.74	82,822.00	82,822.00
5204.000	Telephone	105.50	613.25	914.41	100.00	1,000.00
5204.001	Cell Phone Stipend	150.00	300.00	1,075.00	1,200.00	1,200.00
5206.000	Supplies	105,882.37	204,108.16	251,968.03	209,500.00	198,000.00
5207.000	Repairs & Maintenance	.00	39.38	454.52	10,200.00	10,200.00
5208.000	Bldg Repair & Maint	3,123.05	4,564.95	8,439.85	9,526.00	11,598.00
5211.000	Data Processing Fees	22,815.00	23,820.00	23,859.96	24,214.00	22,441.00
5211.001	Information Technology Special Projects	.00	1,764.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	58,888.81	25,557.45	52,648.69	97,000.00	92,000.00
5214.000	Interdepartment Services	21,262.66	14,151.56	26,299.59	.00	.00
5221.000	Transportation/Vehicles	309,809.17	367,231.74	359,006.33	342,474.00	353,479.00
5222.000	Postage	.00	.00	.00	200.00	200.00
5223.000	Tools & Small Equipment	2,805.35	5,834.35	6,633.91	6,000.00	12,000.00
5224.000	Dues & Publications	46.00	.00	.00	100.00	.00

General Fund - Streets

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5226.000	Advertising	1,930.93	1,293.51	297.25	800.00	500.00
5227.002	Rent-Equipment	16,368.00	485.38	32,736.00	16,368.00	16,368.00
5290.000	Other Expenses	768.69	5,963.94	1,994.99	300.00	300.00
5290.100	Unanticipated Repairs	10,315.62	.00	.00	50,000.00	50,000.00
	Operating Expenses Totals	$641,720.43	$743,543.43	$852,670.21	$857,804.00	$857,308.00
	Fund **100 - General Fund** Totals	$1,154,195.89	$1,220,083.99	$1,368,547.11	$1,366,787.64	$1,375,888.90
	Net Grand Totals	$1,154,195.89	$1,220,083.99	$1,368,547.11	$1,366,787.64	$1,375,888.90

General Fund - Recreation

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	100,207.49	146,548.95	147,693.03	165,714.12	168,632.10
5110.002	Holidays	5,449.35	6,271.16	6,917.68	.00	.00
5110.003	Sick Leave	8,689.62	8,602.06	7,419.31	.00	.00
5110.004	Overtime	3,800.03	7,449.12	13,160.14	4,000.01	4,000.01
5110.010	Temp Wages	54,052.75	55,679.00	40,793.38	48,000.00	48,000.00
	Salaries and Wages Totals	$172,199.24	$224,550.29	$215,983.54	$217,714.13	$220,632.11
Fringe Benefits						
5120.001	Annual Leave	8,139.69	12,237.24	10,936.37	5,552.00	5,805.00
5120.002	SBS	11,054.76	14,580.98	13,974.59	13,686.06	13,880.61
5120.003	Medicare	2,614.90	3,449.02	3,305.59	3,237.35	3,283.34
5120.004	PERS	30,720.24	50,537.11	51,631.84	48,211.25	53,578.05
5120.005	Health Insurance	44,693.39	60,834.52	55,859.87	81,547.56	55,988.40
5120.006	Life Insurance	26.76	35.18	34.35	28.32	36.36
5120.007	Workmen's Compensation	13,721.99	15,890.00	13,439.56	13,040.90	9,443.03
5120.008	Unemployment	150.99	56.05	238.56	.00	.00
	Fringe Benefits Totals	$111,122.72	$157,620.10	$149,420.73	$165,303.44	$142,014.79
Operating Expenses						
5201.000	Training and Travel	1,298.13	859.80	375.00	142.00	2,142.00
5202.000	Uniforms	240.03	882.86	537.79	600.00	600.00
5203.001	Electric	50,525.51	58,510.15	55,360.63	52,000.00	52,000.00
5204.000	Telephone	.00	265.92	398.88	.00	400.00
5204.001	Cell Phone Stipend	.00	1,075.00	975.00	900.00	900.00
5205.000	Insurance	3,358.06	5,353.73	6,267.20	6,500.00	9,400.00
5206.000	Supplies	31,468.10	22,809.40	18,869.93	39,000.00	39,200.00
5207.000	Repairs & Maintenance	15,842.92	1,590.58	7,674.52	19,500.00	26,000.00
5208.000	Bldg Repair & Maint	31,020.62	31,893.76	62,097.42	63,851.00	46,914.00
5211.000	Data Processing Fees	18,768.00	19,695.00	18,015.96	18,553.00	19,495.00
5211.001	Information Technology Special Projects	.00	1,764.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	39,658.59	27,690.78	620.00	60,975.00	69,500.00
5214.000	Interdepartment Services	.00	.00	.00	30,000.00	.00
5221.000	Transportation/Vehicles	51,471.77	66,141.35	66,155.52	82,496.00	77,693.00
5223.000	Tools & Small Equipment	6,324.77	10,123.31	4,160.98	8,000.00	5,000.00
5226.000	Advertising	1,112.30	241.50	487.20	1,200.00	600.00

General Fund - Recreation

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5227.002	Rent-Equipment	669.69	3,409.30	6,731.38	2,000.00	2,000.00
5290.000	Other Expenses	566.35	1,151.33	534.21	600.00	4,600.00
	Operating Expenses Totals	$252,324.84	$253,457.77	$249,261.62	$386,317.00	$356,444.00
	Fund **100 - General Fund** Totals	$535,646.80	$635,628.16	$614,665.89	$769,334.57	$719,090.90
	Net Grand Totals	$535,646.80	$635,628.16	$614,665.89	$769,334.57	$719,090.90

General Fund - Building Officials

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	97,176.65	110,029.39	113,362.02	125,086.86	142,748.73
5110.002	Holidays	5,419.04	5,331.14	4,268.11	.00	.00
5110.003	Sick Leave	2,973.92	2,662.75	1,290.21	.00	.00
5110.010	Temp Wages	12,162.50	.00	.00	.00	.00
	Salaries and Wages Totals	$117,732.11	$118,023.28	$118,920.34	$125,086.86	$142,748.73
Fringe Benefits						
5120.001	Annual Leave	9,856.91	3,780.74	10,664.62	4,243.00	4,539.00
5120.002	SBS	7,853.45	7,484.91	7,961.84	7,928.02	9,028.53
5120.003	Medicare	1,857.67	1,770.51	1,883.33	1,875.29	2,135.67
5120.004	PERS	28,896.11	34,110.23	37,197.59	34,832.61	42,264.57
5120.005	Health Insurance	24,314.57	55,935.18	44,224.70	51,322.80	55,988.40
5120.006	Life Insurance	19.33	15.41	14.90	16.08	16.08
5120.007	Workmen's Compensation	5,701.08	6,666.87	6,906.29	6,666.99	4,439.61
	Fringe Benefits Totals	$78,499.12	$109,763.85	$108,853.27	$106,884.79	$118,411.86
Operating Expenses						
5201.000	Training and Travel	10,633.28	16,660.39	12,577.34	7,000.00	7,000.00
5204.001	Cell Phone Stipend	525.00	300.00	300.00	600.00	600.00
5206.000	Supplies	584.52	552.84	900.32	550.00	550.00
5211.000	Data Processing Fees	14,721.96	15,570.00	15,093.96	15,723.00	16,549.00
5211.001	Information Technology Special Projects	.00	1,764.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	.00	.00	15.00	3,750.00	35,000.00
5221.000	Transportation/Vehicles	10,138.78	11,034.50	10,444.01	10,674.00	10,917.00
5223.000	Tools & Small Equipment	70.78	76.00	132.63	200.00	200.00
5224.000	Dues & Publications	1,232.37	2,016.76	2,173.23	1,450.00	1,450.00
5226.000	Advertising	1,366.20	.00	.00	250.00	250.00
	Operating Expenses Totals	$39,272.89	$47,974.49	$41,636.49	$40,197.00	$72,516.00
	Fund **100 - General Fund** Totals	$235,504.12	$275,761.62	$269,410.10	$272,168.65	$333,676.59
	Net Grand Totals	$235,504.12	$275,761.62	$269,410.10	$272,168.65	$333,676.59

General Fund - Library

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	285,096.25	291,577.79	266,956.47	363,640.86	371,634.29
5110.002	Holidays	13,525.12	14,238.09	14,316.77	.00	.00
5110.003	Sick Leave	9,342.59	10,620.27	22,850.64	.00	.00
5110.004	Overtime	1,390.75	172.44	31.20	.00	.00
5110.010	Temp Wages	20,743.63	18,460.32	17,500.25	28,878.00	28,878.00
	Salaries and Wages Totals	$330,098.34	$335,068.91	$321,655.33	$392,518.86	$400,512.29
Fringe Benefits						
5120.001	Annual Leave	29,919.19	22,693.46	28,671.63	16,639.00	17,356.00
5120.002	SBS	22,001.77	21,930.70	21,474.95	25,081.42	25,615.20
5120.003	Medicare	5,223.24	5,187.56	5,079.74	5,932.82	6,059.10
5120.004	PERS	83,506.06	94,882.44	94,040.07	100,373.26	109,654.29
5120.005	Health Insurance	63,322.20	74,101.35	64,560.38	94,953.24	103,584.72
5120.006	Life Insurance	94.37	107.15	88.95	90.96	84.84
5120.007	Workmen's Compensation	2,069.25	1,823.12	1,577.00	1,805.60	1,241.70
5120.008	Unemployment	.00	4.86	.00	.00	.00
	Fringe Benefits Totals	$206,136.08	$220,730.64	$215,492.72	$244,876.30	$263,595.85
Operating Expenses						
5201.000	Training and Travel	4,855.96	5,561.93	1,973.30	2,400.00	5,100.00
5203.001	Electric	22,583.06	22,064.99	21,943.73	22,000.00	22,000.00
5204.000	Telephone	(26.39)	32.99	.00	100.00	100.00
5204.001	Cell Phone Stipend	200.00	.00	.00	300.00	300.00
5205.000	Insurance	16,560.03	18,736.88	24,454.98	25,153.00	36,700.00
5206.000	Supplies	13,393.14	19,726.53	20,092.42	20,011.41	20,000.00
5207.000	Repairs & Maintenance	.00	.00	50.00	1,200.00	1,200.00
5208.000	Bldg Repair & Maint	22,023.75	26,831.86	36,065.54	38,106.00	41,039.00
5211.000	Data Processing Fees	110,189.04	117,660.96	109,418.04	118,231.00	122,959.00
5211.001	Information Technology Special Projects	.00	16,758.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	52,711.50	46,725.90	56,945.31	67,000.00	65,354.00
5214.000	Interdepartment Services	151.50	.00	.00	.00	.00
5222.000	Postage	6,088.35	12,338.28	14,000.00	15,000.00	15,000.00
5223.000	Tools & Small Equipment	788.09	.00	238.99	750.00	750.00
5224.000	Dues & Publications	1,012.66	939.38	617.87	1,050.00	1,000.00
5226.000	Advertising	4,930.25	201.60	1,739.80	750.00	750.00

General Fund - Library

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5227.002	Rent-Equipment	282.90	207.00	345.00	1,150.00	900.00
5240.000	Books & Publications	48,009.46	52,449.79	53,534.41	60,500.00	70,000.00
5290.000	Other Expenses	152.99	900.71	.00	4,000.00	4,000.00
	Operating Expenses Totals	$303,906.29	$341,136.80	$341,419.39	$377,701.41	$407,152.00
	Fund **100 - General Fund** Totals	$840,140.71	$896,936.35	$878,567.44	$1,015,096.57	$1,071,260.14
	Net Grand Totals	$840,140.71	$896,936.35	$878,567.44	$1,015,096.57	$1,071,260.14

General Fund - Centennial Hall

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	194,853.45	208,023.51	233,279.93	265,972.05	247,759.47
5110.002	Holidays	8,771.79	8,584.06	11,264.21	.00	.00
5110.003	Sick Leave	2,633.00	7,104.32	9,106.01	.00	.00
5110.004	Overtime	2,030.42	3,595.87	2,759.34	3,500.00	3,500.00
5110.010	Temp Wages	.00	7,796.50	23,808.50	15,000.00	15,000.00
	Salaries and Wages Totals	$208,288.66	$235,104.26	$280,217.99	$284,472.05	$266,259.47
Fringe Benefits						
5120.001	Annual Leave	18,620.20	25,081.29	24,682.17	12,381.00	9,596.00
5120.002	SBS	13,909.38	15,949.33	18,690.43	18,196.91	16,909.87
5120.003	Medicare	2,185.44	2,651.33	3,274.05	3,179.26	3,999.90
5120.004	PERS	56,071.44	69,235.18	79,729.07	74,438.20	78,835.72
5120.005	Health Insurance	75,553.13	67,235.04	81,963.30	80,843.04	89,757.36
5120.006	Life Insurance	60.63	58.41	63.34	64.68	44.40
5120.007	Workmen's Compensation	11,354.49	12,413.64	15,021.79	14,223.98	10,091.13
5120.008	Unemployment	.00	.00	627.84	.00	.00
	Fringe Benefits Totals	$177,754.71	$192,624.22	$224,051.99	$203,327.07	$209,234.38
Operating Expenses						
5203.001	Electric	61,317.08	63,954.52	60,994.14	64,000.00	64,000.00
5205.000	Insurance	20,392.98	20,674.69	24,142.14	24,500.00	35,100.00
5206.000	Supplies	7,380.88	9,867.67	11,110.82	12,200.00	12,200.00
5207.000	Repairs & Maintenance	4,792.53	7,219.14	3,109.81	8,750.00	8,250.00
5208.000	Bldg Repair & Maint	21,176.34	19,727.55	28,730.09	46,614.00	62,876.00
5211.000	Data Processing Fees	57,426.00	61,347.96	60,864.00	64,462.00	71,018.00
5211.001	Information Technology Special Projects	.00	8,820.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	(487.24)	.00	4,785.00	8,000.00	10,500.00
5223.000	Tools & Small Equipment	.00	.00	1,361.54	.00	.00
5226.000	Advertising	1,433.55	722.05	.00	.00	.00
5290.000	Other Expenses	580.00	986.00	580.00	500.00	600.00
	Operating Expenses Totals	$174,012.12	$193,319.58	$195,677.54	$229,026.00	$264,544.00
	Fund **100 - General Fund** Totals	$560,055.49	$621,048.06	$699,947.52	$716,825.12	$740,037.85
	Net Grand Totals	$560,055.49	$621,048.06	$699,947.52	$716,825.12	$740,037.85

General Fund - Senior Center

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5203.001	Electric	19,722.74	19,685.25	19,535.24	19,500.00	19,500.00
5204.000	Telephone	2,579.05	2,742.44	2,816.15	2,580.00	2,580.00
5205.000	Insurance	1,603.44	1,939.37	2,341.92	2,396.00	3,800.00
5206.000	Supplies	2,867.14	3,407.14	2,633.30	3,080.00	3,080.00
5207.000	Repairs & Maintenance	.00	.00	.00	3,000.00	3,000.00
5208.000	Bldg Repair & Maint	25,374.10	47,749.83	19,372.43	43,938.00	35,906.00
5221.000	Transportation/Vehicles	25,966.36	20,090.19	15,509.98	30,000.00	30,000.00
	Operating Expenses Totals	$78,112.83	$95,614.22	$62,209.02	$104,494.00	$97,866.00
	Fund **100 - General Fund** Totals	$78,112.83	$95,614.22	$62,209.02	$104,494.00	$97,866.00
	Net Grand Totals	$78,112.83	$95,614.22	$62,209.02	$104,494.00	$97,866.00

General Fund - Contingency

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Salaries and Wages						
5110.004	Overtime	.00	.00	.00	150,000.00	.00
	Salaries and Wages Totals	$0.00	$0.00	$0.00	$150,000.00	$0.00
Operating Expenses						
5206.000	Supplies	.00	.00	64,764.70	119,694.00	.00
5212.000	Contracted/Purchased Serv	(4,096.92)	.00	24,598.75	130,182.75	.00
	Operating Expenses Totals	($4,096.92)	$0.00	$89,363.45	$249,876.75	$0.00
	Fund **100 - General Fund** Totals	($4,096.92)	$0.00	$89,363.45	$399,876.75	$0.00
	Net Grand Totals	($4,096.92)	$0.00	$89,363.45	$399,876.75	$0.00

General Fund - Debt Service

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5295.000	Interest Expense	10,912.48	9,374.82	7,837.19	21,635.00	20,097.00
	Operating Expenses Totals	$10,912.48	$9,374.82	$7,837.19	$21,635.00	$20,097.00
Cash Basis Expenditures						
7301.000	Note Principal Payments	22,309.85	22,309.77	22,309.77	64,828.00	64,828.00
	Cash Basis Expenditures Totals	$22,309.85	$22,309.77	$22,309.77	$64,828.00	$64,828.00
	Fund **100 - General Fund** Totals	$33,222.33	$31,684.59	$30,146.96	$86,463.00	$84,925.00
	Net Grand Totals	$33,222.33	$31,684.59	$30,146.96	$86,463.00	$84,925.00

General Fund - School District Support

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Level 3
Fund	**100 - General Fund**					
Operating Expenses						
5203.000	Utilities	.00	.00	54,258.40	57,000.00	57,000.00
5208.000	Bldg Repair & Maint	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
5290.000	Other Expenses	6,837,151.00	7,224,207.96	7,307,735.71	7,411,993.00	8,157,150.00
	Operating Expenses Totals	$6,987,151.00	$7,374,207.96	$7,511,994.11	$7,618,993.00	$8,364,150.00
	Fund **100 - General Fund** Totals	$6,987,151.00	$7,374,207.96	$7,511,994.11	$7,618,993.00	$8,364,150.00
	Net Grand Totals	$6,987,151.00	$7,374,207.96	$7,511,994.11	$7,618,993.00	$8,364,150.00

General Fund - Hospital Support

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
Operating Expenses						
5290.000	Other Expenses	306,862.62	150,671.00	.00	.00	.00
	Operating Expenses Totals	$306,862.62	$150,671.00	$0.00	$0.00	$0.00
	Fund **100 - General Fund** Totals	$306,862.62	$150,671.00	$0.00	$0.00	$0.00
	Net Grand Totals	$306,862.62	$150,671.00	$0.00	$0.00	$0.00

General Fund - Fixed Assets

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund **100 - General Fund**						
Cash Basis Expenditures						
7106.004	Fixed Assets-Finance	.00	.00	.00	.00	5,000.00
7106.021	Fixed Assets-Police Dept	.00	.00	231,117.71	210,576.75	.00
7106.022	Fixed Assets-Fire Dept	.00	248,088.54	47,271.84	.00	40,000.00
7106.031	Fixed Assets-Public Works	.00	.00	.00	.00	7,500.00
7106.033	Fixed Assets-Streets	.00	12,982.60	.00	.00	2,500.00
7106.034	Fixed Assets-Recreation	.00	.00	.00	6,500.00	8,500.00
7108.000	Fixed Assets-Furniture	13,999.20	.00	.00	.00	.00
	Cash Basis Expenditures Totals	$13,999.20	$261,071.14	$278,389.55	$217,076.75	$63,500.00
	Fund **100 - General Fund** Totals	$13,999.20	$261,071.14	$278,389.55	$217,076.75	$63,500.00
	Net Grand Totals	$13,999.20	$261,071.14	$278,389.55	$217,076.75	$63,500.00

General Fund - Transfers to Other Funds

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**100 - General Fund**					
	Cash Basis Expenditures					
7200.000	Interfund Transfers Out	4,430,278.31	5,065,148.24	3,768,580.62	1,925,019.00	1,376,200.00
	Cash Basis Expenditures Totals	$4,430,278.31	$5,065,148.24	$3,768,580.62	$1,925,019.00	$1,376,200.00
	Fund **100 - General Fund** Totals	$4,430,278.31	$5,065,148.24	$3,768,580.62	$1,925,019.00	$1,376,200.00
	Net Grand Totals	$4,430,278.31	$5,065,148.24	$3,768,580.62	$1,925,019.00	$1,376,200.00

City and Borough of Sitka
General Fund (Fund 700)
FY2022

Project number	Project Description	Status	Grants (approved)	General Fund Working Capital	Other source	Total project (authorized + contingent)	Other source (description)/Notes
90690	City/State Troubleshoot Air Control System	Authorized/in progress	-	16,000	-	**16,000**	
90740	Nelson Logging Road Upgrade	Authorized/in progress	2,343,000	-	-	**2,343,000**	
90790	East DeGroff St Utilities & Street Improvements	Authorized/in progress	-	320,763	-	**320,763**	
90812	Storm Drain Improvements	Authorized/in progress	-	100,000	-	**100,000**	
90814	Cross Trail Multimodal Pathway Phase 6	Authorized/in progress	2,132,698	165,171	50,000	**2,347,869**	CPET
90832	CAMA (Computer Assisted Mass Appraisal)	Authorized/in progress	-	150,000	-	**150,000**	
90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	Authorized/in progress	-	1,965,000	105,000	**2,070,000**	CPET
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	-	798,060	-	**798,060**	
90844	Lincoln Street Paving (Jeff Davis to Harbor Drive)	Authorized/in progress	-	1,165,000	-	**1,165,000**	
90855	Sea Walk Part II	Authorized/in progress	1,674,713	5,000	153,060	**1,832,773**	CPET
90861	Asset Management/CMMS Implementation	Authorized/in progress/re-prioritization	-	425,400	11,600	**437,000**	Funding increased $279,000 from Brady/Gavan Paving (closed)
90866	City Hall HVAC & Controls Replacement	Authorized/in progress	-	500,000	-	**500,000**	
90867	RMS/CAD Police Department	Authorized/in progress	-	360,000	-	**360,000**	
90878	Sitka Paving-Katlian Street	Authorized/in progress	-	692,868	-	**692,868**	
90879	Seaplane Base Project	Authorized/in progress	-	50,000	56,176	**106,176**	
90881	Peterson Storm Sewer Rehabilitation	Authorized/in progress	115,000	1,020,000	-	**1,135,000**	
90885	Senior Center - ADA Ramp and Rear porch Improvements	Authorized/in progress	-	15,000	-	**15,000**	
90886	Community Playground Safety Improvement	Authorized/in progress	-	10,000	-	**10,000**	
90887	Lower Moller East Playground Improvements	Authorized/in progress	-	10,000	-	**10,000**	
90888	Pioneer Park Shelter Improvements	Authorized/in progress	-	15,000	-	**15,000**	
90907	Police Department Heat Pumps	Authorized/in progress	-	23,000	-	**23,000**	
90909	No Name Mountain Master Plan	Authorized/in progress	-	165,000	-	**165,000**	
90925	Knutson Drive Critical Repairs	Authorized/in progress		1,000,000		**1,000,000**	
90912	Crescent Harbor Restroom Replacement	Authorized/in progress	87,905	76,000	154,000	**317,905**	Harbor-$76000 CPET $78,000
		TOTAL OPEN APPROPRIATIONS				**14,612,509**	
90881	Peterson Storm Sewer Rehabilitation	New FY22-Additional Appropriation	125,000	-	-	**125,000**	New grant funding
TBD	City Hall Building Carpet Replacement	New FY22			150,000	**150,000**	Building Maintenance Fund
TBD	HCH Cedar Trim and Lam Beam Refinishing	New FY22			150,000	**150,000**	Building Maintenance Fund
TBD	Library Shelving Upgrade	New FY22			35,000	**35,000**	Library Endowment Fund
		TOTAL NEW APPROPRIATIONS				**460,000**	
90692	Centennial Hall Upgrades	Physically complete	14,704,848	-	1,666,000	**16,370,848**	
90739	Kettleson Memorial Library Expansion	Physically complete	5,350,000	357,114	1,212,842	**6,919,956**	
90741	Baranof Warm Springs Dock Imp	Physically complete	1,900,000	-	-	**1,900,000**	
		TOTAL PHYSICALLY COMPLETE				**6,919,956**	

General Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	27,962,686	27,557,970	25,415,149	26,300,059
General Governmental Costs	(16,728,236)	(18,747,366)	(17,965,214)	(19,445,365)
Debt Service (excluding school debt)	(30,147)	(86,483)	(86,483)	(84,925)
School support	(7,511,994)	(7,618,993)	(7,577,993)	(8,364,150)
Surplus before Capital Expenditures and Transfers	**3,692,309**	**1,105,128**	**(214,541)**	**(1,594,381)**
Fixed asset acquisitions	(278,390)	(6,500)	(6,500)	(63,500)
1% seasonal sales tax to School Debt Service Fund	(1,279,834)	(1,338,166)	(1,200,000)	(1,250,000)
Transfer to/from Public Infrastructure Sinking Fund	340,000	520,000	-	-
Net transfers to/from Permanent Fund	1,266,559	1,208,716	1,208,716	1,145,553
Transfer to/from capital projects funds and other transfers	(2,000,460)	(556,853)	2,034,805	(103,700)
Surplus/(deficit)	**1,740,184**	**932,325**	**1,822,480**	**(1,866,028)**
General Fund, fund balance				
Fund balance, beginning	15,757,890	17,498,074	17,498,074	19,320,554
Fund balance, ending	17,498,074	18,430,399	19,320,554	17,454,526
Unassigned portion of fund balance, ending	**3,827,823**	**6,760,148**	**7,650,303**	**5,784,275**
Capital Project Funds				
Grant/other revenue	1,003,745	80,000	740,000	129,000
Net transfers in/(out)	1,750,474	200,000	13,271	335,000
Capital expenditures	(1,581,819)	(280,000)	(1,500,000)	(464,000)
Beginning fund balance Capital Project Funds	**6,315,004**	**7,487,404**	**7,487,404**	**6,740,675**
Ending fund balance Capital Project Funds	**7,487,404**	**7,487,404**	**6,740,675**	**6,740,675**

City and Borough of Sitka

DRAFT

ELECTRIC FUND

FISCAL YEAR 2022

Operating Budget

City and Borough of Sitka, AK

ELECTRIC FUND - SUMMARY BY EXPENDITURE TYPE

Summary

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 130,934.66	$ 436,252.23	$ 239,861.40	$ 166,959.00	$ 228,856.00
Federal Revenue	$ 575,663.45	$ 578,078.21	$ 579,979.06	$ 578,300.00	$ -
Operating Revenue	$ 17,268,279.16	$ 17,251,119.31	$ 16,786,994.13	$ 17,991,989.00	$ 17,884,818.00
Other Operating Revenue	$ 116,339.87	$ 133,562.10	$ 79,874.43	$ 132,000.00	$ 243,168.00
Uses of Property & Investments	$ 468,709.30	$ 481,920.07	$ 461,655.75	$ 225,000.00	$ 350,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 17,694.53	$ 29,104.00	$ 2,974.97	$ 2,000.00	$ 5,000.00
Cash Basis Receipts	$ 157,651,052.59	$ 3,407,268.37	$ 2,095,834.68	$ 264,469.00	$ 72,000.00
Revenue Totals	**$ 176,228,673.56**	**$ 22,317,304.29**	**$ 20,247,174.42**	**$ 19,360,717.00**	**$ 18,783,842.00**
Expenditures					
Salaries and Wages	$ 2,723,679.72	$ 2,814,691.19	$ 2,624,188.79	$ 3,019,854.76	$ 3,217,109.96
Fringe Benefits	$ 1,760,770.20	$ 1,409,585.13	$ 1,733,275.22	$ 1,823,062.53	$ 1,987,551.27
Operating Expenses	$ 10,144,411.79	$ 10,134,972.30	$ 9,759,551.02	$ 10,581,623.05	$ 10,286,946.00
Other Financing Uses	$ -	$ -	$ -	$ -	$ -
Amortization & Depreciation	$ 7,811,129.61	$ 7,849,193.89	$ 7,959,324.43	$ 7,849,191.00	$ 7,959,327.00
Cash Basis Expenditures	$ 75,000.00	$ 39,427.86	$ 1,600,769.31	$ 5,278,834.00	$ 4,187,718.00
Expenditure Totals	**$ 22,514,991.32**	**$ 22,247,870.37**	**$ 23,677,108.77**	**$ 28,552,565.34**	**$ 27,638,652.23**
Fund Total: Electric Fund	**$ 153,713,682.24**	**$ 69,433.92**	**$ (3,429,934.35)**	**$ (9,191,848.34)**	**$ (8,854,810.23)**

ELECTRIC FUND - SUMMARY BY DEPARTMENT

Summary

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 130,934.66	$ 436,252.23	$ 239,861.40	$ 166,959.00	$ 228,856.00
Federal Revenue	$ 575,663.45	$ 578,078.21	$ 579,979.06	$ 578,300.00	$ -
Operating Revenue	$ 17,268,279.16	$ 17,251,119.31	$ 16,786,994.13	$ 17,991,989.00	$ 17,884,818.00
Other Operating Revenue	$ 116,339.87	$ 133,562.10	$ 79,874.43	$ 132,000.00	$ 243,168.00
Uses of Prop & Investment	$ 468,709.30	$ 481,920.07	$ 461,655.75	$ 225,000.00	$ 350,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ 17,694.53	$ 29,104.00	$ 2,974.97	$ 2,000.00	$ 5,000.00
Cash Basis Receipts	$ 157,651,052.59	$ 3,407,268.37	$ 2,095,834.68	$ 264,469.00	$ 72,000.00
Revenue Totals	**$ 176,228,673.56**	**$ 22,317,304.29**	**$ 20,247,174.42**	**$ 19,360,717.00**	**$ 18,783,842.00**
Expenditures					
Administration	$ 2,001,325.82	$ 1,551,406.64	$ 1,801,771.83	$ 2,757,972.52	$ 3,043,423.22
Stores	$ 195,466.69	$ 202,099.36	$ 190,329.18	$ 190,321.15	$ 191,390.96
Green lake	$ 685,066.08	$ 829,504.93	$ 724,826.59	$ 998,235.42	$ 1,028,732.76
Blue lake	$ 2,163,820.08	$ 2,099,772.60	$ 2,086,142.63	$ 2,212,665.34	$ 2,323,534.61
Diesel Plant	$ 619,413.43	$ 669,517.67	$ 601,521.95	$ 882,024.17	$ 890,410.82
Switchyard	$ 31,604.69	$ 8,974.65	$ 26,943.14	$ 20,000.00	$ 20,000.00
Line Maintenance	$ 152,844.67	$ 215,249.63	$ 168,692.68	$ 183,500.00	$ 183,500.00
Substation Maintenance	$ 9,259.11	$ 10,032.25	$ 34,339.92	$ 18,000.00	$ 18,000.00
Distribution	$ 2,157,019.85	$ 2,300,063.50	$ 2,139,156.83	$ 1,868,018.85	$ 2,042,102.22
Metering	$ 430,904.58	$ 405,988.82	$ 417,760.88	$ 470,826.89	$ 487,355.64
Jobbing	$ 99,569.52	$ 107,170.93	$ 155,459.74	$ 100,000.00	$ 100,000.00
Depreciation/Amortization	$ 7,811,129.61	$ 7,849,193.89	$ 7,959,324.43	$ 7,849,191.00	$ 7,959,327.00
Debt Payments	$ 6,082,567.19	$ 5,998,895.50	$ 5,840,838.97	$ 8,846,303.00	$ 7,620,875.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ 75,000.00	$ 75,000.00
Transfers to Capital Projects and Other Funds	$ 75,000.00	$ -	$ 1,530,000.00	$ 2,080,507.00	$ 1,655,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 22,514,991.32**	**$ 22,247,870.37**	**$ 23,677,108.77**	**$ 28,552,565.34**	**$ 27,638,652.23**
Fund Total: Electric Fund	**$ 153,713,682.24**	**$ 69,433.92**	**$ (3,429,934.35)**	**$ (9,191,848.34)**	**$ (8,854,810.23)**

Electric Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**200 - Electric Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	2,103,196.19	2,126,492.09	1,960,339.52	2,644,854.76	2,842,109.96
5110.002	Holidays	104,111.64	110,149.89	105,402.93	.00	.00
5110.003	Sick Leave	76,824.84	81,753.48	127,090.89	.00	.00
5110.004	Overtime	211,319.77	263,074.44	240,183.39	200,000.00	200,000.00
5110.010	Temp Wages	228,227.28	233,221.29	191,172.06	175,000.00	175,000.00
	Salaries and Wages Totals	$2,723,679.72	$2,814,691.19	$2,624,188.79	$3,019,854.76	$3,217,109.96
Fringe Benefits						
5120.001	Annual Leave	219,721.83	242,559.27	207,190.07	96,269.00	89,808.00
5120.002	SBS	175,175.61	178,009.03	172,454.63	182,702.25	194,932.41
5120.003	Medicare	42,422.14	43,735.44	42,384.96	45,191.66	47,958.02
5120.004	PERS	557,230.02	227,836.88	743,486.91	792,826.33	898,120.24
5120.005	Health Insurance	615,938.62	566,213.82	433,843.18	565,305.96	681,871.44
5120.006	Life Insurance	324.42	321.04	295.11	301.20	235.56
5120.007	Workmen's Compensation	149,957.56	150,909.65	130,290.36	140,466.13	74,625.60
5120.008	Unemployment	.00	.00	3,330.00	.00	.00
	Fringe Benefits Totals	$1,760,770.20	$1,409,585.13	$1,733,275.22	$1,823,062.53	$1,987,551.27
Operating Expenses						
5201.000	Training and Travel	31,955.48	23,474.79	35,554.39	52,500.00	52,500.00
5202.000	Uniforms	11,348.24	14,574.98	8,664.71	33,225.05	32,100.00
5203.001	Electric	26,783.28	27,813.69	29,954.63	27,000.00	27,000.00
5203.005	Heating Fuel	69,797.48	89,455.78	42,217.23	233,100.00	232,600.00
5204.000	Telephone	27,584.42	30,907.34	21,052.06	28,360.00	21,000.00
5204.001	Cell Phone Stipend	900.00	900.00	665.00	900.00	900.00
5205.000	Insurance	643,409.58	677,963.83	750,491.88	754,418.00	933,568.00
5206.000	Supplies	258,690.78	266,337.46	257,050.71	286,980.00	290,900.00
5207.000	Repairs & Maintenance	293,533.51	204,165.04	195,816.34	280,359.00	278,500.00
5208.000	Bldg Repair & Maint	23,555.03	21,568.46	17,770.98	13,588.00	17,860.00
5211.000	Data Processing Fees	136,238.04	143,976.96	144,834.96	156,791.00	169,519.00
5211.001	Information Technology Special Projects	.00	26,664.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	639,046.34	858,905.94	785,714.43	1,298,945.00	1,269,415.00
5214.000	Interdepartment Services	972,938.69	988,494.57	870,206.02	888,247.00	944,703.00
5221.000	Transportation/Vehicles	258,570.32	298,911.97	305,993.14	236,074.00	257,624.00
5222.000	Postage	5,874.46	7,270.66	6,148.71	3,000.00	3,000.00

Electric Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**200 - Electric Fund**					
Operating Expenses						
5223.000	Tools & Small Equipment	55,946.94	49,373.20	69,117.24	78,500.00	78,500.00
5224.000	Dues & Publications	15,966.81	15,435.43	16,662.42	21,900.00	51,900.00
5226.000	Advertising	722.80	5,081.56	4,868.80	3,000.00	3,000.00
5227.002	Rent-Equipment	186,966.12	3,316.93	452.53	7,000.00	7,000.00
5227.003	Rent-Other	.00	3,046.50	15,232.50	.00	.00
5230.000	Bad Debts	83,926.18	14,156.05	20,514.67	40,000.00	40,000.00
5231.000	Credit Card Expense	214,857.81	153,755.50	144,489.15	160,000.00	160,000.00
5290.000	Other Expenses	103,232.29	210,526.16	175,239.55	175,200.00	175,200.00
5295.000	Interest Expense	6,076,567.19	5,993,895.50	5,835,338.97	5,802,036.00	5,234,657.00
5297.000	Debt Admin Expense	6,000.00	5,000.00	5,500.00	500.00	500.00
	Operating Expenses Totals	$10,144,411.79	$10,134,972.30	$9,759,551.02	$10,581,623.05	$10,281,946.00
Amortization & Depreciation						
6101.000	Amortization	.00	.00	.00	5,910.00	.00
6201.000	Depreciation-Land Improve	.00	.00	9,239.20	.00	15,150.00
6202.000	Depreciation-Plants	7,630,155.34	7,682,206.84	7,791,614.14	7,676,296.00	7,785,704.00
6205.000	Depreciation-Buildings	50,265.03	50,439.09	50,439.12	50,439.00	50,440.00
6206.000	Depreciation-Machinery	96,011.16	76,818.30	65,470.51	76,818.00	65,471.00
6208.000	Deprec-Furniture/Fixtures	7,939.92	7,939.92	7,940.04	7,939.00	7,940.00
6209.000	Deprec-Heat Conversions	26,758.16	31,789.74	34,621.42	31,789.00	34,622.00
	Amortization & Depreciation Totals	$7,811,129.61	$7,849,193.89	$7,959,324.43	$7,849,191.00	$7,959,327.00
Cash Basis Expenditures						
5291.000	Utility Subsidization	.00	39,427.86	70,769.31	79,560.00	72,000.00
7103.000	Fixed Assets-Plant	.00	.00	.00	37,500.00	37,500.00
7106.000	Fixed Assets-Machinery	.00	.00	.00	37,500.00	42,500.00
7200.000	Interfund Transfers Out	75,000.00	.00	1,530,000.00	2,105,507.00	1,655,000.00
7301.000	Note Principal Payments	.00	.00	.00	668,767.00	500,718.00
7302.000	Bond Principal Payments	.00	.00	.00	2,375,000.00	1,885,000.00
	Cash Basis Expenditures Totals	$75,000.00	$39,427.86	$1,600,769.31	$5,303,834.00	$4,192,718.00
	Fund **200 - Electric Fund** Totals	$22,514,991.32	$22,247,870.37	$23,677,108.77	$28,577,565.34	$27,638,652.23
	Net Grand Totals	$22,514,991.32	$22,247,870.37	$23,677,108.77	$28,577,565.34	$27,638,652.23

City and Borough of Sitka
Electric Fund (Fund 710)
FY2022

Project number	Project Description	Status	Electric Fund Working Capital	Contingent Loans/Bond proceeds	Total Contingent	Total authorized	Total project (authorized + contingent)	Other source (description)
80003	Feeder Improvements	Authorized/in progress	7,110,587	-	-	#REF!	**#REF!**	
90261	Island Improvements	Authorized/in progress	285,000	-	-	#REF!	**#REF!**	
90610	Blue Lake FERC License Mitigation	Authorized/in progress	243,251	-	-	243,251	**243,251**	
90777	Meter Replacement Upgrading Meters	Authorized/in progress	485,000	-	-	485,000	**485,000**	
90823	Marine St. N-1 Design to New HPR	Authorized/in progress	6,011,665	-	-	6,011,665	**6,011,665**	
90829	Harbor Meters	Authorized/in progress	296,327	-	-	296,327	**296,327**	
90839	Green Lake Power Plant Overhaul-Phase 1	Authorized/in progress	4,400,111	*4,000,000*	*4,000,000*	4,400,111	**8,400,111**	Expecting USDA loan-working capital will decrease when approved
90840	Green Lake Power Plant Pre Overhaul Inspection	Authorized/in progress	374,256	-	-	374,256	**374,256**	
90841	Jarvis Fuel System Repairs and Storage Tanks	Authorized/in progress	304,458	-	-	304,458	**304,458**	
90868	69 kv Thimbleberry Trans Line Bypass	Authorized/in progress	5,000	-	-	5,000	**5,000**	
90884	Blue Lake Dam Completion	Authorized/in progress	39,133	-	-	39,133	**39,133**	
		TOTAL OPEN APPROPRIATIONS				**12,159,201**	**16,159,201**	
TBD	Master Plan/rate study	FY22	250,000	-	-	250,000	**250,000**	
TBD	Asset management/GIS	FY22	35,000	-	-	35,000	**35,000**	
TBD	Howell -- Bunger valve/gate	FY22	150,000	-	-	150,000	**150,000**	
TBD	Facility security cameras	FY22	50,000	-	-	50,000	**50,000**	
TBD	Mobile diesel generator	FY22	40,000	-	-	40,000	**40,000**	
TBD	Green Lake Excitation upgrade	FY22	125,000	-	-	125,000	**125,000**	
TBD	Green Lake Dam power cable repacement	FY22	100,000	-	-	100,000	**100,000**	
TBD	Wind Metering Towers	FY22	30,000	-	-	30,000	**30,000**	
TBD	Snowtel stations	FY22	40,000	-	-	40,000	**40,000**	
TBD	Radio Repeater	FY22	25,000	-	-	25,000	**25,000**	
80003	Feeder Improvements	FY22	500,000	-	-	500,000	**500,000**	
90261	Island Improvements	FY22	200,000	-	-	200,000	**200,000**	
90410	SCADA System Enhancements	FY22	60,000	-	-	60,000	**60,000**	
90777	Meter Replacement Upgrading Meters	FY22	50,000	-	-	50,000	**50,000**	
		TOTAL NEW APPROPRIATIONS	1,655,000			**1,655,000**	**1,655,000**	

Electric Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	17,413,092	18,125,989	17,806,189	18,132,986
Cost of operations	(14,386,932)	(14,770,024)	(14,191,197)	(15,244,354)
Gross margin	**3,026,160**	**3,355,965**	**3,614,992**	**2,888,632**
Administrative expenses	(1,811,597)	(2,757,973)	(2,475,281)	(3,038,423)
Interest expense	(5,922,496)	(5,802,036)	(5,330,626)	(5,234,657)
Other income	991,892	1,234,728	1,144,960	-
Net operating income	**(3,716,041)**	**(3,969,315)**	**(3,045,955)**	**(5,384,448)**
Depreciation	7,849,194	7,849,191	7,959,324	7,959,327
Debt principal repayment	(2,544,135)	(3,043,767)	(2,403,858)	(2,385,718)
Transfers in/(out) including capital	(1,750,474)	(805,000)	(2,030,000)	(1,655,000)
Operating cash flow	**(161,456)**	**31,109**	**479,511**	**(1,465,839)**
Working Capital				
Working capital, beginning	**11,373,176**	**9,534,897**	**9,534,897**	**9,894,408**
Working capital, ending	**9,534,897**	**9,999,013**	**9,894,408**	**8,428,569**
Designated for capital expenditures	4,778,044	5,211,051	4,658,044	4,658,044
Designated for subsequent year debt principal payment	2,385,718	2,488,219	2,488,219	2,606,387
Undesignated working capital, ending	**2,371,135**	**2,402,244**	**2,850,647**	**1,384,808**
Capital Expenditures				
Grant/other revenue	1,003,745	395,507	350,000	-
New designations of working capital for capital expenditures	1,750,474	805,000	2,030,000	1,655,000
Capital expenditures	(1,581,819)	(767,500)	(2,500,000)	(1,655,000)
Debt service coverage	**12500%**	**124%**	**140%**	**114%**

City and Borough of Sitka

DRAFT

WATER FUND

FISCAL YEAR 2022

Operating Budget

City and Borough of Sitka, AK

WATER FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 234,348.85	$ 4,633.43	$ 19,631.13	$ 12,505.00	$ 18,730.00
Federal Revenue	$ -	-	$ -	$ -	$ -
Operating Revenue	$ 2,364,417.03	$ 2,857,397.13	$ 2,842,379.41	$ 3,006,000.00	$ 2,997,540.00
Other Operating Revenue	$ 9,325.00	$ 11,540.00	$ 12,160.00	$ 9,000.00	$ 15,000.00
Uses of Property & Investments	$ 48,226.34	$ 62,005.21	$ 67,997.73	$ 65,170.00	$ 55,500.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 6,083.55	$ 1,064.70	$ 5,016.22	$ 1,000.00	$ 1,000.00
Cash Basis Receipts	$ 2,212,577.11	$ 350,394.75	$ 1,612,035.76	$ -	$ -
Revenue Totals	**$ 4,874,977.88**	**$ 3,287,035.22**	**$ 4,559,220.25**	**$ 3,093,675.00**	**$ 3,087,770.00**
Expenditures					
Salaries and Wages	$ 207,428.64	$ 195,288.45	$ 202,879.13	$ 264,290.18	$ 269,440.00
Fringe Benefits	$ 183,721.92	$ 148,439.98	$ 173,799.24	$ 190,648.59	$ 204,248.74
Operating Expenses	$ 1,127,425.08	$ 1,025,118.83	$ 1,010,300.75	$ 1,392,092.51	$ 1,312,265.00
Amortization & Depreciation	$ 1,283,444.01	$ 1,327,199.46	$ 1,352,697.72	$ 1,327,206.00	$ 1,352,691.00
Other Financing Uses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 2,509,759.73	$ 1,059,282.30	$ 657,000.00	$ 1,182,160.00	$ 487,906.00
Expenditure Totals	**$ 5,311,779.38**	**$ 3,755,329.02**	**$ 3,396,676.84**	**$ 4,356,397.28**	**$ 3,626,550.74**
Fund Total: Water Fund	**$ (436,801.50)**	**$ (468,293.80)**	**$ 1,162,543.41**	**$ (1,262,722.28)**	**$ (538,780.74)**

WATER FUND - SUMMARY BY DEPARTMENT

Summary

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 234,348.85	$ 4,633.43	$ 19,631.13	$ 12,505.00	$ 18,730.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 2,364,417.03	$ 2,857,397.13	$ 2,842,379.41	$ 3,006,000.00	$ 2,997,540.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ 9,325.00	$ 11,540.00	$ 12,160.00	$ 9,000.00	$ 15,000.00
Uses of Prop & Investment	$ 48,226.34	$ 62,005.21	$ 67,997.73	$ 65,170.00	$ 55,500.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ 6,083.55	$ 1,064.70	$ 5,016.22	$ 1,000.00	$ 1,000.00
Cash Basis Receipts	$ 2,212,577.11	$ 350,394.75	$ 1,612,035.76	$ -	$ -
Revenue Totals	**$ 4,874,977.88**	**$ 3,287,035.22**	**$ 4,559,220.25**	**$ 3,093,675.00**	**$ 3,087,770.00**
Expenditures					
Administration	$ 684,374.06	$ 557,157.41	$ 605,382.32	$ 686,352.61	$ 720,391.59
Distribution	$ 435,535.12	$ 404,787.10	$ 413,968.68	$ 736,430.03	$ 637,596.71
Treatment	$ 304,283.73	$ 312,961.30	$ 268,796.40	$ 215,151.64	$ 220,310.44
Jobbing					
Depreciation/Amortization	$ 1,283,444.01	$ 1,327,199.46	$ 1,352,697.72	$ 1,327,206.00	$ 1,352,691.00
Debt Payments	$ 94,382.73	$ 93,941.45	$ 98,831.72	$ 599,832.00	$ 625,561.00
Fixed Asset Acquisition				$ 80,000.00	$ 50,000.00
Transfers to Capital Projects and Other Funds	$ 2,509,759.73	$ 1,059,282.30	$ 657,000.00	$ 711,425.00	$ 20,000.00
Expenditure Totals	**$ 5,311,779.38**	**$ 3,755,329.02**	**$ 3,396,676.84**	**$ 4,356,397.28**	**$ 3,626,550.74**
Fund Total: Water Fund	**$ (436,801.50)**	**$ (468,293.80)**	**$ 1,162,543.41**	**$ (1,262,722.28)**	**$ (538,780.74)**

Water Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**210 - Water Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	177,761.99	168,868.01	161,928.46	221,290.18	226,440.00
5110.002	Holidays	10,209.46	9,021.20	8,988.72	.00	.00
5110.003	Sick Leave	9,909.94	5,582.18	20,739.62	.00	.00
5110.004	Overtime	9,547.25	11,817.06	11,222.33	23,000.00	23,000.00
5110.010	Temp Wages	.00	.00	.00	20,000.00	20,000.00
	Salaries and Wages Totals	$207,428.64	$195,288.45	$202,879.13	$264,290.18	$269,440.00
Fringe Benefits						
5120.001	Annual Leave	23,533.51	22,094.84	21,517.30	11,066.00	12,996.00
5120.002	SBS	14,283.41	13,152.42	13,768.84	16,879.31	17,313.42
5120.003	Medicare	3,378.62	3,111.07	3,256.93	3,992.67	4,095.32
5120.004	PERS	46,647.45	18,802.77	55,729.19	66,249.27	73,607.06
5120.005	Health Insurance	85,734.59	82,096.33	69,662.20	80,843.04	88,192.20
5120.006	Life Insurance	44.84	42.48	42.48	42.48	42.48
5120.007	Workmen's Compensation	10,099.50	9,140.07	9,822.30	11,575.82	8,002.26
	Fringe Benefits Totals	$183,721.92	$148,439.98	$173,799.24	$190,648.59	$204,248.74
Operating Expenses						
5201.000	Training and Travel	8,479.03	8,632.67	4,130.18	9,450.00	8,500.00
5202.000	Uniforms	538.38	871.88	846.70	1,000.00	1,000.00
5203.001	Electric	88,742.01	90,444.09	97,359.95	91,000.00	101,800.00
5203.005	Heating Fuel	2,968.54	3,653.18	2,141.15	3,800.00	3,400.00
5204.000	Telephone	.00	.00	.00	4,000.00	4,000.00
5204.001	Cell Phone Stipend	975.00	900.00	900.00	900.00	900.00
5205.000	Insurance	20,792.42	29,005.36	39,554.58	41,339.00	60,171.00
5206.000	Supplies	112,154.58	102,652.91	94,429.39	135,540.51	133,700.00
5207.000	Repairs & Maintenance	21,478.25	34,533.18	10,219.75	16,000.00	13,400.00
5208.000	Bldg Repair & Maint	10,370.43	13,325.81	10,399.28	4,313.00	4,838.00
5211.000	Data Processing Fees	37,776.96	39,999.96	31,893.00	33,646.00	38,732.00
5211.001	Information Technology Special Projects	.00	7,797.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	108,716.41	50,421.99	36,984.38	101,573.00	81,368.00
5214.000	Interdepartment Services	472,527.73	448,794.02	468,137.80	444,247.00	443,905.00
5221.000	Transportation/Vehicles	10,708.07	15,845.30	12,442.75	14,787.00	24,496.00
5222.000	Postage	6,815.16	8,059.54	6,567.40	7,000.00	7,000.00
5223.000	Tools & Small Equipment	6,222.71	7,084.74	315.32	10,800.00	13,800.00

Water Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**210 - Water Fund**					
Operating Expenses						
5224.000	Dues & Publications	1,861.90	525.25	1,282.28	2,000.00	2,000.00
5226.000	Advertising	993.85	297.65	202.05	1,100.00	1,100.00
5227.002	Rent-Equipment	894.13	5,393.07	2,192.55	3,000.00	3,000.00
5230.000	Bad Debts	18,179.95	591.76	6,218.83	20,000.00	20,000.00
5231.000	Credit Card Expense	33,057.93	26,675.79	26,262.14	35,000.00	35,000.00
5290.000	Other Expenses	4,678.22	3,370.09	29,172.42	2,500.00	2,500.00
5290.100	Unanticipated Repairs	64,110.69	32,302.14	29,817.13	200,000.00	100,000.00
5295.000	Interest Expense	94,382.73	93,941.45	98,831.72	209,097.00	207,655.00
	Operating Expenses Totals	$1,127,425.08	$1,025,118.83	$1,010,300.75	$1,392,092.51	$1,312,265.00
Amortization & Depreciation						
6202.000	Depreciation-Plants	983,361.58	1,024,977.38	1,050,425.39	1,024,985.00	1,050,418.00
6205.000	Depreciation-Buildings	296,409.47	296,720.40	296,720.40	296,720.00	296,721.00
6206.000	Depreciation-Machinery	3,672.96	5,501.68	5,551.93	5,501.00	5,552.00
	Amortization & Depreciation Totals	$1,283,444.01	$1,327,199.46	$1,352,697.72	$1,327,206.00	$1,352,691.00
Cash Basis Expenditures						
7103.000	Fixed Assets-Plant	.00	.00	.00	.00	50,000.00
7106.000	Fixed Assets-Machinery	.00	.00	.00	80,000.00	.00
7200.000	Interfund Transfers Out	2,509,759.73	1,059,282.30	657,000.00	711,425.00	20,000.00
7301.000	Note Principal Payments	.00	.00	.00	390,735.00	417,906.00
	Cash Basis Expenditures Totals	$2,509,759.73	$1,059,282.30	$657,000.00	$1,182,160.00	$487,906.00
	Fund **210 - Water Fund** Totals	$5,311,779.38	$3,755,329.02	$3,396,676.84	$4,356,397.28	$3,626,550.74
	Net Grand Totals	$5,311,779.38	$3,755,329.02	$3,396,676.84	$4,356,397.28	$3,626,550.74

City and Borough of Sitka
Water Fund (Fund 720)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Water Fund Working Capital	Total project (authorized + contingent)
80238	Japonski Island Water Design	Authorized/in progress	-	-	50,000	**50,000**
90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	Authorized/in progress	-	650,000	50,000	**700,000**
90652	UV Disinfection Feasibility	Physically complete	5,561,000	6,550,000	18,000	**12,129,000**
90790	East DeGroff St Utilities & Street Improvements	Authorized/in progress	-	1,120,000	175,000	**1,295,000**
90819	South Lake/West DeGroff Utilities & Street Improvements	Authorized/in progress	500,000	232,100	50,000	**782,100**
90833	Critical Secondary Water Supply	Authorized/in progress	-	17,620,000	530,000	**18,150,000**
90838	Lincoln Street Paving-Harbor Way to Harbor Drive	Authorized/in progress	-	-	80,000	**80,000**
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	-	850,000	50,000	**900,000**
90859	Landslide Study	Authorized/in progress	-	-	20,000	**20,000**
90870	Water Master Plan	Authorized/in progress	-	-	100,000	**100,000**
90883	Water Transmission Main Emergency repair	Authorized/in progress	-	-	400,000	**400,000**
90889	Blue Lake Watershed Plan	Authorized/in progress	-	-	35,000	**35,000**
90890	Analyzer Monitoring Panel	Authorized/in progress	-	-	25,000	**25,000**
90891	Blue Lake WTP Valve Insulation Box	Authorized/in progress	-	-	15,000	**15,000**
90892	Harbor Mountain Tank Ladder	Authorized/in progress	-	-	17,000	**17,000**
90893	SCADA Reporting Software	Authorized/in progress	-	-	10,000	**10,000**
90894	CMMS Data/Asset Management	Authorized/in progress	-	-	20,000	**20,000**
90913	Water Tanks-Interior Condition Assesment Exterior Painting	Authorized/in progress	-	-	40,000	**40,000**
90914	Transmission Main Condition Assessment	Authorized/in progress	-	-	150,000	**150,000**
90915	Blue Lake Slope Stabilization	Authorized/in progress	-	-	500,000	**500,000**
		TOTAL OPEN APPROPRIATIONS				**34,728,100**
90894	Asset Management/CMMS Implementation	New FY22	-	-	20,000	**20,000**
		TOTAL NEW APPROPRIATIONS				**20,000**
90652	UV Disinfection Feasibility	Physically complete	5,561,000	6,550,000	18,000	**12,129,000**
		TOTAL PHYSICALLY COMPLETE				**12,129,000**

Water Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	2,859,554	3,016,000	3,016,000	3,013,540
Cost of operations	(3,388,163)	(2,258,374)	(2,032,536)	(2,343,393)
Gross margin	**(528,609)**	**757,626**	**983,464**	**670,147**
Administrative expenses	(510,752)	(686,353)	(624,581)	(637,597)
Interest expense	(98,832)	(209,097)	(125,458)	(207,655)
Other income	185,524	77,675	94,631	74,230
Net operating income	**(952,669)**	**(60,149)**	**328,055**	**(100,875)**
Depreciation	1,352,697	1,327,206	1,327,206	1,352,691
Debt principal repayment	(433,966)	(390,735)	(390,735)	(417,906)
Transfers in/(out) including capital	(657,000)	(711,425)	(711,425)	(20,000)
Operating cash flow	**(690,938)**	**164,897**	**553,101**	**813,910**
Working Capital				
Working capital, beginning	**3,167,825**	**4,068,821**	**4,068,821**	**4,681,922**
Working capital, ending	**4,068,821**	**4,573,150**	**4,681,922**	**5,495,832**
Designated for capital expenditures	1,207,270	1,546,702	1,267,270	1,267,270
Designated for subsequent year debt principal payment	413,896	413,896	413,896	413,896
Undesignated working capital, ending	**2,447,655**	**2,612,552**	**3,000,756**	**3,814,666**
Capital Expenditures				
Grant/other revenue	556,836	395,507	3,500,000	-
New designations of working capital for capital expenditures	657,000	711,425	360,000	20,000
Capital expenditures	(904,001)	(767,500)	(3,800,000)	(20,000)

City and Borough of Sitka

DRAFT

WASTEWATER FUND

FISCAL YEAR 2022

Operating Budget

WASTEWATER TREATMENT FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 48,083.01	$ 14,177.21	$ 57,694.85	$ 38,261.00	$ 55,047.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 3,188,474.07	$ 3,315,092.42	$ 3,520,556.68	$ 3,571,400.00	$ 3,636,000.00
Other Operating Revenue	$ 9,555.00	$ 16,869.00	$ 12,920.00	$ 17,000.00	$ 17,000.00
Uses of Property & Investments	$ 120,842.89	$ 154,005.61	$ 143,582.96	$ 166,850.00	$ 80,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 3,079.44	$ 3,667.63	$ 760.27	$ 1,000.00	$ 2,000.00
Cash Basis Receipts	$ 3,911,697.15	$ 135,149.69	$ 1,154,157.97	$ -	$ -
Revenue Totals	**$ 7,281,731.56**	**$ 3,638,961.56**	**$ 4,889,672.73**	**$ 3,794,511.00**	**$ 3,790,047.00**
Expenditures					
Salaries and Wages	$ 607,921.70	$ 588,047.91	$ 601,094.48	$ 703,632.88	$ 717,694.96
Fringe Benefits	$ 461,117.77	$ 359,091.90	$ 335,717.90	$ 492,486.08	$ 534,345.29
Operating Expenses	$ 1,332,647.74	$ 1,197,746.20	$ 1,312,000.16	$ 1,758,131.59	$ 1,686,816.00
Amortization & Depreciation	$ 872,629.78	$ 895,228.77	$ 889,453.05	$ 895,228.00	$ 889,455.00
Other Financing Uses		$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 3,697,592.26	$ 1,786,370.06	$ 370,000.43	$ 972,348.00	$ 824,251.00
Expenditure Totals	**$ 6,971,909.25**	**$ 4,826,484.84**	**$ 3,508,266.02**	**$ 4,821,826.55**	**$ 4,652,562.25**
Fund Total: Wastewater Treatment Fund	**$ 309,822.31**	**$ (1,187,523.28)**	**$ 1,381,406.71**	**$ (1,027,315.55)**	**$ (862,515.25)**

City and Borough of Sitka, AK

WASTEWATER TREATMENT FUND - SUMMARY BY DEPARTMENT

Summary

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 48,083.01	$ 14,177.21	$ 57,694.85	$ 38,261.00	$ 55,047.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 3,188,474.07	$ 3,315,092.42	$ 3,520,556.68	$ 3,571,400.00	$ 3,636,000.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ 9,555.00	$ 16,869.00	$ 12,920.00	$ 17,000.00	$ 17,000.00
Uses of Prop & Investment	$ 120,842.89	$ 154,005.61	$ 143,582.96	$ 166,850.00	$ 80,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 3,911,697.15	$ 135,149.69	$ 1,154,157.97	$ -	$ -
Miscellaneous	$ 3,079.44	$ 3,667.63	$ 760.27	$ 1,000.00	$ 2,000.00
Revenue Totals	**$ 7,281,731.56**	**$ 3,638,961.56**	**$ 4,889,672.73**	**$ 3,794,511.00**	**$ 3,790,047.00**
Expenditures					
Administration	$ 757,344.45	$ 637,651.96	$ 592,942.55	$ 1,037,793.06	$ 1,063,441.41
Distribution	$ 305.50	$ 11,340.91	$ -	$ -	$ -
Collections	$ 1,047,712.74	$ 911,986.71	$ 1,050,727.40	$ 1,495,939.71	$ 1,430,202.68
Treatment	$ 503,543.06	$ 478,670.36	$ 498,937.25	$ 224,973.78	$ 240,365.16
Jobbing	$ -	$ -	$ -	$ -	$ -
Depreciation/Amortization	$ 872,629.78	$ 895,228.77	$ 889,453.05	$ 895,228.00	$ 889,455.00
Debt Payments	$ 92,781.46	$ 105,236.07	$ 106,205.34	$ 522,892.00	$ 519,098.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ 50,000.00
Transfers to Capital Projects and Other Funds	$ 3,697,592.26	$ 1,786,370.06	$ 370,000.43	$ 245,000.00	$ 460,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 6,971,909.25**	**$ 4,826,484.84**	**$ 3,508,266.02**	**$ 4,421,826.55**	**$ 4,652,562.25**
Fund Total: Wastewater Treatment Fund	**$ 309,822.31**	**$ (1,187,523.28)**	**$ 1,381,406.71**	**$ (627,315.55)**	**$ (862,515.25)**

Wastewater Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**220 - Waste Water Treatment**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	513,304.93	496,900.37	507,859.31	654,632.88	668,694.96
5110.002	Holidays	22,884.64	24,015.09	26,841.47	.00	.00
5110.003	Sick Leave	31,308.49	35,892.20	41,861.71	.00	.00
5110.004	Overtime	40,423.64	31,240.25	22,372.99	29,000.00	29,000.00
5110.010	Temp Wages	.00	.00	2,159.00	20,000.00	20,000.00
	Salaries and Wages Totals	$607,921.70	$588,047.91	$601,094.48	$703,632.88	$717,694.96
Fringe Benefits						
5120.001	Annual Leave	56,832.93	55,684.69	54,021.19	29,459.00	31,196.00
5120.002	SBS	40,228.77	39,235.59	40,576.91	44,938.49	45,907.11
5120.003	Medicare	9,515.75	9,280.85	9,598.17	10,629.85	10,858.91
5120.004	PERS	135,546.72	51,936.76	44,191.11	188,660.62	208,540.10
5120.005	Health Insurance	182,889.89	170,980.45	155,613.37	184,923.00	211,689.72
5120.006	Life Insurance	94.92	96.99	99.86	101.04	101.04
5120.007	Workmen's Compensation	36,008.79	31,876.57	31,617.29	33,774.08	26,052.41
	Fringe Benefits Totals	$461,117.77	$359,091.90	$335,717.90	$492,486.08	$534,345.29
Operating Expenses						
5201.000	Training and Travel	7,471.31	11,635.68	7,421.65	16,000.00	14,000.00
5202.000	Uniforms	680.34	2,482.50	718.95	4,713.59	3,500.00
5203.001	Electric	181,783.35	172,185.24	184,792.62	185,000.00	185,000.00
5203.005	Heating Fuel	24,903.30	20,424.74	18,579.58	22,000.00	21,000.00
5204.000	Telephone	4,515.95	2,977.04	2,277.88	5,800.00	5,800.00
5204.001	Cell Phone Stipend	2,100.00	1,925.00	2,100.00	2,100.00	2,100.00
5205.000	Insurance	25,866.43	28,952.83	31,655.00	31,655.00	45,047.00
5206.000	Supplies	60,473.58	13,324.17	88,084.42	99,200.00	99,200.00
5207.000	Repairs & Maintenance	32,932.89	741.87	67,485.04	55,000.00	65,000.00
5208.000	Bldg Repair & Maint	31,251.54	25,374.83	16,042.38	25,873.00	40,281.00
5211.000	Data Processing Fees	64,763.04	69,000.00	69,629.04	72,953.00	80,105.00
5211.001	Information Technology Special Projects	.00	15,593.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	75,753.37	57,956.24	43,546.05	101,200.00	117,945.00
5214.000	Interdepartment Services	389,372.79	422,683.25	423,420.56	476,092.00	436,583.00
5221.000	Transportation/Vehicles	129,431.71	172,018.71	166,525.92	175,253.00	180,160.00
5222.000	Postage	5,549.40	6,777.76	5,874.26	6,000.00	6,000.00
5223.000	Tools & Small Equipment	4,858.57	3,395.35	1,101.22	9,000.00	5,500.00

Wastewater Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**220 - Waste Water Treatment**					
Operating Expenses						
5224.000	Dues & Publications	1,912.00	962.00	1,573.90	2,000.00	2,000.00
5226.000	Advertising	109.90	971.80	.00	1,000.00	1,000.00
5227.002	Rent-Equipment	4,248.00	683.63	8,496.00	4,748.00	4,748.00
5230.000	Bad Debts	25,115.56	2,878.67	7,572.00	20,000.00	20,000.00
5231.000	Credit Card Expense	47,414.31	32,064.34	32,080.26	45,000.00	45,000.00
5290.000	Other Expenses	3,235.44	1,251.74	828.87	2,000.00	2,000.00
5290.100	Unanticipated Repairs	116,123.50	26,249.74	25,989.22	186,000.00	100,000.00
5295.000	Interest Expense	92,781.46	105,236.07	106,205.34	209,544.00	204,847.00
	Operating Expenses Totals	$1,332,647.74	$1,197,746.20	$1,312,000.16	$1,758,131.59	$1,686,816.00
Amortization & Depreciation						
6202.000	Depreciation-Plants	739,127.65	758,004.29	776,404.56	758,004.00	776,405.00
6205.000	Depreciation-Buildings	33,599.16	33,599.16	33,599.28	33,599.00	33,600.00
6206.000	Depreciation-Machinery	99,902.97	103,625.32	79,449.21	103,625.00	79,450.00
	Amortization & Depreciation Totals	$872,629.78	$895,228.77	$889,453.05	$895,228.00	$889,455.00
Cash Basis Expenditures						
7103.000	Fixed Assets-Plant	.00	.00	.00	.00	50,000.00
7106.000	Fixed Assets-Machinery	.00	.00	.00	14,000.00	.00
7200.000	Interfund Transfers Out	3,697,592.26	1,786,370.06	370,000.43	645,000.00	460,000.00
7301.000	Note Principal Payments	.00	.00	.00	313,348.00	314,251.00
	Cash Basis Expenditures Totals	$3,697,592.26	$1,786,370.06	$370,000.43	$972,348.00	$824,251.00
	Fund **220 - Waste Water Treatment** Totals	$6,971,909.25	$4,826,484.84	$3,508,266.02	$4,821,826.55	$4,652,562.25
	Net Grand Totals	$6,971,909.25	$4,826,484.84	$3,508,266.02	$4,821,826.55	$4,652,562.25

City and Borough of Sitka
Wastewater Fund (Fund 730)
FY2022

Project number	Project Description	Status	Loans/ Bond Proceeds (approved)	Wastewater Fund Working Capital	Total approved	Total project (approved + contingent)
90447	WWTP Control System	Authorized/in progress	-	488,000	488,000	**488,000**
90531	Monastery St (DeGroff to Arrowhead) and Kinkead Utility & Street Improvements	Authorized/in progress	275,000	30,000	305,000	**305,000**
90565	Jamestown East Lift Station Replacement	Authorized/in progress	-	85,000	85,000	**85,000**
90655	WWTP-Rehabilitation	Authorized/in progress	9,737,000	45,000	9,782,000	**9,782,000**
90676	Brady Street Lift Station Rehabilitation	Authorized/in progress	217,400	828,759	1,046,159	**1,046,159**
90783	Replace Generators - Lift Station	Authorized/in progress	311,000	236,000	547,000	**547,000**
90784	WWTP Garage Doors and Blowers	Authorized/in progress	-	90,000	90,000	**90,000**
90800	Hypo Chlorite Injection System at the TH LS	Authorized/in progress	-	24,000	24,000	**24,000**
90809	Replace WWTP Influent Grinder	Authorized/in progress	-	100,000	100,000	**100,000**
90816	Channel Lift Station Rehabilitation	Authorized/in progress	371,734	682,024	1,053,758	**1,053,758**
90838	Lincoln Street Paving (Harbor Way to Harbor Drive)	Authorized/in progress	-	20,000	20,000	**20,000**
90843	Lake St (DeGroff to Arrowhead) and Hirst Utility & Street Improvements	Authorized/in progress	975,000	50,000	1,025,000	**1,025,000**
90845	Trailer Mounted Pump	Authorized/in progress	-	90,000	90,000	**90,000**
90858	Eagle Way Lift station	Authorized/in progress	-	220,000	470,000	**470,000**
90862	Japonski Sewer Force Main Condition Assessment	Authorized/in progress	-	250,000	250,000	**250,000**
90877	Brady-Gavan Road and Utility Project	Authorized/in progress	-	5,000	5,000	**5,000**
90894	Asset Management/CMMS Implementation	Authorized/in progress	-	25,000	25,000	**25,000**
90895	Wastewater Master Plan	Authorized/in progress	-	120,000	120,000	**120,000**
90896	Lake & Lincoln 20 Hp Pump	Authorized/in progress	-	27,000	27,000	**27,000**
90897	WW Lift station #6 6.5 Hp Pump	Authorized/in progress	-	12,000	12,000	**12,000**
90898	Granite Creek WW Pump	Authorized/in progress	-	16,000	16,000	**16,000**
90916	WWTP Blower Manifold Assessment/Design	Authorized/in progress	-	60,000	60,000	**60,000**
90917	Lincoln Street Lift Station Valve Replacement	Authorized/in progress	-	55,000	55,000	**55,000**
90918	WWTP Clarifier Drive Replacement	Authorized/in progress	-	55,000	55,000	**55,000**
90919	Thomsen Harbor Lift Station Rehabilitation	Authorized/in progress	-	75,000	75,000	**75,000**
		TOTAL OPEN APPROPRIATIONS			**15,825,917**	**15,825,917**
90894	Asset Management/CMMS Implementation	New FY22-additional appropriation		20,000	20,000	**20,000**
TBD	Sludge thickener catwalk replacement	New FY22		20,000	20,000	**20,000**
90919	Thomsen Harbor lift station rehabilitation	New FY22-additional appropriation		420,000	420,000	**420,000**
		TOTAL NEW APPROPRIATIONS			**460,000**	**460,000**

Wastewater Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	3,534,237	3,559,400	3,559,400	3,655,000
Cost of operations	(2,189,451)	(2,599,928)	(1,504,675)	(2,610,023)
Gross margin	**1,344,786**	**959,472**	**2,054,725**	**1,044,977**
Administrative expenses	(592,943)	(1,037,793)	(913,258)	(1,063,441)
Interest expense	(106,205)	(209,544)	(175,000)	(204,847)
Other income	331,750	205,111	113,760	135,047
Net operating income	**977,388**	**(82,754)**	**1,080,227**	**(88,264)**
Depreciation	913,629	895,228	895,228	889,455
Debt principal repayment	(333,641)	(313,348)	(313,348)	(314,251)
Transfers in/(out) including capital	(150,000)	(245,000)	(645,000)	(460,000)
Operating cash flow	**1,407,376**	**254,126**	**1,017,107**	**26,940**
Working Capital				
Working capital, beginning	**7,697,196**	**8,519,570**	**8,519,570**	**8,986,677**
Working capital, ending	**8,519,570**	**8,773,696**	**8,986,677**	**9,013,617**
Designated for capital expenditures	2,468,610	2,468,610	1,918,610	1,918,610
Designated for subsequent year debt principal payment	334,849	334,849	334,849	334,849
Undesignated working capital, ending	**5,716,111**	**5,970,237**	**6,733,218**	**6,760,158**
Capital Expenditures				
Grant/other revenue	1,261,919	-	5,105,000	-
New designations of working capital for capital expenditures	150,000	245,000	645,000	460,000
Capital expenditures	(3,723,882)	(245,000)	(6,300,000)	(460,000)

City and Borough of Sitka

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SOLID WASTE FUND

FISCAL YEAR 2022

Operating Budget

SOLID WASTE DISPOSAL FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ 3,084.04	$ 11,377.04	$ 8,324.00	$ 10,855.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 4,044,635.82	$ 4,534,359.80	$ 4,691,496.64	$ 5,143,200.00	$ 4,786,500.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 9,242.85	$ 9,574.55	$ 22,070.43	$ 18,700.00	$ 6,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 8,678.03	$ (197.00)	$ 3,461.75	$ 1,200.00	$ 4,000.00
Cash Basis Receipts	$ 1,462,372.19	$ 59,110.06	$ 80,752.35	$ -	$ -
Revenue Totals	**$ 5,524,928.89**	**$ 4,605,931.45**	**$ 4,809,158.21**	**$ 5,171,424.00**	**$ 4,807,355.00**
Expenditures					
Salaries and Wages	$ -	$ 133,072.51	$ 122,921.36	$ 148,415.04	$ 153,280.08
Fringe Benefits	$ -	$ 71,601.25	$ 294,638.98	$ 91,377.98	$ 98,133.56
Operating Expenses	$ 4,770,489.97	$ 4,258,071.00	$ 3,926,569.17	$ 4,736,613.00	$ 5,071,086.00
Amortization & Depreciation	$ 174,301.78	$ 168,691.85	$ 172,861.36	$ 168,690.00	$ 262,852.00
Other Financing Uses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 500,000.00	$ 425,000.00	$ 23,000.00	$ 163,020.00	$ 205,798.00
Expenditure Totals	**$ 5,444,791.75**	**$ 5,056,436.61**	**$ 4,539,990.87**	**$ 5,308,116.02**	**$ 5,791,149.64**
Fund Total: Solid Waste Disposal Fund	**$ 80,137.14**	**$ (450,505.16)**	**$ 269,167.34**	**$ (136,692.02)**	**$ (983,794.64)**

SOLID WASTE DISPOSAL FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ 3,084.04	$ 11,377.04	$ 8,324.00	$ 10,855.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 4,044,635.82	$ 4,534,359.80	$ 4,691,496.64	$ 5,143,200.00	$ 4,786,500.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Prop & Investment	$ 9,242.85	$ 9,574.55	$ 22,070.43	$ 18,700.00	$ 6,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ 8,678.03	$ (197.00)	$ 3,461.75	$ 1,200.00	$ 4,000.00
Cash Basis Receipts	$ 1,462,372.19	$ 59,110.06	$ 80,752.35	$ -	$ -
Revenue Totals	**$ 5,524,928.89**	**$ 4,605,931.45**	**$ 4,809,158.21**	**$ 5,171,424.00**	**$ 4,807,355.00**
Expenditures					
Administration	$ 1,541,487.73	$ 1,437,218.42	$ 2,001,341.70	$ 1,652,833.00	$ 1,935,775.00
Transfer Station	$ 2,005,884.86	$ 1,906,970.54	$ 1,465,060.23	$ 2,220,924.00	$ 2,311,969.00
Landfill	$ 573,383.65	$ 486,381.95	$ 316,216.04	$ 483,041.00	$ 428,966.00
Scrap Yard	$ 578,761.87	$ 535,334.28	$ 459,132.63	$ 514,583.77	$ 536,139.85
Dropoff Recycle Center	$ 50,106.72	$ 77,708.15	$ 84,996.82	$ 89,391.25	$ 95,753.79
Jobbing	$ -	$ -	$ -	$ -	$ -
Depreciation/Amortization	$ 174,301.78	$ 168,691.85	$ 172,861.36	$ 168,690.00	$ 262,852.00
Debt Payments	$ 20,865.14	$ 19,131.42	$ 17,382.09	$ 131,431.00	$ 129,694.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ 14,000.00	$ 20,000.00
Transfers to Capital Projects and Other Funds	$ 500,000.00	$ 425,000.00	$ 23,000.00	$ 33,222.00	$ 70,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 5,444,791.75**	**$ 5,056,436.61**	**$ 4,539,990.87**	**$ 5,308,116.02**	**$ 5,791,149.64**
Fund Total: Solid Waste Disposal Fund	**$ 80,137.14**	**$ (450,505.16)**	**$ 269,167.34**	**$ (136,692.02)**	**$ (983,794.64)**

Solid Waste Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**230 - Solid Waste Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	.00	117,157.69	109,753.77	148,415.04	153,280.08
5110.002	Holidays	.00	5,556.66	5,550.10	.00	.00
5110.003	Sick Leave	.00	5,832.27	6,414.66	.00	.00
5110.004	Overtime	.00	4,525.89	1,202.83	.00	.00
	Salaries and Wages Totals	$0.00	$133,072.51	$122,921.36	$148,415.04	$153,280.08
Fringe Benefits						
5120.001	Annual Leave	.00	9,585.67	8,293.62	4,779.00	5,116.00
5120.002	SBS	.00	8,498.21	7,939.17	9,390.63	9,709.62
5120.003	Medicare	.00	2,010.20	1,877.95	2,221.31	2,296.73
5120.004	PERS	.00	11,564.53	248,274.90	40,975.51	44,576.46
5120.005	Health Insurance	.00	30,819.75	18,445.20	22,532.40	24,580.32
5120.006	Life Insurance	.00	38.17	33.84	36.36	36.36
5120.007	Workmen's Compensation	.00	9,084.72	9,774.30	11,442.77	11,818.07
	Fringe Benefits Totals	$0.00	$71,601.25	$294,638.98	$91,377.98	$98,133.56
Operating Expenses						
5201.000	Training and Travel	923.69	3,836.47	999.07	10,200.00	3,000.00
5202.000	Uniforms	.00	543.39	1,313.95	2,000.00	2,000.00
5203.001	Electric	33,145.79	34,940.57	47,949.59	35,500.00	45,300.00
5204.000	Telephone	1,905.38	1,950.57	1,990.80	1,932.00	1,990.00
5205.000	Insurance	738.83	2,686.23	3,833.41	4,012.00	5,848.00
5206.000	Supplies	16,992.46	34,547.54	9,906.21	49,500.00	27,000.00
5207.000	Repairs & Maintenance	.00	435.87	13.64	.00	.00
5208.000	Bldg Repair & Maint	4,531.29	29,911.63	7,892.59	8,624.00	9,677.00
5211.000	Data Processing Fees	13,154.04	8,300.04	18,015.96	18,553.00	19,495.00
5211.001	Information Technology Special Projects	.00	3,119.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	3,577,850.49	3,232,574.36	2,973,438.92	3,746,690.00	4,083,877.00
5214.000	Interdepartment Services	501,543.97	406,291.48	452,997.45	381,828.00	418,737.00
5221.000	Transportation/Vehicles	131,660.23	399,359.01	331,542.89	321,841.00	309,466.00
5222.000	Postage	5,585.70	6,750.00	5,625.00	5,000.00	6,000.00
5223.000	Tools & Small Equipment	3,508.53	5,473.80	275.68	11,000.00	3,000.00
5224.000	Dues & Publications	257.00	268.00	268.00	300.00	300.00
5226.000	Advertising	259.60	2,050.85	684.80	4,000.00	1,500.00
5227.002	Rent-Equipment	33,577.50	30,866.96	30,655.00	35,000.00	35,000.00

Solid Waste Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**230 - Solid Waste Fund**					
Operating Expenses						
5230.000	Bad Debts	24,347.37	2,488.01	10,618.02	20,000.00	20,000.00
5231.000	Credit Card Expense	54,194.94	39,525.30	38,007.10	60,000.00	60,000.00
5290.000	Other Expenses	345,448.02	(6,979.50)	(26,841.00)	5,000.00	5,000.00
5295.000	Interest Expense	20,865.14	19,131.42	17,382.09	15,633.00	13,896.00
	Operating Expenses Totals	$4,770,489.97	$4,258,071.00	$3,926,569.17	$4,736,613.00	$5,071,086.00
Amortization & Depreciation						
6201.000	Depreciation-Land Improve	87,033.96	88,511.70	89,989.46	88,511.00	179,979.00
6202.000	Depreciation-Plants	6,686.16	6,686.16	9,377.90	6,686.00	9,378.00
6205.000	Depreciation-Buildings	68,447.04	68,447.04	68,447.04	68,447.00	68,448.00
6206.000	Depreciation-Machinery	19,714.36	5,046.95	5,046.96	5,046.00	5,047.00
6210.000	Deprec-Intangibles	(7,579.74)	.00	.00	.00	.00
	Amortization & Depreciation Totals	$174,301.78	$168,691.85	$172,861.36	$168,690.00	$262,852.00
Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	.00	.00	.00	14,000.00	20,000.00
7200.000	Interfund Transfers Out	500,000.00	425,000.00	23,000.00	33,222.00	70,000.00
7301.000	Note Principal Payments	.00	.00	.00	115,798.00	115,798.00
	Cash Basis Expenditures Totals	$500,000.00	$425,000.00	$23,000.00	$163,020.00	$205,798.00
	Fund **230 - Solid Waste Fund** Totals	$5,444,791.75	$5,056,436.61	$4,539,990.87	$5,308,116.02	$5,791,149.64
	Net Grand Totals	$5,444,791.75	$5,056,436.61	$4,539,990.87	$5,308,116.02	$5,791,149.64

City and Borough of Sitka
Solid Waste Fund (Fund 740)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Solid Waste Fund Working Capital	Other source	Contingent Grants	Contingent Loans/Bond proceeds	Contingent Other	Total Contingent	Total authorized	Total project (authorized + contingent)	Other source (description)
90847	Expansion of Biosolids	Authorized/in progress	-	-	500,000	-	-	-	-	-	500,000	**500,000**	
90864	Transfer Station Scale	Authorized/in progress	-	-	95,000	-	-	-	-	-	95,000	**95,000**	
90865	Transfer Station Building	Authorized/in progress	-	-	170,000	-	-	-	-	-	170,000	**170,000**	
90871	Kimsham Landfill Drainage Compliance	Authorized/in progress	-	-	100,000	-	-	-	-	-	100,000	**100,000**	
90899	Scrap Yard Electrical	Authorized/in progress	-	-	8,000	-	-	-	-	-	8,000	**8,000**	
90900	Scrap Yard / Impound Fence	Authorized/in progress	-	-	15,000	-	-	-	-	-	15,000	**15,000**	
90920	Scrap Yard Tank Circular Concrete Structure Repairs	Authorized/in progress	-	-	8,500	-	-	-	-	-	8,500	**8,500**	
90921	Transfer Station Lighting	Authorized/in progress	-	-	10,000	-	-	-	-	-	10,000	**10,000**	
		TOTAL PREVIOUSLY AUTHORIZED/IN PROGRESS								**-**	**15,000**	**15,000**	
TBD	Recycling Loading Dock Repair	New FY22	-	-	15,000	-	-	-	-	-	15,000	**15,000**	
TBD	Transfer Station Cameras	New FY22	-	-	55,000	-	-	-	-	-	55,000	**55,000**	
		TOTAL NEW APPROPRIATIONS								**-**	**70,000**	**70,000**	

Solid Waste Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	4,699,159	5,144,400	4,722,648	4,790,500
Cost of operations	(4,080,749)	(4,761,635)	(4,285,472)	(5,172,719)
Gross margin	**618,410**	**382,765**	**437,177**	**(382,219)**
Administrative expenses	(417,718)	(381,828)	(343,645)	(418,737)
Interest expense	(17,385)	(15,633)	(15,633)	(13,896)
Other income	61,094	27,024	10,200	16,855
Net operating income	**244,401**	**12,328**	**88,098**	**(797,997)**
Depreciation	172,861	168,690	168,690	262,852
Debt principal repayment	(115,798)	(115,798)	(115,798)	(115,798)
Transfers in/(out) including capital	(23,000)	(33,222)	(33,222)	(70,000)
Operating cash flow	**278,464**	**31,998**	**107,768**	**(720,943)**
Working Capital				
Working capital, beginning	**(1,689,524)**	**(551,730)**	**(551,730)**	**(443,962)**
Working capital, ending	**(551,730)**	**(519,732)**	**(443,962)**	**(1,164,904)**
Designated for capital expenditures	730,854	730,854	730,854	730,854
Designated for subsequent year debt principal payment	-	-	-	-
Undesignated working capital, ending	**(1,282,584)**	**(1,250,586)**	**(1,174,816)**	**(1,895,758)**
Capital Expenditures				
Grant/other revenue	-	-	-	-
New designations of working capital for capital expenditures	23,000	18,500	20,000	70,000
Capital expenditures	(99,488)	(18,500)	(20,000)	(70,000)

City and Borough of Sitka

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HARBOR FUND

FISCAL YEAR 2022

Operating Budget

City and Borough of Sitka, AK

HARBOR FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 1,302,870.32	$ 1,199,728.44	$ 664,888.14	$ 1,029,703.00	$ 663,152.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 2,308,083.74	$ 2,426,116.66	$ 2,333,745.53	$ 2,724,170.00	$ 2,581,000.00
Other Operating Revenue	$ 93,339.51	$ 112,505.54	$ 102,586.71	$ 100,300.00	$ 94,000.00
Uses of Property & Investments	$ 167,748.19	$ 223,507.40	$ 208,617.24	$ 225,000.00	$ 120,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 18,288.62	$ 87,882.40	$ 4,116.25	$ 15,000.00	$ 6,000.00
Cash Basis Receipts	$ 354,131.71	$ 59,891.79	$ 618,448.83	$ 102,500.00	$ 60,600.00
Revenue Totals	**$ 4,244,462.09**	**$ 4,109,632.23**	**$ 3,932,402.70**	**$ 4,196,673.00**	**$ 3,524,752.00**
Expenditures					
Salaries and Wages	$ 482,377.41	$ 499,722.83	$ 492,851.94	$ 558,890.88	$ 543,302.88
Fringe Benefits	$ 404,992.66	$ 320,675.18	$ 422,539.27	$ 390,349.36	$ 420,370.36
Operating Expenses	$ 1,482,608.60	$ 1,429,925.01	$ 1,944,551.81	$ 1,898,718.00	$ 1,962,637.00
Amortization & Depreciation	$ 1,372,225.74	$ 1,375,768.38	$ 1,383,329.57	$ 1,373,846.00	$ 1,726,080.00
Other Financing Uses	$ -	$ 140,617.95	$ -	$ -	$ -
Cash Basis Expenditures	$ 1,634,748.50	$ 8,003,515.92	$ 1,997,772.00	$ 1,025,348.00	$ 4,107,348.00
Expenditure Totals	**$ 5,376,952.91**	**$ 11,770,225.27**	**$ 6,241,044.59**	**$ 5,247,152.24**	**$ 8,759,738.24**
Fund Total: Harbor Fund	**$ (1,132,490.82)**	**$ (7,660,593.04)**	**$ (2,308,641.89)**	**$ (1,050,479.24)**	**$ (5,234,986.24)**

City and Borough of Sitka, AK

HARBOR FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021Amended Budget	2022 Budget
Revenue					
State Revenue	$ 1,302,870.32	$ 1,199,728.44	$ 664,888.14	$ 1,029,703.00	$ 663,152.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 2,308,083.74	$ 2,426,116.66	$ 2,333,745.53	$ 2,724,170.00	$ 2,581,000.00
Other Operating Revenue	$ 93,339.51	$ 112,505.54	$ 102,586.71	$ 100,300.00	$ 94,000.00
Uses of Prop & Investment	$ 167,748.19	$ 223,507.40	$ 208,617.24	$ 225,000.00	$ 120,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ 18,288.62	$ 87,882.40	$ 4,116.25	$ 15,000.00	$ 6,000.00
Interfund Transfers In	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 354,131.71	$ 59,891.79	$ 618,448.83	$ 102,500.00	$ 60,600.00
Revenue Totals	**$ 4,244,462.09**	**$ 4,109,632.23**	**$ 3,932,402.70**	**$ 4,196,673.00**	**$ 3,524,752.00**
Expenditures					
Administration	$ 698,065.69	$ 532,721.46	$ 794,085.57	$ 788,061.12	$ 847,101.98
Operations	$ 1,546,679.51	$ 1,489,996.27	$ 1,474,631.60	$ 1,535,475.12	$ 1,572,766.26
Jobbing Expenses	$ -	$ -	$ -	$ -	$ -
Depreciation/Amortization	$ 1,372,225.74	$ 1,375,768.38	$ 1,383,329.57	$ 1,373,846.00	$ 1,726,080.00
Debt Payments	$ 125,233.47	$ 227,605.29	$ 591,225.85	$ 949,770.00	$ 946,790.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ 10,000.00
Transfers to Capital Projects and Other Fun	$ 1,634,748.50	$ 8,003,515.92	$ 1,997,772.00	$ 600,000.00	$ 3,657,000.00
Other	$ -	$ 140,617.95	$ -	$ -	$ -
Expenditure Totals	**$ 5,376,952.91**	**$ 11,770,225.27**	**$ 6,241,044.59**	**$ 5,247,152.24**	**$ 8,759,738.24**
Fund Total: Harbor Fund	**$ (1,132,490.82)**	**$ (7,660,593.04)**	**$ (2,308,641.89)**	**$ (1,050,479.24)**	**$ (5,234,986.24)**

Harbor Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**240 - Harbor Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	375,934.84	372,945.32	391,589.65	485,710.88	470,122.88
5110.002	Holidays	18,596.38	20,284.20	18,304.42	.00	.00
5110.003	Sick Leave	15,867.84	41,737.50	25,748.56	.00	.00
5110.004	Overtime	21,436.54	10,667.01	9,859.81	10,500.00	10,500.00
5110.010	Temp Wages	50,541.81	54,088.80	47,349.50	62,680.00	62,680.00
	Salaries and Wages Totals	$482,377.41	$499,722.83	$492,851.94	$558,890.88	$543,302.88
Fringe Benefits						
5120.001	Annual Leave	44,269.41	47,085.68	48,055.89	21,308.00	20,594.00
5120.002	SBS	33,362.95	33,687.11	33,037.62	35,565.91	34,567.01
5120.003	Medicare	7,932.05	7,990.53	7,836.62	8,412.88	8,176.54
5120.004	PERS	98,117.58	37,662.36	161,218.46	138,869.86	146,888.89
5120.005	Health Insurance	194,232.29	168,901.04	145,040.08	157,510.66	188,675.40
5120.006	Life Insurance	113.28	110.92	113.28	113.28	107.16
5120.007	Workmen's Compensation	26,965.10	25,237.54	26,300.32	28,568.77	21,361.36
5120.008	Unemployment	.00	.00	937.00	.00	.00
	Fringe Benefits Totals	$404,992.66	$320,675.18	$422,539.27	$390,349.36	$420,370.36
Operating Expenses						
5201.000	Training and Travel	4,219.42	4,020.66	3,690.31	11,500.00	4,100.00
5202.000	Uniforms	2,162.19	1,921.18	2,693.58	2,750.00	2,700.00
5203.001	Electric	474,422.83	495,511.77	514,252.97	500,000.00	500,000.00
5203.004	Solid Waste	27.50	134.01	.00	.00	.00
5204.000	Telephone	1,062.27	740.89	733.27	750.00	750.00
5204.001	Cell Phone Stipend	900.00	750.00	600.00	600.00	600.00
5205.000	Insurance	42,038.71	57,172.47	65,169.62	66,378.00	83,870.00
5206.000	Supplies	18,422.34	14,973.15	14,812.47	15,000.00	17,000.00
5207.000	Repairs & Maintenance	82,927.06	41,259.14	44,723.22	90,000.00	70,000.00
5207.001	Boat Repair and Maintenance	1,289.74	3,135.06	2,587.07	1,800.00	1,800.00
5207.002	Crush derelict boats	4,545.46	.00	.00	5,000.00	5,000.00
5208.000	Bldg Repair & Maint	5,381.66	4,432.17	6,916.18	8,624.00	9,677.00
5211.000	Data Processing Fees	49,380.96	52,425.00	56,912.04	59,210.00	62,219.00
5211.001	Information Technology Special Projects	.00	30,915.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	85,211.57	82,213.48	80,547.13	119,900.00	171,994.00
5214.000	Interdepartment Services	353,059.11	267,161.41	309,770.77	327,624.00	356,400.00

Harbor Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**240 - Harbor Fund**					
Operating Expenses						
5221.000	Transportation/Vehicles	43,026.40	45,087.56	45,672.91	53,160.00	53,610.00
5222.000	Postage	4,900.00	6,000.00	5,083.38	5,500.00	5,500.00
5223.000	Tools & Small Equipment	1,105.95	545.00	8,464.51	10,000.00	10,000.00
5224.000	Dues & Publications	326.96	675.00	375.00	1,500.00	2,400.00
5226.000	Advertising	1,831.95	1,610.35	2,102.07	1,000.00	2,300.00
5227.002	Rent-Equipment	567.00	343.54	125.00	1,000.00	1,000.00
5230.000	Bad Debts	121,118.46	39,189.84	137,024.52	40,000.00	40,000.00
5231.000	Credit Card Expense	53,305.92	48,364.14	48,760.35	53,000.00	53,000.00
5290.000	Other Expenses	6,141.67	3,738.90	2,309.59	.00	2,275.00
5295.000	Interest Expense	123,733.47	227,105.29	589,475.85	524,422.00	506,442.00
5297.000	Debt Admin Expense	1,500.00	500.00	1,750.00	.00	.00
	Operating Expenses Totals	$1,482,608.60	$1,429,925.01	$1,944,551.81	$1,898,718.00	$1,962,637.00
Amortization & Depreciation						
6201.000	Depreciation-Land Improve	.00	.00	6,922.82	.00	1,920.00
6203.000	Depreciation-Harbors	1,340,522.35	1,346,230.84	1,346,231.28	1,344,310.00	1,693,984.00
6205.000	Depreciation-Buildings	1,019.60	1,141.48	1,483.48	1,141.00	1,484.00
6206.000	Depreciation-Machinery	30,683.79	28,396.06	28,691.99	28,395.00	28,692.00
	Amortization & Depreciation Totals	$1,372,225.74	$1,375,768.38	$1,383,329.57	$1,373,846.00	$1,726,080.00
Other Financing Uses						
7740.000	Bonds issuance costs	.00	140,617.95	.00	.00	.00
	Other Financing Uses Totals	$0.00	$140,617.95	$0.00	$0.00	$0.00
Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	.00	.00	.00	.00	10,000.00
7200.000	Interfund Transfers Out	1,634,748.50	8,003,515.92	1,997,772.00	600,000.00	3,657,000.00
7301.000	Note Principal Payments	.00	.00	.00	45,348.00	45,348.00
7302.000	Bond Principal Payments	.00	.00	.00	380,000.00	395,000.00
	Cash Basis Expenditures Totals	$1,634,748.50	$8,003,515.92	$1,997,772.00	$1,025,348.00	$4,107,348.00
	Fund **240 - Harbor Fund** Totals	$5,376,952.91	$11,770,225.27	$6,241,044.59	$5,247,152.24	$8,759,738.24
	Net Grand Totals	$5,376,952.91	$11,770,225.27	$6,241,044.59	$5,247,152.24	$8,759,738.24

City and Borough of Sitka
Harbor Fund (Fund 750)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Harbor Fund Working Capital	Contingent Grants	Total Contingent	Total authorized	Total project (authorized + contingent)
90798	Eliason Harbor Electrical Upgrades	Authorized/in progress	-	-	1,644,772	*1,500,000*	*1,500,000*	1,644,772	**3,144,772**
90810	Sealing Cove Harbor Maintenance Repairs	Authorized/in progress	-	-	15,000	-	-	15,000	**15,000**
90849	Crescent Harbor Phase 1	Authorized/in progress	5,000,000	8,000,000	1,000,000	-	-	14,000,000	**14,000,000**
90879	FY19 Seaplane Base	Authorized/in progress	842,629	-	56,176	*15,157,371*	*15,157,371*	898,805	**16,056,176**
90901	MSC Bulkhead Pile Repairs	Authorized/in progress	-	-	70,000	-	-	70,000	**70,000**
90902	Crescent Harbor High-load and Net Shed Condition Assessment	Authorized/in progress	-	-	75,000	-	-	75,000	**75,000**
90906	Harbor Security Cameras	Authorized/in progress	-	-	20,000	-	-	20,000	**20,000**
90903	Thomsen Harbor Anode Replacement	Authorized/in progress	203,000	-	203,000	-	-	406,000	**406,000**
90922	Crescent Harbor High Load Dock Project	New FY2021	-	-	450,000	-	-	450,000	**450,000**
90923	Sealing Cove Upland and Parking Lot Paving Repairs	New FY2021	-	-	50,000	-	-	50,000	**50,000**
		TOTAL OPEN APPROPRIATIONS					***16,657,371***	**17,629,577**	**34,286,948**
TBD	Master Plan	New FY22	-	-	100,000	-	-	100,000	**100,000**
TBD	Eliason Electrical	New FY22-additional appropriation	-	-	3,500,000	-	-	3,500,000	**3,500,000**
TBD	Harbor Parking Lot Repairs	New FY22	-	-	30,000	-	-	30,000	**30,000**
TBD	Sealing Cove Lift Station	New FY22	-	-	20,000	-	-	20,000	**20,000**
TBD	Radio Repeaters	New FY22	-	-	7,000	-	-	7,000	**7,000**
		TOTAL NEW APPROPRIATIONS					**-**	**3,657,000**	**3,657,000**

Harbor Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	2,440,448	2,839,470	2,328,365	2,741,600
Cost of operations	(3,047,609)	(2,909,321)	(2,822,041)	(3,308,846)
Gross margin	**(607,161)**	**(69,851)**	**(493,676)**	**(567,246)**
Administrative expenses	(423,330)	(788,061)	(772,300)	(847,102)
Interest expense	(591,226)	(524,422)	(524,422)	(506,442)
Other income	1,197,146	1,254,703	649,704	783,152
Net operating income	**(424,571)**	**(127,631)**	**(1,140,694)**	**(1,137,638)**
Depreciation	1,383,331	1,373,846	1,373,846	1,726,080
Debt principal repayment	(410,348)	(425,348)	(425,348)	(440,348)
Transfers in/(out) including capital	(500,000)	(600,000)	(576,000)	(3,657,000)
Operating cash flow	**48,412**	**220,867**	**(768,196)**	**(3,508,906)**
Working Capital				
Working capital, beginning	**16,785,212**	**8,172,490**	**8,172,490**	**7,630,294**
Working capital, ending	**8,172,490**	**8,393,357**	**7,630,294**	**4,121,388**
Designated for capital expenditures	2,901,508	2,901,508	3,127,508	3,127,508
Designated for subsequent year debt principal payment	355,348	355,348	355,348	355,348
Undesignated working capital, ending	**4,915,634**	**5,136,501**	**4,147,438**	**638,532**
Capital Expenditures				
Grant/other revenue	4,220,218	-	1,150,000	-
New designations of working capital for capital expenditures	500,000	18,500	576,000	3,657,000
Capital expenditures	(12,532,161)	(18,500)	(1,500,000)	(3,657,000)

City and Borough of Sitka

DRAFT

AIRPORT TERMINAL FUND

FISCAL YEAR 2022

Operating Budget

AIRPORT TERMINAL FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 392,368.89	$ 464,160.72	$ 424,721.73	$ 465,000.00	$ 418,375.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ 62,008.38	$ 341,279.84	$ 296,293.03	$ 426,500.00	$ 290,000.00
Uses of Property & Investments	$ 18,265.01	$ 27,538.15	$ 29,375.35	$ 17,000.00	$ 14,400.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ 40,550.52	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 472,642.28**	**$ 873,529.23**	**$ 750,390.11**	**$ 908,500.00**	**$ 722,775.00**
Expenditures					
Operating Expenses	$ 379,440.78	$ 418,678.79	$ 641,426.54	$ 609,682.00	$ 639,503.00
Amortization & Depreciation	$ 170,299.68	$ 170,299.68	$ 170,299.68	$ 170,299.00	$ 170,301.00
Other Financing Uses	$ -	$ 70,658.30	$ -	$ -	$ -
Cash Basis Expenditures	$ 280,593.00	$ 4,137,977.52	$ 220,000.00	$ 246,000.00	$ 155,000.00
Expenditure Totals	**$ 830,333.46**	**$ 4,797,614.29**	**$ 1,031,726.22**	**$ 1,025,981.00**	**$ 964,804.00**
Fund Total: Airport Terminal Fund	**$ (357,691.18)**	**$ (3,924,085.06)**	**$ (281,336.11)**	**$ (117,481.00)**	**$ (242,029.00)**

AIRPORT TERMINAL BUILDING FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 392,368.89	$ 464,160.72	$ 424,721.73	$ 465,000.00	$ 418,375.00
Non-Operating Revenue	$ 62,008.38	$ 341,279.84	$ 296,293.03	$ 426,500.00	$ 290,000.00
Uses of Prop & Investment	$ 18,265.01	$ 27,538.15	$ 29,375.35	$ 17,000.00	$ 14,400.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ -	$ 40,550.52	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 472,642.28**	**$ 873,529.23**	**$ 750,390.11**	**$ 908,500.00**	**$ 722,775.00**
Expenditures					
Operations	$ 379,440.78	$ 374,838.94	$ 397,286.44	$ 414,182.00	$ 451,003.00
Depreciation/Amortization	$ 170,299.68	$ 170,299.68	$ 170,299.68	$ 170,299.00	$ 170,301.00
Debt Payments	$ -	$ 43,839.85	$ 244,140.10	$ 335,500.00	$ 333,500.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ 6,000.00	$ 10,000.00
Transfers to Capital Projects and Other Fu	$ 280,593.00	$ 4,137,977.52	$ 220,000.00	$ 100,000.00	$ -
Other	$ -	$ 70,658.30	$ -	$ -	$ -
Expenditure Totals	**$ 830,333.46**	**$ 4,797,614.29**	**$ 1,031,726.22**	**$ 1,025,981.00**	**$ 964,804.00**
Fund Total: Airport Terminal Func	**$ (357,691.18)**	**$ (3,924,085.06)**	**$ (281,336.11)**	**$ (117,481.00)**	**$ (242,029.00)**

Airport Terminal Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**250 - Airport Terminal Building**					
Operating Expenses						
5203.001	Electric	70,526.25	87,060.54	90,548.12	85,000.00	90,000.00
5203.005	Heating Fuel	19,194.85	15,167.50	17,031.41	14,000.00	17,500.00
5204.000	Telephone	4,078.74	4,303.04	4,445.12	3,900.00	4,464.00
5205.000	Insurance	7,895.95	9,366.22	11,210.02	11,433.00	16,411.00
5206.000	Supplies	.00	.00	.00	1,000.00	.00
5208.000	Bldg Repair & Maint	74,046.03	64,758.84	68,938.42	68,244.00	74,563.00
5212.000	Contracted/Purchased Serv	72,397.72	80,023.95	82,005.61	124,140.00	150,111.00
5214.000	Interdepartment Services	110,273.72	112,616.63	111,013.06	91,065.00	82,854.00
5226.000	Advertising	.00	.00	.00	2,000.00	.00
5227.002	Rent-Equipment	18,959.33	494.92	11,202.93	12,300.00	13,600.00
5230.000	Bad Debts	120.00	.00	.00	.00	.00
5231.000	Credit Card Expense	1,948.19	1,047.30	891.75	1,100.00	1,500.00
5295.000	Interest Expense	.00	43,839.85	243,390.10	195,500.00	188,500.00
5297.000	Debt Admin Expense	.00	.00	750.00	.00	.00
	Operating Expenses Totals	$379,440.78	$418,678.79	$641,426.54	$609,682.00	$639,503.00
Amortization & Depreciation						
6205.000	Depreciation-Buildings	131,968.44	131,968.44	131,968.44	131,968.00	131,969.00
6206.000	Depreciation-Machinery	38,331.24	38,331.24	38,331.24	38,331.00	38,332.00
	Amortization & Depreciation Totals	$170,299.68	$170,299.68	$170,299.68	$170,299.00	$170,301.00
Other Financing Uses						
7740.000	Bonds issuance costs	.00	70,658.30	.00	.00	.00
	Other Financing Uses Totals	$0.00	$70,658.30	$0.00	$0.00	$0.00
Cash Basis Expenditures						
7106.000	Fixed Assets-Machinery	.00	.00	.00	6,000.00	10,000.00
7200.000	Interfund Transfers Out	280,593.00	4,137,977.52	220,000.00	100,000.00	.00
7302.000	Bond Principal Payments	.00	.00	.00	140,000.00	145,000.00
	Cash Basis Expenditures Totals	$280,593.00	$4,137,977.52	$220,000.00	$246,000.00	$155,000.00
	Fund **250 - Airport Terminal Building** Totals	$830,333.46	$4,797,614.29	$1,031,726.22	$1,025,981.00	$964,804.00
	Net Grand Totals	$830,333.46	$4,797,614.29	$1,031,726.22	$1,025,981.00	$964,804.00

City and Borough of Sitka
Airport Fund (Fund 760)
FY2022

Project number	Project Description	Status	Grants (approved)	Loans/ Bond Proceeds (approved)	Airport Fund Working Capital	Other source	Contingent Grants	Total Contingent	Total authorized	Total project (authorized + contingent)
90835	SIT Airport Terminal Improvements	Authorized/in progress	158,570	4,000,000	-	264,468	*10,000,000*	*10,000,000*	4,423,038	**14,423,038**
90872	Air Taxi ADA Ramp and Door	Authorized/in progress	-	-	120,000	-	-	-	120,000	**120,000**
90873	Heat Pumps for Hold Room	Authorized/in progress	-	-	46,000	-	-	-	46,000	**46,000**
90904	SIT Airport Terminal Sidewalk Replacement	Authorized/in progress	-	-	90,000	-	-	-	90,000	**90,000**
90911	Airport Terminal Entry Doors Replacement	Authorized/in progress	-	-	100,000	-	-	-	100,000	**100,000**
90924	Exterior Painting-Front and South sides	Authorized/in progress	-	-	100,000	-	-	-	100,000	**100,000**
		TOTAL OPEN APPROPRIATIONS						***10,000,000***	**4,779,038**	**14,779,038**
90835	SIT Airport Terminal Improvements	New FY22	-	-	-	-	*5,576,962*	*5,576,962*	-	**5,576,962**
		TOTAL NEW APPROPRIATIONS						***5,576,962***	**-**	**5,576,962**

Airport Terminal Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	721,015	891,500	632,000	708,375
Cost of operations	(567,585)	(590,481)	(590,481)	(631,304)
Gross margin	**153,430**	**301,019**	**41,519**	**77,071**
Administrative expenses	-	-	-	-
Interest expense	(244,140)	(195,500)	(195,500)	(188,500)
Other income	119,685	17,000	14,400	14,400
Net operating income	**28,975**	**122,519**	**(139,581)**	**(97,029)**
Depreciation	170,299	170,299	170,299	170,301
Debt principal repayment	(135,000)	(140,000)	(140,000)	(145,000)
Transfers in/(out) including capital	(220,000)	(100,000)	(100,000)	-
Operating cash flow	**(155,726)**	**52,818**	**(209,282)**	**(71,728)**
Working Capital				
Working capital, beginning	**5,113,601**	**5,205,122**	**5,205,122**	**5,001,840**
Working capital, ending	**5,205,122**	**5,257,940**	**5,001,840**	**4,930,112**
Designated for capital expenditures	4,609,251	4,609,251	4,615,251	4,615,251
Designated for subsequent year debt principal payment	140,000	145,000	145,000	145,000
Undesignated working capital, ending	**455,871**	**508,689**	**246,589**	**174,861**
Capital Expenditures				
Grant/other revenue	42,917	-	-	-
New designations of working capital for capital expenditures	500,000	100,000	100,000	-
Capital expenditures	(12,532,161)	(100,000)	(94,000)	-

City and Borough of Sitka

DRAFT

MARINE SERVICE CENTER FUND

FISCAL YEAR 2022

Operating Budget

MARINE SERVICE CENTER FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 243,788.64	$ 167,224.06	$ 255,064.56	$ 255,064.00	$ 257,445.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 37,003.78	$ 43,923.54	$ 39,141.62	$ 44,000.00	$ 27,600.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	-	-	$ -	$ -
Revenue Totals	**$ 280,792.42**	**$ 211,147.60**	**$ 294,206.18**	**$ 299,064.00**	**$ 285,045.00**
Expenditures					
Operating Expenses	$ 63,597.86	$ 153,315.45	$ 95,224.87	$ 152,469.00	$ 205,951.00
Amortization & Depreciation	$ 31,906.36	$ 31,560.16	$ 31,214.18	$ 31,558.00	$ 31,215.00
Cash Basis Expenditures	$ -	$ 70,000.00	$ 210,000.00	$ 55,000.00	$ 15,000.00
Expenditure Totals	**$ 95,504.22**	**$ 254,875.61**	**$ 336,439.05**	**$ 239,027.00**	**$ 252,166.00**
Fund Total: Marine Service Center Func	**$ 185,288.20**	**$ (43,728.01)**	**$ (42,232.87)**	**$ 60,037.00**	**$ 32,879.00**

City and Borough of Sitka, AK

MARINE SERVICE CENTER FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 243,788.64	$ 167,224.06	$ 255,064.56	$ 255,064.00	$ 257,445.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Prop & Investment	$ 37,003.78	$ 43,923.54	$ 39,141.62	$ 44,000.00	$ 27,600.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	-	-	$ -	$ -
Revenue Totals	**$ 280,792.42**	**$ 211,147.60**	**$ 294,206.18**	**$ 299,064.00**	**$ 285,045.00**
Expenditures					
Operations	$ 63,597.86	$ 153,315.45	$ 95,224.87	$ 152,469.00	$ 205,951.00
Depreciation/Amortization	$ 31,906.36	$ 31,560.16	$ 31,214.18	$ 31,558.00	$ 31,215.00
Debt Payments		$ -	$ -	$ -	$ -
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ -
Transfers to Capital Projects and Other Funds	$ -	$ 70,000.00	$ 210,000.00	$ 55,000.00	$ 15,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 95,504.22**	**$ 254,875.61**	**$ 336,439.05**	**$ 239,027.00**	**$ 252,166.00**
Fund Total: Marine Service Center Fund	**$ 185,288.20**	**$ (43,728.01)**	**$ (42,232.87)**	**$ 60,037.00**	**$ 32,879.00**

Marine Service Center Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**260 - Marine Service Center**					
Operating Expenses						
5203.001	Electric	(29,772.79)	87,127.59	183.79	17,000.00	17,000.00
5204.000	Telephone	2,727.83	2,862.04	2,935.29	2,860.00	2,940.00
5205.000	Insurance	4,292.86	4,794.34	5,235.12	5,235.00	7,425.00
5208.000	Bldg Repair & Maint	63,134.97	49,334.00	66,753.27	64,231.00	76,483.00
5212.000	Contracted/Purchased Serv	811.50	903.45	939.70	43,225.00	80,889.00
5214.000	Interdepartment Services	22,403.49	8,294.03	18,930.73	19,418.00	21,214.00
5226.000	Advertising	.00	.00	246.97	.00	.00
5290.000	Other Expenses	.00	.00	.00	500.00	.00
	Operating Expenses Totals	$63,597.86	$153,315.45	$95,224.87	$152,469.00	$205,951.00
Amortization & Depreciation						
6201.000	Depreciation-Land Improve	1,563.00	1,563.00	1,563.00	1,562.00	1,563.00
6205.000	Depreciation-Buildings	19,217.20	18,871.00	18,524.90	18,870.00	18,525.00
6206.000	Depreciation-Machinery	11,126.16	11,126.16	11,126.28	11,126.00	11,127.00
	Amortization & Depreciation Totals	$31,906.36	$31,560.16	$31,214.18	$31,558.00	$31,215.00
Cash Basis Expenditures						
7200.000	Interfund Transfers Out	.00	70,000.00	210,000.00	55,000.00	15,000.00
	Cash Basis Expenditures Totals	$0.00	$70,000.00	$210,000.00	$55,000.00	$15,000.00
	Fund **260 - Marine Service Center** Totals	$95,504.22	$254,875.61	$336,439.05	$239,027.00	$252,166.00
	Net Grand Totals	$95,504.22	$254,875.61	$336,439.05	$239,027.00	$252,166.00

City and Borough of Sitka
Marine Service Center-Fund 770
FY2022

Project number	Project Description	Status	MSC Fund Working Capital	Contingent Grants	Contingent Other	Total Contingent	Total authorized	Total project (authorized + contingent)
90874	MSC Roof Condenser Replacement	Authorized/in progress	200,000	-	-	-	200,000	**200,000**
90905	MSC Bulkhead Condition Assessment	Authorized/in progress	80,000	-	-	-	80,000	**80,000**
90901	MSC Bulkhead Repairs	Authorized/in progress	-	*7,940,000*	*500,000*	*8,440,000*	-	**8,440,000**
90926	Arctic Door Replacement Egress	Authorized/in progress	10,000	-	-	-	10,000	**10,000**
90927	Asphalt Patch	Authorized/in progress	5,000	-	-	-	5,000	**5,000**
90928	Freezer Vestibule Entry Curtains	Authorized/in progress	10,000	-	-	-	10,000	**10,000**
90929	Ramp Transition	Authorized/in progress	15,000	-	-	-	15,000	**15,000**
90930	Replace Loading Dock Bumper	Authorized/in progress	15,000	-	-	-	15,000	**15,000**
		TOTAL OPEN APPROPRIATIONS				***8,440,000***	**335,000**	**8,775,000**
TBD	MSC overhead door "A"	New FY22	15,000	-	-	-	15,000	**15,000**
		TOTAL NEW APPROPRIATIONS				**-**	**15,000**	**15,000**

Marine Service Center Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	255,064	255,064	255,064	257,445
Cost of operations	(126,439)	(183,683)	(128,578)	(205,951)
Gross margin	**128,625**	**71,381**	**126,486**	**51,494**
Administrative expenses	-	-	-	-
Interest expense	-	-	-	-
Other income	90,973	44,000	26,400	27,600
Net operating income	**219,598**	**115,381**	**152,886**	**79,094**
Depreciation	31,560	31,214	31,214	31,215
Debt principal repayment	-	-	-	-
Transfers in/(out) including capital	(210,000)	(100,000)	(100,000)	(15,000)
Operating cash flow	**41,158**	**46,595**	**84,100**	**95,309**
Working Capital				
Working capital, beginning	**2,064,217**	**2,222,704**	**2,222,704**	**2,267,804**
Working capital, ending	**2,222,704**	**2,269,299**	**2,267,804**	**2,363,113**
Designated for capital expenditures	161,923	161,923	122,923	122,923
Designated for subsequent year debt principal payment	-	-	-	-
Undesignated working capital, ending	**2,060,781**	**2,107,376**	**2,144,881**	**2,240,190**
Capital Expenditures				
Grant/other revenue	-	-	-	-
New designations of working capital for capital expenditures	210,000	55,000	55,000	15,000
Capital expenditures	(102,668)	(55,000)	(94,000)	(15,000)

City and Borough of Sitka

DRAFT

GARY PAXTON INDUSTRIAL FUND

FISCAL YEAR 2022

Operating Budget

GARY PAXTON INDUSTRIAL PARK FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 689.00	$ 14,744.80	$ 37,461.89	$ 37,000.00	$ 44,000.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 140,603.60	$ 144,252.79	$ 166,709.92	$ 134,755.00	$ 119,336.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 650.00	$ 1,008.87	$ -	$ -	$ -
Cash Basis Receipts	$ 7,766,441.66	$ 48,700.81	$ 106,705.79	$ 41,000.00	$ 21,200.00
Revenue Totals	**$ 7,908,384.26**	**$ 208,707.27**	**$ 310,877.60**	**$ 212,755.00**	**$ 184,536.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ 194,235.92	$ 279,502.12	$ 244,473.06	$ 260,992.00	$ 247,461.00
Amortization & Depreciation	$ 1,826,177.09	$ 432,665.86	$ 434,014.86	$ 432,664.00	$ 434,017.00
Cash Basis Expenditures	$ 344.50	$ 65,128.97	$ 11,236.58	$ 49,783.00	$ 15,000.00
Expenditure Totals	**$ 2,020,757.51**	**$ 777,296.95**	**$ 689,724.50**	**$ 743,439.00**	**$ 696,478.00**
Fund Total: GPIP Fund	**$ 5,887,626.75**	**$ (568,589.68)**	**$ (378,846.90)**	**$ (530,684.00)**	**$ (511,942.00)**

GARY PAXTON INDUSTRIAL PARK FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Operating Revenue	$ 689.00	$ 14,744.80	$ 37,461.89	$ 37,000.00	$ 44,000.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Non-Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Prop & Investment	$ 140,603.60	$ 144,252.79	$ 166,709.92	$ 134,755.00	$ 119,336.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous	$ 650.00	$ 1,008.87	$ -	$ -	$ -
Cash Basis Receipts	$ 7,766,441.66	$ 48,700.81	$ 106,705.79	$ 41,000.00	$ 21,200.00
Revenue Totals	**$ 7,908,384.26**	**$ 208,707.27**	**$ 310,877.60**	**$ 212,755.00**	**$ 184,536.00**
Expenditures					
Operations	$ 187,764.24	$ 274,648.36	$ 241,237.22	$ 259,374.00	$ 247,461.00
Depreciation/Amortization	$ 1,826,177.09	$ 432,665.86	$ 434,014.86	$ 432,664.00	$ 434,017.00
Debt Payments	$ 6,471.68	$ 4,853.76	$ 3,235.84	$ 51,401.00	$ -
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ -
Transfers to Capital Projects and Other Funds	$ 344.50	$ 65,128.97	$ 11,236.58	$ -	$ 15,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 2,020,757.51**	**$ 777,296.95**	**$ 689,724.50**	**$ 743,439.00**	**$ 696,478.00**
Fund Total: GPIP Fund	**$ 5,887,626.75**	**$ (568,589.68)**	**$ (378,846.90)**	**$ (530,684.00)**	**$ (511,942.00)**

Gary Paxton Industrial Park Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**270 - Gary Paxton Industrial Park**					
Operating Expenses						
5203.001	Electric	18,666.51	20,105.45	16,089.23	20,000.00	20,000.00
5203.005	Heating Fuel	16,335.83	17,319.87	.00	17,000.00	.00
5204.000	Telephone	1,294.07	1,382.62	1,414.33	1,200.00	1,400.00
5205.000	Insurance	9,769.95	16,906.21	22,059.09	22,505.00	20,858.00
5206.000	Supplies	.00	31.50	.00	.00	.00
5207.000	Repairs & Maintenance	.00	.00	.00	15,000.00	15,000.00
5208.000	Bldg Repair & Maint	6,124.71	4,060.83	469.98	.00	.00
5212.000	Contracted/Purchased Serv	97,171.10	95,444.49	96,623.43	112,725.00	111,768.00
5214.000	Interdepartment Services	36,519.92	73,191.21	70,121.76	64,944.00	70,185.00
5223.000	Tools & Small Equipment	.00	.00	.00	1,000.00	1,000.00
5225.000	Legal Expenditures	.00	5,276.05	30,208.40	.00	2,500.00
5226.000	Advertising	650.80	202.05	.00	2,500.00	2,500.00
5230.000	Bad Debts	682.50	39,957.68	2,146.97	1,000.00	.00
5231.000	Credit Card Expense	548.85	685.40	1,072.47	500.00	1,250.00
5290.000	Other Expenses	.00	85.00	1,031.56	1,000.00	1,000.00
5295.000	Interest Expense	6,471.68	4,853.76	3,235.84	1,618.00	.00
	Operating Expenses Totals	$194,235.92	$279,502.12	$244,473.06	$260,992.00	$247,461.00
Amortization & Depreciation						
6101.000	Amortization	24,660.18	24,660.24	24,660.24	24,660.00	24,661.00
6201.000	Depreciation-Land Improve	140,466.87	144,725.41	145,262.41	144,725.00	145,263.00
6202.000	Depreciation-Plants	62,520.12	62,520.12	62,520.24	62,520.00	62,521.00
6203.000	Depreciation-Harbors	94,610.00	189,219.55	190,031.33	189,219.00	190,031.00
6205.000	Depreciation-Buildings	11,540.59	11,540.54	11,540.64	11,540.00	11,541.00
6290.002	Loss on Impairment	1,492,379.33	.00	.00	.00	.00
	Amortization & Depreciation Totals	$1,826,177.09	$432,665.86	$434,014.86	$432,664.00	$434,017.00
Cash Basis Expenditures						
7200.000	Interfund Transfers Out	344.50	65,128.97	11,236.58	.00	15,000.00
7301.000	Note Principal Payments	.00	.00	.00	49,783.00	.00
	Cash Basis Expenditures Totals	$344.50	$65,128.97	$11,236.58	$49,783.00	$15,000.00
	Fund **270 - Gary Paxton Industrial Park** Totals	$2,020,757.51	$777,296.95	$689,724.50	$743,439.00	$696,478.00
	Net Grand Totals	$2,020,757.51	$777,296.95	$689,724.50	$743,439.00	$696,478.00

City and Borough of Sitka
GPIP (Fund 780)
FY2022

Project number	Project Description	Status	GPIG Fund Working Capital	Other source	Total authorized	Total project (authorized + contingent)	Other source (description)
90837	GPIP Access Ramp	Authorized/in progress	40,000	-	40,000	**40,000**	
80273	Site Improvements	Authorized/in progress	232,185	-	232,185	**232,185**	
90836	GPIP shoreline stabilization	Authorized/in progress	-	215,000	215,000	**215,000**	Fund 173
90854	GPIP Site Clean UP	Authorized/in progress	-	35,000	35,000	**35,000**	Fund 173
90875	GPIP Wash down pad	Authorized/in progress	20,000	-	20,000	**20,000**	
		TOTAL OPEN APPROPRIATIONS			**522,185**	**522,185**	
TBD	Geotech assessment of APC landfill site	New FY22	-	120,000	120,000	**120,000**	Fund 173
		TOTAL NEW APPROPRIATIONS			**-**	**120,000**	

G. Paxton Industrial Park Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	187,901	159,755	151,767	153,736
Cost of operations	(675,252)	(692,038)	(484,427)	(631,478)
Gross margin	**(487,351)**	**(532,283)**	**(332,659)**	**(477,742)**
Administrative expenses	-	-	-	-
Interest expense	(3,236)	(1,618)	(1,618)	-
Other income	33,104	53,000	52,470	30,800
Net operating income	**(457,483)**	**(480,901)**	**(281,807)**	**(446,942)**
Depreciation	434,014	432,664	434,014	434,017
Debt principal repayment	(49,782)	(49,782)	(49,782)	-
Transfers in/(out) including capital	30,575	-	(12,246)	(15,000)
Operating cash flow	**(42,676)**	**(98,019)**	**90,179**	**(27,925)**
Working Capital				
Working capital, beginning	**879,248**	**817,763**	**817,763**	**981,942**
Working capital, ending	**817,763**	**719,744**	**981,942**	**954,017**
Designated for capital expenditures	192,257	192,257	266,257	266,257
Designated for subsequent year debt principal payment	53,018	-	-	-
Undesignated working capital, ending	**572,488**	**474,469**	**662,667**	**634,742**
Capital Expenditures				
Grant/other revenue	-	-	174,000	270,000
New designations of working capital for capital expenditures	-	-	-	-
Capital expenditures	(27,370)	-	(100,000)	(270,000)

City and Borough of Sitka
DRAFT

INFORMATION TECHNOLOGY FUND

FISCAL YEAR 2022

Operating Budget

INFORMATION TECHNOLOGY FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 13,373.38	$ 5,919.33	$ 26,118.17	$ 15,975.00	$ 24,920.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 1,175,598.00	$ 1,556,139.38	$ 1,540,800.00	$ 1,552,142.00	$ 1,483,403.00
Other Operating Revenue	$ -	$ 895.25	$ 652.71	$ -	$ -
Uses of Property & Investments	$ (1,985.95)	$ 1,068.51	$ 11,122.60	$ 18,000.00	$ 5,800.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 218.32	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ 285,000.00	$ 24,791.44	$ -	$ -
Revenue Totals	**$ 1,187,203.75**	**$ 1,849,022.47**	**$ 1,603,484.92**	**$ 1,586,117.00**	**$ 1,514,123.00**
Expenditures					
Salaries and Wages	$ 249,896.10	$ 243,033.23	$ 269,829.69	$ 297,892.00	$ 307,917.36
Fringe Benefits	$ 186,701.45	$ 151,251.62	$ 260,623.34	$ 226,538.86	$ 246,562.60
Operating Expenses	$ 632,139.33	$ 657,162.40	$ 753,614.79	$ 804,694.98	$ 1,040,599.00
Amortization & Depreciation	$ 198,457.49	$ 195,145.85	$ 240,465.31	$ 159,956.00	$ 240,466.00
Cash Basis Expenditures	$ -	$ 360,000.00	$ -	$ 117,770.00	$ 117,770.00
Expenditure Totals	**$ 1,267,194.37**	**$ 1,606,593.10**	**$ 1,524,533.13**	**$ 1,606,851.84**	**$ 1,953,314.96**
Fund Total: IT Fund	**$ (79,990.62)**	**$ 242,429.37**	**$ 78,951.79**	**$ (20,734.84)**	**$ (439,191.96)**

INFORMATION TECHNOLOGY FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 13,373.38	$ 5,919.33	$ 26,118.17	$ 15,975.00	$ 24,920.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 1,175,598.00	$ 1,557,034.63	$ 1,541,452.71	$ 1,552,142.00	$ 1,483,403.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ (1,985.95)	$ 1,068.51	$ 11,122.60	$ 18,000.00	$ 5,800.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 218.32	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ 285,000.00	$ 24,791.44	$ -	$ -
Revenue Totals	**$ 1,187,203.75**	**$ 1,849,022.47**	**$ 1,603,484.92**	**$ 1,586,117.00**	**$ 1,514,123.00**
Expenditures					
Operations	$ 1,066,939.53	$ 1,037,314.92	$ 1,273,468.57	$ 1,322,058.84	$ 1,591,544.96
Depreciation/Amortization	$ 198,457.49	$ 195,145.85	$ 240,465.31	$ 159,956.00	$ 240,466.00
Debt Payments	$ 1,797.35	$ 14,132.33	$ 10,599.25	$ 124,837.00	$ 121,304.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ -
Transfers to Capital Projects and Other Funds	$ -	$ 360,000.00	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 1,267,194.37**	**$ 1,606,593.10**	**$ 1,524,533.13**	**$ 1,606,851.84**	**$ 1,953,314.96**
Fund Total: IT Fund	**$ (79,990.62)**	**$ 242,429.37**	**$ 78,951.79**	**$ (20,734.84)**	**$ (439,191.96)**

Information Technology Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**300 - Information Technology Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	232,538.58	227,137.18	254,664.01	297,892.00	307,917.36
5110.002	Holidays	11,543.88	9,113.36	10,984.92	.00	.00
5110.003	Sick Leave	4,068.88	5,744.45	3,174.06	.00	.00
5110.004	Overtime	1,744.76	1,038.24	1,006.70	.00	.00
	Salaries and Wages Totals	$249,896.10	$243,033.23	$269,829.69	$297,892.00	$307,917.36
Fringe Benefits						
5120.001	Annual Leave	26,047.25	22,464.66	41,053.69	12,837.00	12,871.00
5120.002	SBS	16,980.94	16,415.65	18,336.53	19,102.72	19,719.71
5120.003	Medicare	4,016.65	3,882.97	4,337.39	4,518.63	4,664.48
5120.004	PERS	57,136.98	21,742.98	104,131.60	81,511.53	92,662.01
5120.005	Health Insurance	80,853.24	85,353.67	91,343.20	107,146.92	115,640.40
5120.006	Life Insurance	47.64	44.10	47.64	47.64	47.64
5120.007	Workmen's Compensation	1,618.75	1,347.59	1,373.29	1,374.42	957.36
	Fringe Benefits Totals	$186,701.45	$151,251.62	$260,623.34	$226,538.86	$246,562.60
Operating Expenses						
5201.000	Training and Travel	5,835.43	6,856.76	641.10	15,000.00	12,500.00
5204.000	Telephone	169,615.78	186,532.26	228,192.82	168,840.00	260,640.00
5204.001	Cell Phone Stipend	900.00	825.00	900.00	1,200.00	900.00
5205.000	Insurance	3,927.83	10,617.72	16,165.83	17,000.00	25,300.00
5206.000	Supplies	5,018.07	3,369.72	2,916.63	15,051.99	15,000.00
5207.000	Repairs & Maintenance	149,439.95	139,454.01	135,234.22	199,348.00	202,048.00
5208.000	Bldg Repair & Maint	.00	315.05	.00	5,961.00	6,988.00
5212.000	Contracted/Purchased Serv	126,080.91	134,250.62	163,013.98	189,027.60	328,182.00
5214.000	Interdepartment Services	110,601.96	95,000.04	101,140.96	84,175.00	92,407.00
5221.000	Transportation/Vehicles	900.00	900.00	900.00	900.00	900.00
5222.000	Postage	58.46	56.43	173.69	.00	.00
5223.000	Tools & Small Equipment	57,886.61	64,022.01	90,927.53	101,124.39	92,200.00
5224.000	Dues & Publications	.00	.00	2,606.88	.00	.00
5226.000	Advertising	.00	830.45	48.65	.00	.00
5290.000	Other Expenses	76.98	.00	153.25	.00	.00
5295.000	Interest Expense	1,797.35	14,132.33	10,599.25	7,067.00	3,534.00
	Operating Expenses Totals	$632,139.33	$657,162.40	$753,614.79	$804,694.98	$1,040,599.00

Information Technology Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**300 - Information Technology Fund**					
	Amortization & Depreciation					
6205.000	Depreciation-Buildings	1,416.96	1,416.96	1,416.96	1,161.00	1,417.00
6206.000	Depreciation-Machinery	195,547.85	192,236.21	237,555.55	157,571.00	237,556.00
6208.000	Deprec-Furniture/Fixtures	1,492.68	1,492.68	1,492.80	1,224.00	1,493.00
	Amortization & Depreciation Totals	$198,457.49	$195,145.85	$240,465.31	$159,956.00	$240,466.00
	Cash Basis Expenditures					
7200.000	Interfund Transfers Out	.00	360,000.00	.00	.00	.00
7301.000	Note Principal Payments	.00	.00	.00	117,770.00	117,770.00
	Cash Basis Expenditures Totals	$0.00	$360,000.00	$0.00	$117,770.00	$117,770.00
	Fund **300 - Information Technology Fund** Totals	$1,267,194.37	$1,606,593.10	$1,524,533.13	$1,606,851.84	$1,953,314.96
	Net Grand Totals	$1,267,194.37	$1,606,593.10	$1,524,533.13	$1,606,851.84	$1,953,314.96

Information Technology Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	1,541,453	1,552,142	1,552,142	1,483,403
Cost of operations	(1,306,685)	(1,388,061)	(1,388,061)	(1,739,604)
Gross margin	**234,768**	**164,081**	**164,081**	**(256,201)**
Administrative expenses	(101,141)	(84,175)	(84,175)	(92,407)
Interest expense	(10,599)	(7,067)	(7,067)	(3,534)
Other income	42,510	33,975	271,975	30,720
Net operating income	**165,538**	**106,814**	**344,814**	**(321,422)**
Depreciation	240,464	159,956	240,465	240,466
Debt principal repayment	(117,769)	(117,770)	(117,770)	(117,770)
Transfers in/(out) purchase of fixed assets	(279,963)	-	-	-
Operating cash flow	**8,270**	**149,000**	**467,509**	**(198,726)**
Working Capital				
Working capital, beginning	**468,629**	**400,615**	**400,615**	**868,124**
Working capital, ending	**400,615**	**549,615**	**868,124**	**669,398**
Designated for capital expenditures	-	-	-	-
Designated for subsequent year debt principal payment	117,770	121,304	-	-
Undesignated working capital, ending	**282,845**	**431,845**	**750,354**	**551,628**

City and Borough of Sitka
DRAFT
CENTRAL GARAGE FUND

FISCAL YEAR 2022

Operating Budget

CENTRAL GARAGE FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 5,884.52	$ 3,070.42	$ 11,946.28	$ 8,286.00	$ 11,397.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 1,330,875.00	$ 1,799,257.11	$ 1,734,402.74	$ 1,715,607.00	$ 1,775,536.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 115,954.58	$ 101,939.33	$ 138,187.02	$ 115,688.00	$ 93,688.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 10,539.36	$ 5,269.06	$ -	$ -	$ -
Cash Basis Receipts	$ 174,500.00	$ 225,067.00	$ 60,000.00	$ 90,855.00	$ 26,000.00
Revenue Totals	**$ 1,637,753.46**	**$ 2,134,602.92**	**$ 1,944,536.04**	**$ 1,930,436.00**	**$ 1,906,621.00**
Expenditures					
Salaries and Wages	$ 116,151.90	$ 122,980.79	$ 127,888.46	$ 122,333.69	$ 123,670.01
Fringe Benefits	$ 93,634.94	$ 89,224.35	$ 161,443.20	$ 108,233.96	$ 93,094.07
Operating Expenses	$ 548,312.07	$ 549,720.35	$ 491,015.07	$ 594,036.00	$ 566,113.00
Amortization & Depreciation	$ 504,819.61	$ 486,080.75	$ 568,667.67	$ 486,079.00	$ 568,670.00
Cash Basis Expenditures	$ -	$ -	$ -	$ 1,247,192.50	$ 117,000.00
Expenditure Totals	**$ 1,262,918.52**	**$ 1,248,006.24**	**$ 1,349,014.40**	**$ 2,557,875.15**	**$ 1,468,547.08**
Fund Total: Central Garage Fund	**$ 374,834.94**	**$ 886,596.68**	**$ 595,521.64**	**$ (627,439.15)**	**$ 438,073.92**

City and Borough of Sitka, AK

CENTRAL GARAGE FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 5,884.52	$ 3,070.42	$ 11,946.28	$ 8,286.00	$ 11,397.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 1,330,875.00	$ 1,799,257.11	$ 1,734,402.74	$ 1,715,607.00	$ 1,775,536.00
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 115,954.58	$ 101,939.33	$ 138,187.02	$ 115,688.00	$ 93,688.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ 10,539.36	$ 5,269.06	$ -	$ -	$ -
Cash Basis Receipts	$ 174,500.00	$ 225,067.00	$ 60,000.00	$ 90,855.00	$ 26,000.00
Revenue Totals	**$ 1,637,753.46**	**$ 2,134,602.92**	**$ 1,944,536.04**	**$ 1,930,436.00**	**$ 1,906,621.00**
Expenditures					
Administration	$ 310,608.32	$ 277,448.49	$ 326,865.93	$ 278,479.21	$ 284,407.89
Operations	$ 437,490.59	$ 476,977.00	$ 448,480.80	$ 543,624.44	$ 498,469.19
Jobbing					
Depreciation/Amortization	$ 504,819.61	$ 486,080.75	$ 568,667.67	$ 486,079.00	$ 568,670.00
Debt Payments	$ 10,000.00	$ 7,500.00	$ 5,000.00	$ 52,500.00	$ -
Fixed Asset Acquisition	$ -	$ -	$ -	$ 1,197,192.50	$ 117,000.00
Transfers to Capital Projects and Other Funds	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 1,262,918.52**	**$ 1,248,006.24**	**$ 1,349,014.40**	**$ 2,557,875.15**	**$ 1,468,547.08**
Fund Total: Central Garage Fund	**$ 374,834.94**	**$ 886,596.68**	**$ 595,521.64**	**$ (627,439.15)**	**$ 438,073.92**

Central Garage Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**310 - Central Garage Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	99,381.81	107,461.45	105,721.40	121,333.68	122,670.00
5110.002	Holidays	4,918.68	4,676.96	5,221.84	.00	.00
5110.003	Sick Leave	4,220.54	889.58	3,335.68	.00	.00
5110.004	Overtime	7,630.87	9,952.80	13,609.54	1,000.01	1,000.01
	Salaries and Wages Totals	$116,151.90	$122,980.79	$127,888.46	$122,333.69	$123,670.01
Fringe Benefits						
5120.001	Annual Leave	10,272.32	10,209.71	11,537.75	5,942.00	5,823.00
5120.002	SBS	7,421.47	8,459.88	8,366.91	7,863.25	7,937.92
5120.003	Medicare	1,755.52	2,001.12	1,979.11	1,860.01	1,877.64
5120.004	PERS	25,135.57	9,387.90	88,426.55	35,199.72	38,604.40
5120.005	Health Insurance	42,013.86	52,241.75	43,617.60	50,618.28	34,537.56
5120.006	Life Insurance	22.20	22.20	22.20	22.20	22.20
5120.007	Workmen's Compensation	7,014.00	6,901.79	7,493.08	6,728.50	4,291.35
	Fringe Benefits Totals	$93,634.94	$89,224.35	$161,443.20	$108,233.96	$93,094.07
Operating Expenses						
5201.000	Training and Travel	.00	141.36	.00	2,000.00	2,000.00
5202.000	Uniforms	875.76	894.96	687.64	800.00	500.00
5203.001	Electric	29,331.39	32,317.64	35,071.62	30,000.00	30,000.00
5203.005	Heating Fuel	5,759.61	6,265.27	5,977.92	6,000.00	6,000.00
5204.000	Telephone	2,202.92	2,277.08	1,897.80	2,388.00	2,000.00
5204.001	Cell Phone Stipend	.00	.00	500.00	600.00	600.00
5205.000	Insurance	92,017.47	105,557.40	110,748.24	109,560.00	120,926.00
5206.000	Supplies	179,633.05	177,586.05	160,060.27	230,800.00	200,800.00
5207.000	Repairs & Maintenance	47,229.38	54,958.67	48,956.33	70,000.00	70,000.00
5208.000	Bldg Repair & Maint	22,668.81	11,271.38	16,146.77	9,594.00	13,675.00
5211.000	Data Processing Fees	10,059.00	10,535.04	10,469.04	10,692.00	11,221.00
5211.001	Information Technology Special Projects	.00	1,559.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	9,623.16	9,364.09	12,212.52	26,050.00	24,922.00
5214.000	Interdepartment Services	111,575.53	124,332.15	82,211.36	83,312.00	77,547.00
5221.000	Transportation/Vehicles	.00	.00	.00	2,640.00	2,922.00
5222.000	Postage	.00	.00	.00	200.00	.00
5223.000	Tools & Small Equipment	2,988.49	2,890.67	155.36	5,000.00	2,000.00
5226.000	Advertising	439.95	92.30	372.10	1,900.00	1,000.00

Central Garage Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**310 - Central Garage Fund**					
Operating Expenses						
5231.000	Credit Card Expense	6.61	126.69	113.10	.00	.00
5290.000	Other Expenses	624.00	2,050.60	435.00	.00	.00
5290.001	Loss on Disposal of Fixed Assets	23,276.94	.00	.00	.00	.00
5295.000	Interest Expense	10,000.00	7,500.00	5,000.00	2,500.00	.00
	Operating Expenses Totals	$548,312.07	$549,720.35	$491,015.07	$594,036.00	$566,113.00
Amortization & Depreciation						
6201.000	Depreciation-Land Improve	971.04	971.04	971.04	971.00	972.00
6205.000	Depreciation-Buildings	27,507.96	27,507.96	27,507.96	27,507.00	27,508.00
6206.000	Depreciation-Machinery	28,923.16	29,876.12	32,583.26	29,876.00	32,584.00
6207.000	Depreciation-Vehicles	447,417.45	427,725.63	507,605.41	427,725.00	507,606.00
	Amortization & Depreciation Totals	$504,819.61	$486,080.75	$568,667.67	$486,079.00	$568,670.00
Cash Basis Expenditures						
7105.000	Fixed Assets-Buildings	.00	.00	.00	25,000.00	.00
7106.000	Fixed Assets-Machinery	.00	.00	.00	.00	10,000.00
7107.000	Fixed Assets-Vehicles	.00	.00	.00	1,197,192.50	107,000.00
7301.000	Note Principal Payments	.00	.00	.00	50,000.00	.00
	Cash Basis Expenditures Totals	$0.00	$0.00	$0.00	$1,272,192.50	$117,000.00
	Fund **310 - Central Garage Fund** Totals	$1,262,918.52	$1,248,006.24	$1,349,014.40	$2,582,875.15	$1,468,547.08
	Net Grand Totals	$1,262,918.52	$1,248,006.24	$1,349,014.40	$2,582,875.15	$1,468,547.08

Central Garage Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	1,781,778	1,624,625	1,624,625	1,799,224
Cost of operations	(1,204,882)	(1,224,871)	(1,102,384)	(1,274,000)
Gross margin	**576,896**	**399,754**	**522,241**	**525,224**
Administrative expenses	(92,680)	(83,312)	(83,312)	(77,547)
Interest expense	(5,000)	(2,500)	(2,500)	-
Other income	229,789	191,141	115,855	107,397
Net operating income	**709,005**	**505,083**	**552,284**	**555,074**
Depreciation	568,665	486,079	568,668	568,667
Debt principal repayment	(50,000)	(50,000)	(50,000)	-
Transfers in/(out) /purchase of fixed assets	(365,914)	(718,000)	(1,222,193)	(117,000)
Operating cash flow	**861,756**	**223,162**	**(151,240)**	**1,006,741**
Working Capital				
Working capital, beginning	**4,303,219**	**5,169,783**	**5,169,783**	**5,018,543**
Working capital, ending	**5,169,783**	**5,392,945**	**5,018,543**	**6,025,284**
Designated for capital expenditures	4,532,535	4,814,535	4,310,343	5,093,343
Designated for subsequent year debt principal payment	-	-	-	-
Undesignated working capital, ending	**637,248**	**860,410**	**486,008**	**1,492,749**

City and Borough of Sitka
DRAFT
BUILDING MAINTENANCE FUND

FISCAL YEAR 2022

Operating Budget

BUILDING MAINTENANCE FUND - SUMMARY BY EXPENDITURE TYPE

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 10,282.20	$ 4,846.79	$ 20,308.73	$ 13,080.00	$ 19,377.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 460,565.64	$ 503,198.69	$ 515,841.98	$ 593,598.00	$ 648,527.00
Other Operating Revenue	$ -	$ -	$ -	$ 30,000.00	$ -
Uses of Property & Investments	$ 30,917.94	$ 29,942.19	$ 23,956.38	$ 28,000.00	$ 16,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 39,703.39	$ 50,380.44	$ 40,003.32	$ 50,000.00	$ 50,000.00
Revenue Totals	**$ 541,469.17**	**$ 588,368.11**	**$ 600,110.41**	**$ 714,678.00**	**$ 733,904.00**
Expenditures					
Salaries and Wages	$ 202,776.68	$ 197,449.68	$ 220,680.97	$ 243,854.08	$ 250,285.12
Fringe Benefits	$ 181,354.17	$ 134,198.36	$ 253,720.08	$ 176,718.07	$ 197,652.00
Operating Expenses	$ 318,834.86	$ 355,525.30	$ 297,994.07	$ 400,439.00	$ 471,304.00
Amortization & Depreciation	$ 880.16	$ 880.20	$ 880.20	$ 880.00	$ 881.00
Cash Basis Expenditures	$ 60,000.00	$ 30,200.00	$ -	$ -	$ 300,000.00
Expenditure Totals	**$ 763,845.87**	**$ 718,253.54**	**$ 773,275.32**	**$ 821,891.15**	**$ 1,220,122.12**
Fund Total: Building Maintenance Fund	**$ (222,376.70)**	**$ (129,885.43)**	**$ (173,164.91)**	**$ (107,213.15)**	**$ (486,218.12)**

BUILDING MAINTENANCE FUND - SUMMARY BY DEPARTMENT

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 10,282.20	$ 4,846.79	$ 20,308.73	$ 13,080.00	$ 19,377.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ 460,565.64	$ 503,198.69	$ 515,841.98	$ 593,598.00	$ 648,527.00
Other Operating Revenue	$ -	$ -	$ -	$ 30,000.00	$ -
Uses of Property & Investments	$ 30,917.94	$ 29,942.19	$ 23,956.38	$ 28,000.00	$ 16,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 39,703.39	$ 50,380.44	$ 40,003.32	$ 50,000.00	$ 50,000.00
Revenue Totals	**$ 541,469.17**	**$ 588,368.11**	**$ 600,110.41**	**$ 714,678.00**	**$ 733,904.00**
Expenditures					
Administration	$ 173,585.69	$ 212,687.32	$ 260,605.57	$ 270,814.65	$ 280,417.09
Operations	$ 529,380.02	$ 474,486.02	$ 511,789.55	$ 550,196.50	$ 638,824.03
Debt Payments	$ -	$ -	$ -	$ -	$ -
Depreciation/Amortization	$ 880.16	$ 880.20	$ 880.20	$ 880.00	$ 881.00
Fixed Asset Acquisition	$ -	$ -	$ -	$ -	$ -
Transfers to Capital Projects and Other Funds	$ 60,000.00	$ 30,200.00	$ -	$ -	$ 300,000.00
Other	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 763,845.87**	**$ 718,253.54**	**$ 773,275.32**	**$ 821,891.15**	**$ 1,220,122.12**
Fund Total: Building Maintenance Fund	**$ (222,376.70)**	**$ (129,885.43)**	**$ (173,164.91)**	**$ (107,213.15)**	**$ (486,218.12)**

Building Maintenance Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**320 - Building Maintenance Fund**					
Salaries and Wages						
5110.001	Regular Salaries/Wages	184,354.26	178,370.16	192,577.35	229,820.08	236,251.12
5110.002	Holidays	6,446.40	6,873.72	6,418.04	.00	.00
5110.003	Sick Leave	5,178.31	6,117.63	9,347.00	.00	.00
5110.004	Overtime	6,797.71	6,088.17	11,101.83	7,500.00	7,500.00
5110.010	Temp Wages	.00	.00	1,236.75	6,534.00	6,534.00
	Salaries and Wages Totals	$202,776.68	$197,449.68	$220,680.97	$243,854.08	$250,285.12
Fringe Benefits						
5120.001	Annual Leave	16,150.44	15,847.04	26,305.80	8,885.00	9,151.00
5120.002	SBS	12,905.44	13,446.65	14,303.15	15,493.03	15,903.71
5120.003	Medicare	3,052.68	3,180.69	3,383.26	3,664.71	3,761.81
5120.004	PERS	43,583.33	15,155.72	131,364.55	65,291.13	73,002.40
5120.005	Health Insurance	95,158.62	76,273.80	66,792.31	71,715.72	88,192.20
5120.006	Life Insurance	36.20	36.36	37.03	36.36	36.36
5120.007	Workmen's Compensation	10,097.46	10,258.10	11,533.98	11,632.12	7,604.52
5120.008	Unemployment	370.00	.00	.00	.00	.00
	Fringe Benefits Totals	$181,354.17	$134,198.36	$253,720.08	$176,718.07	$197,652.00
Operating Expenses						
5201.000	Training and Travel	3,336.82	.00	.00	4,100.00	4,100.00
5202.000	Uniforms	.00	473.88	317.32	400.00	400.00
5204.000	Telephone	480.00	480.00	499.95	1,384.00	600.00
5204.001	Cell Phone Stipend	600.00	1,500.00	900.00	900.00	900.00
5206.000	Supplies	27,875.87	43,644.73	43,060.97	52,030.00	55,030.00
5207.000	Repairs & Maintenance	8,225.53	9,766.74	10,256.19	23,030.00	27,000.00
5211.000	Data Processing Fees	12,756.00	13,284.96	13,391.04	13,522.00	14,166.00
5211.001	Information Technology Special Projects	.00	1,559.00	.00	.00	.00
5212.000	Contracted/Purchased Serv	135,616.16	183,374.52	125,897.90	197,840.00	261,872.00
5214.000	Interdepartment Services	104,774.04	76,943.40	80,443.09	79,608.00	75,159.00
5221.000	Transportation/Vehicles	19,301.03	24,203.15	20,578.05	20,511.00	20,913.00
5223.000	Tools & Small Equipment	4,900.27	20.99	1,172.88	3,664.00	4,664.00
5226.000	Advertising	108.80	.00	.00	.00	.00
5227.002	Rent-Equipment	566.75	.00	565.40	2,500.00	2,500.00
5290.000	Other Expenses	293.59	273.93	911.28	950.00	4,000.00
	Operating Expenses Totals	$318,834.86	$355,525.30	$297,994.07	$400,439.00	$471,304.00

Building Maintenance Fund

Budget Year 2022

Account	Account Description	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Fund	**320 - Building Maintenance Fund**					
	Amortization & Depreciation					
6206.000	Depreciation-Machinery	880.16	880.20	880.20	880.00	881.00
	Amortization & Depreciation Totals	$880.16	$880.20	$880.20	$880.00	$881.00
	Cash Basis Expenditures					
7200.000	Interfund Transfers Out	60,000.00	30,200.00	.00	.00	300,000.00
	Cash Basis Expenditures Totals	$60,000.00	$30,200.00	$0.00	$0.00	$300,000.00
	Fund **320 - Building Maintenance Fund** Totals	$763,845.87	$718,253.54	$773,275.32	$821,891.15	$1,220,122.12
	Net Grand Totals	$763,845.87	$718,253.54	$773,275.32	$821,891.15	$1,220,122.12

Building Maintenance Fund
Pro Forma Financial Projection

FY2020, FY2021 (approved) FY2021 (projected), FY2022 Proposed

Operations	FY2020	FY2021 (approved)	FY2021 (projected)	FY2022 (proposed appropriations)
Revenue	515,842	623,598	623,598	648,527
Cost of operations	(617,050)	(729,383)	(619,976)	(842,575)
Gross margin	**(101,208)**	**(105,785)**	**3,622**	**(194,048)**
Administrative expenses	(74,819)	(79,608)	(79,608)	(77,547)
Interest expense	-	-	-	-
Other income	74,302	91,080	76,080	85,377
Net operating income	**(101,725)**	**(94,313)**	**94**	**(186,218)**
Depreciation	878	880	880	881
Debt principal repayment	-	-	-	-
Transfers in/(out) /purchase of fixed assets	-	-	-	(300,000)
Operating cash flow	**(100,847)**	**(93,433)**	**974**	**(485,337)**
Working Capital				
Working capital, beginning	**1,362,367**	**1,299,927**	**1,299,927**	**1,300,901**
Working capital, ending	**1,299,927**	**1,206,494**	**1,300,901**	**815,564**
Designated for capital expenditures	-	-	-	-
Designated for subsequent year debt principal payment	-	-	-	-
Undesignated working capital, ending	**1,299,927**	**1,206,494**	**1,300,901**	**815,564**

City and Borough of Sitka
DRAFT
SPECIAL REVENUE FUNDS

FISCAL YEAR 2022

Operating Budget

City and Borough of Sitka, AK

PET ADOPTION - SUMMARY BY EXPENDITURE TYPE

Fund 113

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 924.61	$ 1,196.00	$ 1,399.07	$ 1,000.00	$ 1,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ 14,611.48	$ 17,612.41	$ 1,000.00	$ 3,750.00
Cash Basis Receipts	$ 5,269.06	$ -	$ -	$ -	$ -
Revenue Totals	**$ 6,193.67**	**$ 15,807.48**	**$ 19,011.48**	**$ 2,000.00**	**$ 4,750.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ 4,132.07	$ 5,283.67	$ 10,000.00	$ 15,000.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ -**	**$ 4,132.07**	**$ 5,283.67**	**$ 10,000.00**	**$ 15,000.00**
Fund Total: Pet Adoption Fund	**$ 6,193.67**	**$ 11,675.41**	**$ 13,727.81**	**$ (8,000.00)**	**$ (10,250.00)**

City and Borough of Sitka, AK

SITKA FORFEITURE FUND - SUMMARY BY EXPENDITURE TYPE

Fund 151

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ -	$ -	$ -	$ -	$ -
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ 1,000.00	$ 1,000.00
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ -**	**$ -**	**$ -**	**$ 1,000.00**	**$ 1,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ 1,000.00	$ 50,000.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ -**	**$ -**	**$ -**	**$ 1,000.00**	**$ 50,000.00**
Fund Total: Sitka Forfeiture Fund	**$ -**	**$ -**	**$ -**	**$ -**	**$ (49,000.00)**

City and Borough of Sitka, AK

LIBRARY BUILDING FUND - SUMMARY BY EXPENDITURE TYPE

Fund 165

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 60.08	$ 766.93	$ 768.79	$ 1,000.00	$ 500.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 60.08**	**$ 766.93**	**$ 768.79**	**$ 1,000.00**	**$ 500.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ 1,000.00	$ 1,000.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ -**	**$ -**	**$ -**	**$ 1,000.00**	**$ 1,000.00**
Fund Total: Library Building Fund	**$ 60.08**	**$ 766.93**	**$ 768.79**	**$ -**	**$ (500.00)**

City and Borough of Sitka, AK

SOUTHEAST ALASKA ECONOMIC DEVELOPMENT FUND - SUMMARY BY EXPENDITURE TYPE

Fund 171

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 90,639.21	$ 103,753.91	$ 64,779.22	$ 50,000.00	$ 50,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ 52,400.00	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 90,639.21**	**$ 103,753.91**	**$ 117,179.22**	**$ 50,000.00**	**$ 50,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 39,703.39	$ 50,380.44	$ 40,003.32	$ 150,000.00	$ 50,000.00
Expenditure Totals	**$ 39,703.39**	**$ 50,380.44**	**$ 40,003.32**	**$ 150,000.00**	**$ 50,000.00**
Fund Total: SEDA Fund	**$ 50,935.82**	**$ 53,373.47**	**$ 77,175.90**	**$ (100,000.00)**	**$ -**

City and Borough of Sitka, AK

GPIP CONTINGENCY FUND - SUMMARY BY EXPENDITURE TYPE

Fund 173

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 11,574.30	$ 13,700.81	$ 11,811.79	$ 11,000.00	$ 11,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 28,923.96	$ -	$ -	$ -	$ -
Revenue Totals	**$ 40,498.26**	**$ 13,700.81**	**$ 11,811.79**	**$ 11,000.00**	**$ 11,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 11,574.30	$ 13,700.81	$ 11,811.79	$ 11,000.00	$ 281,000.00
Expenditure Totals	**$ 11,574.30**	**$ 13,700.81**	**$ 11,811.79**	**$ 11,000.00**	**$ 281,000.00**
Fund Total: GPIP Contingency Fund	**$ 28,923.96**	**$ -**	**$ -**	**$ -**	**$ (270,000.00)**

City and Borough of Sitka, AK

SITKA COMMUNITY HOSPITAL DEDICATED FUND - SUMMARY BY EXPENDITURE TYPE

Fund 190

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Tobacco Tax	$ 850,876.74	$ 835,730.47	$ 806,706.38	$ 831,500.00	$ 833,000.00
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ 1,010.00	$ 800.00	$ 800.00	$ -	$ -
Uses of Property & Investments	$ -	$ -	$ 1,352,259.28	$ 155,000.00	$ 715,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ 245,848.97	$ 560,000.00	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 851,886.74**	**$ 836,530.47**	**$ 2,405,614.63**	**$ 1,546,500.00**	**$ 1,548,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ 1,169,437.46	$ -	$ -
Fringe Benefits	$ -	$ -	$ 884,804.41	$ -	$ -
Operating Expenses	$ 855,679.57	$ 848,162.94	$ -	$ 1,501,922.00	$ 1,451,319.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 855,679.57**	**$ 848,162.94**	**$ 2,054,241.87**	**$ 1,501,922.00**	**$ 1,451,319.00**
Fund Total: SCH Dedicated Fund	**$ (3,792.83)**	**$ (11,632.47)**	**$ 351,372.76**	**$ 44,578.00**	**$ 96,681.00**

City and Borough of Sitka, AK

STUDENT ACTIVITIES TRAVEL FUND - SUMMARY BY EXPENDITURE TYPE

Fund 191

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Licenses & Permits	$ 2,200.00	$ 2,400.00	$ 3,000.00	$ 2,500.00	$ 2,500.00
Uses of Property & Investments	$ 54.41	$ 143.71	$ 175.73	$ 200.00	$ 200.00
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 2,254.41**	**$ 2,543.71**	**$ 3,175.73**	**$ 2,700.00**	**$ 2,700.00**
Expenditures					
Operating Expenses	$ -	$ -	$ -	$ 2,500.00	$ 10,500.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ -**	**$ -**	**$ -**	**$ 2,500.00**	**$ 10,500.00**
Fund Total: Student Activities Travel Fund	**$ 2,254.41**	**$ 2,543.71**	**$ 3,175.73**	**$ 200.00**	**$ (7,800.00)**

City and Borough of Sitka, AK

FISHERIES ENHANCEMENT FUND - SUMMARY BY EXPENDITURE TYPE

Fund 192

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ (28.40)	$ (105.82)	$ 133.39	$ -	$ -
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 42,021.00	$ 37,227.00	$ 38,182.00	$ 37,500.00	$ 30,600.00
Revenue Totals	**$ 41,992.60**	**$ 37,121.18**	**$ 38,315.39**	**$ 37,500.00**	**$ 30,600.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ 42,000.00	$ 36,008.25	$ 38,416.25	$ 37,500.00	$ 30,600.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 42,000.00**	**$ 36,008.25**	**$ 38,416.25**	**$ 37,500.00**	**$ 30,600.00**
Fund Total: Fisheries Enhancement Fund	**$ (7.40)**	**$ 1,112.93**	**$ (100.86)**	**$ -**	**$ -**

City and Borough of Sitka, AK

UTILITY SUBSIDIZATION FUND - SUMMARY BY EXPENDITURE TYPE

Fund 193

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 1,725.23	$ 7,104.86	$ 3,335.36	$ -	$ -
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ 400,000.00	$ -	$ -	$ 30,000.00	$ 39,000.00
Revenue Totals	**$ 401,725.23**	**$ 7,104.86**	**$ 3,335.36**	**$ 30,000.00**	**$ 39,000.00**
Expenditures					
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ -	$ 39,427.86	$ 270,769.31	$ 79,560.00	$ 72,000.00
Expenditure Totals	**$ -**	**$ 39,427.86**	**$ 270,769.31**	**$ 79,560.00**	**$ 72,000.00**
Fund Total: Utility Subsidization Fund	**$ 401,725.23**	**$ (32,323.00)**	**$ (267,433.95)**	**$ (49,560.00)**	**$ (33,000.00)**

City and Borough of Sitka, AK

COMMERCIAL PASSENGER VESSEL EXCISE TAX FUND - SUMMARY BY EXPENDITURE TYPE

Fund 194

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ 405,115.00	$ 396,800.00	$ 615,545.00	$ 445,000.00	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 9,185.31	$ 13,825.53	$ 9,766.78	$ 12,000.00	$ 12,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ 14,174.63	$ -	$ -	$ -
Revenue Totals	**$ 414,300.31**	**$ 424,800.16**	**$ 625,311.78**	**$ 457,000.00**	**$ 12,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ 201,950.00	$ 150,000.00	$ 90,000.00	$ 250,000.00	$ 125,000.00
Cash Basis Expenditures	$ 15,170.00	$ 325,492.67	$ 13,789.16	$ 115,000.00	$ 15,000.00
Expenditure Totals	**$ 217,120.00**	**$ 475,492.67**	**$ 103,789.16**	**$ 365,000.00**	**$ 140,000.00**
Fund Total: CPET Fund	**$ 197,180.31**	**$ (50,692.51)**	**$ 521,522.62**	**$ 92,000.00**	**$ (128,000.00)**

City and Borough of Sitka, AK

VISITOR ENHANCEMENT FUND - SUMMARY BY EXPENDITURE TYPE

Fund 195

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Bed Tax	$ 543,697.39	$ 553,910.71	$ 403,100.58	$ 580,000.00	$ 486,000.00
Uses of Property & Investments	$ (2,822.00)	$ 3,137.00	$ 941.94	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 540,875.39**	**$ 557,047.71**	**$ 404,042.52**	**$ 580,000.00**	**$ 486,000.00**
Expenditures					
Operating Expenses	$ 440,529.44	$ 450,541.88	$ 527,873.73	$ 540,125.00	$ 464,489.00
Cash Basis Expenditures	$ 50,000.00	$ 200,000.00	$ 80,000.00	$ -	$ -
Expenditure Totals	**$ 490,529.44**	**$ 650,541.88**	**$ 607,873.73**	**$ 540,125.00**	**$ 464,489.00**
Fund Total: Visitor Enhancement Fund	**$ 50,345.95**	**$ (93,494.17)**	**$ (203,831.21)**	**$ 39,875.00**	**$ 21,511.00**

City and Borough of Sitka, AK

REVOLVING FUND - SUMMARY BY EXPENDITURE TYPE

Fund 410

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 22,983.90	$ 25,711.73	$ 24,609.74	$ 24,000.00	$ 24,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ 2,708.38	$ -	$ -
Cash Basis Receipts	$ 5,862.55	$ 5,130.20	$ 5,786.62	$ -	$ -
Revenue Totals	**$ 28,846.45**	**$ 30,841.93**	**$ 33,104.74**	**$ 24,000.00**	**$ 24,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ 505.04	$ 214.35	$ 32.71	$ 500.00	$ 300.00
Cash Basis Expenditures	$ 21,840.96	$ 24,919.04	$ 21,523.19	$ 24,000.00	$ 18,000.00
Expenditure Totals	**$ 22,346.00**	**$ 25,133.39**	**$ 21,555.90**	**$ 24,500.00**	**$ 18,300.00**
Fund Total: Revolving Fund	**$ 6,500.45**	**$ 5,708.54**	**$ 11,548.84**	**$ (500.00)**	**$ 5,700.00**

City and Borough of Sitka, AK

GUARANTY FUND - SUMMARY BY EXPENDITURE TYPE

Fund 420

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 5,408.67	$ 6,138.57	$ 5,262.60	$ 6,000.00	$ 6,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 5,408.67**	**$ 6,138.57**	**$ 5,262.60**	**$ 6,000.00**	**$ 6,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 5,408.67	$ 6,138.57	$ 5,262.60	$ 6,000.00	$ 6,000.00
Expenditure Totals	**$ 5,408.67**	**$ 6,138.57**	**$ 5,262.60**	**$ 6,000.00**	**$ 6,000.00**
Fund Total: Guaranty Fund	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

City and Borough of Sitka, AK

CEMETERY FUND - SUMMARY BY EXPENDITURE TYPE

Fund 430

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 1,979.45	$ 2,247.61	$ 1,927.37	$ 2,000.00	$ 2,000.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 1,979.45**	**$ 2,247.61**	**$ 1,927.37**	**$ 2,000.00**	**$ 2,000.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ 2,078.48	$ 1,979.45	$ 2,247.61	$ 2,000.00	$ 2,000.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ 2,078.48**	**$ 1,979.45**	**$ 2,247.61**	**$ 2,000.00**	**$ 2,000.00**
Fund Total: Cemetery Fund	**$ (99.03)**	**$ 268.16**	**$ (320.24)**	**$ -**	**$ -**

City and Borough of Sitka, AK

ROWE TRUST FUND - SUMMARY BY EXPENDITURE TYPE

Fund 440

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$ -	$ -	$ -	$ -	$ -
Federal Revenue	$ -	$ -	$ -	$ -	$ -
Services	$ -	$ -	$ -	$ -	$ -
Other Operating Revenue	$ -	$ -	$ -	$ -	$ -
Uses of Property & Investments	$ 4,096.58	$ 4,746.27	$ 4,154.40	$ 4,500.00	$ 4,500.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 4,096.58**	**$ 4,746.27**	**$ 4,154.40**	**$ 4,500.00**	**$ 4,500.00**
Expenditures					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ 4,500.00	$ 4,500.00
Cash Basis Expenditures	$ -	$ -	$ -	$ -	$ -
Expenditure Totals	**$ -**	**$ -**	**$ -**	**$ 4,500.00**	**$ 4,500.00**
Fund Total: Rowe Trust Fund	**$ 4,096.58**	**$ 4,746.27**	**$ 4,154.40**	**$ -**	**$ -**

City and Borough of Sitka, AK

LIBRARY ENDOWMENT FUND - SUMMARY BY EXPENDITURE TYPE

Fund 500

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Federal Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Services	$0.00	$0.00	$0.00	$0.00	$0.00
Other Operating Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Uses of Property & Investments	$4,720.21	$5,517.96	$4,855.83	$5,000.00	$3,000.00
Interfund Billings	$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous Revenue	$2,050.70	$4,087.07	$3,012.40	$1,000.00	$1,000.00
Cash Basis Receipts	$0.00	$0.00	$0.00	$0.00	$0.00
Revenue Totals	**$6,770.91**	**$9,605.03**	**$7,868.23**	**$6,000.00**	**$4,000.00**
Expenditures					
Operating Expenses	$0.00	$2,015.51	$874.43	$5,000.00	$0.00
Cash Basis Expenditures	$0.00	$0.00	$0.00	$0.00	$35,000.00
Expenditure Totals	**$0.00**	$2,015.51	$874.43	$5,000.00	$35,000.00
Fund Total: Library Endowment Fund	**$6,770.91**	**$7,589.52**	**$6,993.80**	**$1,000.00**	**-$31,000.00**

City and Borough of Sitka, AK

BULK WATER FUND - SUMMARY BY EXPENDITURE TYPE

Fund 540

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
Other Operating Revenue	$ 5,400.00	$ 1,200.00	$ 1,200.00	$ -	$ -
Uses of Property & Investments	$ 4,187.02	$ 36,653.22	$ 35,732.87	$ 18,000.00	$ 11,500.00
Interfund Billings	$ -	$ -	$ -	$ -	$ -
Miscellaneous Revenue	$ -	$ -	$ -	$ -	$ -
Cash Basis Receipts	$ -	$ -	$ -	$ -	$ -
Revenue Totals	**$ 9,587.02**	**$ 37,853.22**	**$ 36,932.87**	**$ 18,000.00**	**$ 11,500.00**
Expenditures					
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Cash Basis Expenditures	$ 106,300.00	$ -	$ 30,000.00	$ 104,000.00	$ 30,000.00
Expenditure Totals	**$ 106,300.00**	**$ -**	**$ 30,000.00**	**$ 104,000.00**	**$ 30,000.00**
Fund Total: Bulk Water Fund	**$ (96,712.98)**	**$ 37,853.22**	**$ 6,932.87**	**$ (86,000.00)**	**$ (18,500.00)**

City and Borough of Sitka, AK

SEASONAL SALES TAX/SCHOOL BOND DEBT SERVICE FUND - SUMMARY BY EXPENDITURE TYPE

Fund 651

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	$2,473,846.00	$2,458,721.00	$908,918.00	$839,139.00	$816,719.00
Federal Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Services	$0.00	$0.00	$0.00	$0.00	$0.00
Other Operating Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Uses of Property & Investments	$13,219.30	$16,748.18	$19,967.49	$0.00	$0.00
Interfund Billings	$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous Revenue	$0.00	$0.00	$0.00	$0.00	$0.00
Cash Basis Receipts	$1,316,563.25	$1,490,482.24	$1,279,834.18	$1,338,166.00	$1,250,000.00
Revenue Totals	**$3,803,628.55**	**$3,965,951.42**	**$2,208,719.67**	**$2,177,305.00**	**$2,066,719.00**
Expenditures					
Salaries and Wages	$0.00	$0.00	$0.00	$0.00	$0.00
Fringe Benefits	$0.00	$0.00	$0.00	$0.00	$0.00
Operating Expenses	$871,758.76	$750,440.00	$641,115.00	$547,540.00	$462,115.00
Other Financing Sources	$0.00	$0.00	$0.00	$0.00	$0.00
Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$0.00
Cash Basis Expenditures	$2,780,000.00	$2,880,000.00	$2,155,000.00	$1,850,000.00	$1,940,000.00
Expenditure Totals	**$3,651,758.76**	**$3,630,440.00**	**$2,796,115.00**	**$2,397,540.00**	**$2,402,115.00**
Fund Total: Seasonal Sales Tax Fund	**$151,869.79**	**$335,511.42**	**-$587,395.33**	**-$220,235.00**	**-$335,396.00**

City and Borough of Sitka, AK

PERMANENT FUND - SUMMARY BY EXPENDITURE TYPE

Fund 400

	2018 Actual Amount	2019 Actual Amount	2020 Actual Amount	2021 Amended Budget	2022 Budget
Revenue					
State Revenue	-	-	-	-	-
Federal Revenue	-	-	-	-	-
Services	-	-	-	-	-
Other Operating Revenue	-	-	-	-	-
Uses of Property & Investments	550,766	532,921	1,332,134	500,000	372,000
Interfund Billings	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Cash Basis Receipts	57,329	118,925	180,941	242,743	-
Revenue Totals	**608,095**	**651,846**	**1,513,075**	**742,743**	**372,000**
Expenditures					
Salaries and Wages	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Operating Expenses	49,788	48,817	48,556	50,000	52,800
Cash Basis Expenditures	1,375,900	1,427,097	1,447,500	1,456,459	1,145,554
Expenditure Totals	**1,425,688**	**1,475,914**	**1,496,056**	**1,506,459**	**1,198,354**
Fund Total: Permanent Fund	**(817,593)**	**(824,068)**	**17,019**	**(763,716)**	**(826,354)**

City and Borough of Sitka
FY22 Consolidated Operating Budget

Summary of Significant Accounting and Budget Policies

Significant Accounting Polices

Accounting for the financial activities of the City and Borough of Sitka is performed in accordance with Governmental Accounting and Financial Reporting Standards, as promulgated by the Governmental Accounting Standards Board (GASB), and applicable Federal and State of Alaska guidelines.

Specific accounting policies having an impact on this budget include the following:

Depreciation - Depreciation is recorded on the straight line basis for all fixed assets and useful lives used to calculate depreciation expense conform, as much as possible, to industry standards.

Inventories - Inventories of maintenance supplies and materials are accounted for under the periodic method on a first in - first out (FIFO) basis. Inventories of maintenance supplies and materials re expensed when consumed.

Bad Debt Expense - Bad debt expense is accounted for under the direct write off method.

Investments in Debt Securities - All investments in debt securities are considered to be held until maturity and are carried at historical cost. Investments are marked to market on a monthly basis separate from the accounting system and market value is reported to management monthly. Premiums and discounts on the purchase of debt securities are amortized on the effective interest methods.

Compensated Employee Absences - Compensated employee absences (annual leave) is expensed as accrued.

Grants - Grants from Federal Government Agencies are accounted for as revenue to the appropriate fund (normally a Capital Project Fund).

Capital Project Funds - All capital construction projects in excess of $50,000 are normally accounted for in separate Capital Project Funds. Due to increased control initiated in FY97 some projects less than $50,000 will be accounted for in Capital Projects Funds. For proprietary funds, capital construction is accounted for in separate capital project funds for internal management purposes only; and the end of the fiscal year, all proprietary fund capital projects are closed back to the parent fund through adjusting journal entries. Uncompleted projects are shown as construction in progress and grant revenue for capital construction is accounted for as grant revenue.

Fixed Assets - For accounting purposes the minimum level for fixed assets is set at $5,000 and for infrastructure is set at $10,000.

City and Borough of Sitka
FY22 Consolidated Operating Budget

Summary of Significant Accounting And Budgeting Policies (cont.)

Significant Budgeting Polices

Specific budgeting policies having an impact on this budget include the following:

Budgeting Basis - Budgeting is on a cash inflow / cash outlay basis. As the financial operations of proprietary funds are required to be accounted for under the accrual accounting basis, budgeting in these funds is for outlays (expenditures), not for expenses. So that the user may relate expenditure authority to its effect on the financial condition of such funds, pro forma financial statements showing the estimated financial effect of the authorized spending are also provided. Accrual accounting information is, where necessary, adjusted to a cash basis in order to provide management with consistent budget execution information.

Operating and Capital Budgets - Authorized expenditures for all funds are divided into separate and distinct capital and operating budgets. Capital budgets include authorized expenditures for acquisitions of fixed assets, minor construction projects, acquisitions of and improvements to land, and direct transfers of equity to capital project funds and other funds (in particular, internal service funds). All other authorized expenditures are contained within operating budgets.

Lapsing of Appropriations and Reappropriations of Capital Expenditures - All unencumbered operating budget appropriations lapse at the end of the fiscal year (June 30th). Capital expenditures do not lapse; however, for internal management purposes, capital appropriations are also assumed to lapse at the end of the fiscal year. Capital expenditures which carry forward to future years are reappropriated and are clearly shown as such in the budget. Amounts shown are estimates only. Actual remaining appropriations are reappropriated.

Revenues - For budgeting purposes, revenues for proprietary funds are assumed to be received in cash although, under accrual accounting rules, some revenues are recorded prior to the actual receipt of cash. These revenues include interest receivable, amortization's of discounts on investment securities, and utility fees billed but not yet received. The effect of these non-cash revenues is not considered to be significant enough to be material.

Internal Budget Redistributions - The Municipal Administrator has the authority to redistribute appropriations between accounts within specific Divisions of the General Fund, within Enterprise Funds and within Internal Service Funds. Authorized expenditures may not be redistributed between operating and capital budgets. Redistributions between certain Divisions of the General Fund, between different Funds or between operating and capital budgets of the same Fund, must be approved by the City and Borough of Sitka Assembly.

Internally Funded Capital Projects - Capital projects in excess of $50,000 are normally accounted for in separate Capital Project Funds. Due to increased control initiated in FY97 some projects less than $50,000 will be accounted for in Capital Project Funds. If such projects are funded through grants, donations, or revenue generated by the project, such revenues are accounted for directly under the Capital Project Fund. If a project is funded through the transfer of equity from the General Fund or a Proprietary Fund, the transfer is budgeted as *Interfund Transfers or Advances to Other Funds* under the General Fund or Proprietary Fund, and an *Advances From Other Funds* under the Capital Project Fund. For proprietary funds, capital construction is accounted for in separate capital project funds for internal management purposes only; and the end of the fiscal year, all proprietary fund capital projects are closed back to the parent fund through adjusting journal entries. Thus, if projected expenditures for Capital Project Funds lag behind expected levels, actual amounts of year-end working capital may exceed projected levels.

Fixed Assets - For budgeting purposes the minimum level for fixed assets is set at $5,000 and for infrastructure is set at $10,000.

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	ORD 21-10	Version:	1	Name:	
Type:	Ordinance			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Adopting the budget and capital improvement plan for all Enterprise Funds for the fiscal year July 1, 2021 through June 30, 2022, amending rates in Title 15 “Public Utilities” of the Sitka General Code and adopting moorage rates and other harbor fees				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Ord 2021-10 Budget memo. Ord 2021-10				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO approve Ordinance 2021-10 on first reading adopting the budget and capital improvement plan for all Enterprise Funds for the fiscal year July 1, 2021 through June 30, 2022, amending rates in Title 15 “Public Utilities” of the Sitka General Code and adopting moorage rates and other harbor fees.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Melissa Haley, Finance Director

Date: May 4, 2021

Subject: **FY2022 budget ordinances**

Background

In prior years, staff have submitted budget ordinances separately from any ordinances increasing rates in enterprise funds. This year, given the extensive discussions during work sessions beginning in December 2020, staff has consolidated all appropriations and rate increases for the enterprise funds into one ordinance. In addition, while required to be passed only by resolution, we have included the harbor rates as part of this ordinance, having heard in the past that some assembly members wished for more opportunity for public participation.

Analysis

The direction given to staff by administration when developing the budget was to keep services at their current levels. This direction, combined with changes aimed at improving operational efficiency as well as collaboration of administration and department heads to develop rates necessary to sustain utility infrastructure in the long-term resulted in the Final Draft FY2022 and the appropriations before the Assembly. The Administrator's Letter in the included FY2022 Draft Budget outlines the unique context and circumstances around the FY2022 budget.

Fiscal Note

Governmental Funds

The FY2022 General Fund budget is unusual in that to balance the budget, we must rely on a surplus we anticipate generating in the current fiscal year (reserves). This is also the second year with no transfers out for general governmental capital improvements. While feasible in the short-term to ensure we can continue the basic

governmental services and maintain momentum on key improvements, looking forward, it will be critical to prioritize infrastructure spending.

Enterprise Funds

As always, ensuring that each fund has sufficient funding to cover needed capital repairs, while balancing debt levels is what drives the rate increases for our utilities and harbors—all are infrastructure intensive, and that infrastructure must function in order to provide the required services. This year investment in updating or creating longer term infrastructure repair plans (master plans) has been prioritized. Any rate increase proposed is the minimum that will allow us to repair our infrastructure and avoid spiked rate increases, however updating long-term plans is critical as the projections are only as accurate as the long-term capital plans.

Recommendation

Approve the FY2022 Draft Administrator's Budget including the Capital Improvement Plan via ordinances 2021-09 and 2021-10 containing the appropriations and rate increases that represent the FY2022 Draft Administrator's budget.

Sponsor: Administrator

C I T Y A N D B O R O U G H O F S I T K A

ORDINANCE NO. 2021-10

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA ADOPTING THE BUDGET AND CAPITAL IMPROVEMENT PLAN FOR ALL ENTERPRISE FUNDS FOR THE FISCAL YEAR JULY 1, 2021 THROUGH JUNE 30, 2022, AMENDING RATES IN TITLE 15 "PUBLIC UTILITIES" OF THE SITKA GENERAL CODE AND ADOPTING MOORAGE RATES AND OTHER HARBOR FEES

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

1. CLASSIFICATION. The budget portion of this ordinance and moorage rates and other harbor fees are 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; however, the portion of this ordinance that amends the Sitka General Code, sections 15.01.020 (Electrical rates), 15.05.620 (Water rates and fees), 15.04.320 (Wastewater rates and fees), and 15.06.030/15.06.035 (Solid waste rates) by increasing rates and fees is of a permanent nature and is intended to become a part of the Sitka General Code.

2. SEVERABILITY. If any portion 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 set forth budgetary requirements and a capital improvement plan for the operation of the various divisions, departments and organizations of the City and Borough of Sitka for Fiscal Year 2022.

4. ENACTMENT. NOW THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, Alaska that the following expenditure budgets (see below) for the fiscal period beginning July 1, 2021 and ending June 30, 2022 and related capital improvement plan (included in the FY2022 Administrator's Budget) are hereby adopted:

	REVENUE	**EXPENDITURE BUDGET**		
ELECTRIC FUND	REVENUE	OPERATIONS	CAPITAL/ TRANSFER	TOTAL
Electric Fund	$ 18,783,842	$ 25,983,652	$ 1,655,000	$ 27,638,652
Electric Capital Project Fund	$ 1,655,000	$ -0-	$ 1,655,000	$ 1,655,000
WATER FUND				
Water Fund	$ 3,087,770	$ 3,606,551	$ 20,000	$ 3,626,551
Water Capital Project Fund	$ 20,000	$ -0-	$ 20,000	$ 20,000
WASTEWATER FUND				
Wastewater Fund	$ 3,790,047	$ 4,192,562	$ 460,000	$ 4,652,562
Wastewater Capital Project Fund	$ 460,000	$ -0-	$ 460,000	$ 460,000
SOLID WASTE FUND				
Solid Waste Fund	$ 4,807,355	$ 5,721,150	$ 70,000	$ 5,791,150
Solid Waste Capital Project Fund	$ 70,000	$ -0-	$ 70,000	$ 70,000
HARBOR FUND				

Harbor Fund	$ 3,524,752	$ 5,102,738	$ 3,657,000	$ 8,759,738
Harbor Capital Project Fund	$ 3,657,000	$ -0-	$ 3,657,000	$ 3,657,000
AIRPORT TERMINAL FUND				
Airport Terminal Fund	$ 722,775	$ 964,804	$ -0-	$ 964,804
Airport Terminal Capital Contingent on State/Federal Funding	$ 5,576,962	$ -0-	$ 5,576,962	$ 5,576,962
MARINE SERVICE CENTER FUND				
Marine Service Center Fund	$ 285,045	$ 237,166	$ 15,000	$ 252,166
GARY PAXTON INDUSTRIAL PARK FUND				
Gary Paxton Industrial Park	$ 184,536	$ 681,478	$ 15,000	$ 696,478
Gary Paxton Industrial Park Capital Fund	$ 270,000	$ -0-	$ 270,000	$ 270,000

EXPLANATION

Details of individual budgets and capital improvement plans are contained in the FY2022 Administrator's Budget. Budgeted amounts for all funds include revenue, operating expenditures and new capital outlays. This ordinance fulfills the requirements of Section 11.08 of the Home Rule Charter of the City and Borough of Sitka regarding annual adoption of a capital improvements program. Included in this ordinance are rate increases for electric service (2.5% PER kWh), Water (2%), Wastewater (2%), and solid waste (4.5%/2.5% for transfer station drop offs), and moorage (5%). While moorage rates are required to be adopted by resolution (one reading), they are included with this budget ordinance for consistency and will be read twice.

* * *

TITLE 15
PUBLIC UTILITIES

CHAPTER 15.01
ELECTRIC UTILITY POLICIES

* * *

15.01.020 Electrical rates.

A. All electric rates are subject to sales tax if applicable. These rates are effective for all electricity billed after July 1, 2021, regardless of when electricity was consumed.

The assembly shall consider annually an adjustment to the electric rates, based on the Consumer Price Index, at a time when any adjustment could be made effective July 1st of the year applied. An adjustment, if any, shall be based on the prior year annual report for the municipality of Anchorage, Alaska, from the United States Department of Labor and Workforce Development, Consumer Price Index, and determined to be the percent change to the current year from the percent change of the prior year, and will be effective July 1st of any year applied. The first such adjustment date may be July 1, 2018.

B. Residential Services.

1. Applicable to all residential customers for all uses in the home or residence, subject to the rules and regulations and customer services policies of the city and utility.

2. Energy Charges.

All kWh from the first billing cycle in November through the last billing cycle in April.	$0.~~1224~~ .1255 per kWh
All kWh from the first billing cycle in May through the last billing cycle in October.	$0.~~1958~~ .2007 per kWh
Customer charge is $20.48 per month.	

C. General Service – Small.

1. Applicable to all nonresidential customers for all uses, including lighting, heating and power, when the electricity consumed in the preceding twelve months is less than one hundred thousand kWh and has measured demand of less than fifty Kw, Subject to the rules, regulations and customer service policies of the utility and the city. Typical customers in this class could include: restaurants, retail vendors, churches, fueling stations, and service industries.

2. Energy Charges.

All kWh from the first billing cycle in November through the last billing cycle in April.	$0.~~1204~~ .1234 per kWh
All kWh from the first billing cycle in May through the last billing cycle in October.	$0.~~1918~~ .1966 per kWh
Customer charge is $40.95 per month.	

3. Demand Charges.

First 25 kW	No charge
Over 25kW	$~~5.99~~ 6.14 per kW

D. General Service – Large.

1. Applicable to all nonresidential customers for all uses, including lighting, heating and power, when the electricity consumed in the preceding twelve months is equal or greater than one hundred thousand kWh or has a measured demand equal to or greater than fifty kW, subject to the rules, regulations and customer and customer service policies of the utility and the city. Typical customers in this class could include: grocery stores, industrial users, and seafood processing facilities.

1. Energy Charges.

All kWh	$0.~~1479~~ .1516 per kWh
Customer charge is $63.00 per month.	

2. Demand Charges.

First 25 kW	No charge
Over 25 kW	$6.~~00~~ 6.15 per kW

E. General Service – Public Authority.

1. Applicable to all noncommercial and nonresidential customers for all uses, including lighting, heating and power, subject to the rules, regulations and customer service policies of the utility and the city. Typical customers in this class could include: schools, tribal governments, and other public government buildings.

2. Energy Charges.

All kWh	$0.~~1499~~ .1536 per kWh
Customer charge is $47.25 per month.	

3. Demand Charges.

First 25 kW	No charge
Over 25 kW	$6.~~00~~ 6.15 per kW

F. Boat Service.

1. Applicable to separately metered boats, lights, heaters, pumps or other uses.

2. Energy Charges.

All kWh from the first billing cycle in November through the last billing cycle in April.	$0.~~1224~~ .1255 per kWh
All kWh from the first billing cycle in May through the last billing cycle in October.	$0.~~1958~~ .2007 per kWh
Customer charge is $20.48 per month.	

G. Street and Security Light Service.

1. The utility will only install, at the expense of the customer, yard or security lights which can be attached to existing poles which are the property of the utility.

2. Rate per Month. This fee is in addition to the actual installation charges required for installing the desired fixtures.

Monthly unmetered street or security light energy rate is calculated as follows:

(0.482 kWh per lamp watt) times (the wattage of the lamp)=kWh per month.	
Example: 0.482 kWh x 100 watt lamp = 48 kWh per month.	
Monthly energy rate is: kWh per month times $0.2003 per kWh.	
48 kWh per month x $0.2003/kWh = $9.61 per month energy rate.	
Typical lamp energy rates:	
70 watt	$~~6.75~~ 6.92 per month
100 watt	$~~9.61~~ 9.85 per month
150 watt	$~~14.40~~ 14.76 per month
175 watt	$~~16.83~~ 17.25 per month
250 watt	$~~24.03~~ 24.63 per month
400 watt	$~~38.64~~ 39.61 per month
1,000 watt	$~~96.52~~ 98.93 per month

* * *

CHAPTER 15.04
SEWER SYSTEM

* * *

15.04.320 Rates and fees.

A. Base rate: Sixty ~~four~~ five dollars and ~~nineteen~~ forty-seven cents per unit per month.

* * *

B. Sewer Service in Conjunction with Metered Water.

1. General Sewer Service in Conjunction with Metered Water. Minimum charge: one times the unmetered sewer base plus three dollars and ~~forty- seven~~ fifty-three cents per one thousand metered gallons.

* * *

2. Gary Paxton Industrial Park. Treated wastewater, metered: minimum charge of ~~one hundred twenty-six dollars and eighty nine~~ one hundred twenty-nine dollars and forty-three cents per month.

a. Treated wastewater, metered: three dollars and ~~seventy nine~~ eighty-seven cents per one thousand gallons water use.

* * *

CHAPTER 15.05
WATER SYSTEM

* * *

15.05.620 Water rates and fees

A. Unmetered Water. Base rate: ~~Fifty dollars and forty-four cents~~ Fifty-one dollars and forty-five cents per unit.

* * *

B. Metered Water Service.

1. General Metered Water Service.

Meter Size	Allowance (GAL)	Minimum Charge
Up to 1”	15,000	$~~71.91~~ 73.35
2”	50,000	$~~157.71~~ 160.86
3”	100,000	$~~236.55~~ 241.28
4”	250,000	$~~473.09~~ 482.55
6” and above	500,000	$~~946.21~~ 965.13

All over allowance charged at minimum charge plus one dollar and ~~fifty seven~~ sixty cents per one thousand gallons. The over allowance charged at minimum charge plus seventy- ~~three~~ four cents per one thousand gallons will apply to major fish processing plants (Seafood Producers Cooperative, Sitka Sound Seafoods, Inc., aka North Pacific Seafoods, and Stikine Holdings, LLC, aka Silver Bay Seafoods).

2. Gary Paxton Industrial Park.

a. Metered water one hundred ~~fifty- seven~~ sixty dollars and ~~seventy-one~~ eighty-six cents per month minimum.

i. Treated water: three dollars and ~~fifteen~~ twenty-one cents per one thousand gallons.

ii. Treated water, fish processing use: two dollars and ~~thirty~~ ~~nine~~ forty-four cents per one thousand gallons.

iii. Raw water for heating: one dollar and two cents per one thousand gallons.

iv. Raw water for industrial processing: one dollar and ~~forty-two~~ forty-five cents per one thousand gallons.

v. Raw water for water bottling at Gary Paxton industrial park: in container sizes of five gallons or less: two dollars and ~~six~~ ten cents per one thousand gallons.

vi. Raw water for bottling at Gary Paxton industrial park in container sizes greater than five gallons: one cent per gallon.

C. Curb Stop/Service Valve Operation Fee. Except for the initial turn-on that occurs when property is first connected to the municipal water system, each customer or applicant for service shall pay a fee of fifty-nine dollars and fifty cents for turning on or turning off the water service to the property. The fee shall be paid for each turn-on and turn-off whether at the customer’s or applicant’s request or due to nonpayment for water services. The water service to a property may not be turned on unless all water system fees associated with the property have been paid in full.

D. Fire Hydrant Use Fee. Provided in Section 15.05.590.

E. Connection fee. Seven hundred seventy-five dollars per connection.

* * *

CHAPTER 15.06
SOLID WASTE TREATMENT AND REFUSE COLLECTION

* * *

15.06.020 Solid waste disposal policy and rates.

* * *

C. Fees and policies applicable to specific solid waste categories.

1. Junk automobiles and small trucks (three quarter ton or smaller) may be delivered to Gary Paxton Industrial

park (GPIP) scrap yard at a rate of ~~4.2~~ 4.39 cents per pound.

2. Trucks larger than three-quarter ton, larger vehicles, heavy equipment, and old trailers shall be billed at a rate of ~~7.4~~ 7.73 cents per pound.

3. Mixed scrap metals including steel shall be billed at a rate of ~~10.5~~ 10.97 cents per pound. Sorted scrap iron and other metals excluding steel shall be billed at a rate of six cents per pound. Inclusion of any amount of steel within an individual delivery of scrap metal to the municipal scrap yard shall deem it to be a mixed scrap metal delivery to be billed at the mixed scrap metal rate.

4. Fuel tanks must be cleaned and cut into pieces less than five feet by twelve feet (if over five hundred gallons) prior to delivery to the GPIP scrap yard.

5. Freezers, refrigerators, and air conditioning units shall be billed a rate of ~~twenty three dollars and ten~~ twenty four dollars and fourteen cents each.

6. All other appliances or white goods besides freezers, refrigerators, and air conditioning units shall be billed at a rate of ~~7.2~~ 7.52 cents per pound

7. Tires off of large trucks and heavy equipment may be delivered to the transfer station or GPIP scrap yard and shall be billed at a rate of ~~twenty-nine dollars and forty~~ thirty dollars and seventy-two cents each.

8. No construction and demolition debris shall be disposed of at any Sitka landfill unless otherwise authorized by the director of public works.

9. Household hazardous or special waste may be disposed of during normal business hours at the GPIP scrap yard. Commercially generated household hazardous waste will not be accepted at any time.

10. Concrete and asphalt disposal shall be billed at a rate of ~~thirteen dollars and seventy~~ fourteen dollars and thirty-two cents per cubic yard.

11. Concrete and asphalt disposal is by appointment only with the public works superintendent.

12. Asbestos disposal shall be billed at a rate of ~~sixty-two~~ sixty-four dollars and seventy-nine cents per cubic yard.

* * *

15.06.035 Rates for treatment and collection.

A. The following rates are effective on the day after the day a solid waste user fee ordinance containing such fees is passed:

48-gallon container	$~~37.03~~ 38.70 per month
96-gallon container	$~~62.21~~ 65.01 per month
300-gallon container	$~~251.83~~ 263.16 per month

B. These rates are for one container that the refuse collection contractor picks up once a week. For customers that fall into one of the following three categories, the rates for treatment and collection will be:

For those customers in apartment complexes or other unique situations identified on	$~~56.29~~ 58.82 per month

the list maintained by the finance director	
For those customers living within the harbor system	$~~56.29~~ 58.82 per month
For those customers living on an island other than Baranof or connected by bridge to Baranof who do not receive any service from the refuse collection contractor	$~~27.83~~ 29.08 per month

C. Rates shall be reviewed annually in January by the assembly.

* * *

15.06.045 Transfer station drop-off charges and special refuse collection charges.

A. Refuse may be dropped off directly at the municipal transfer station during operating hours by any individual or entity. Each residential solid waste utility customer receiving municipal solid waste collection and disposal services shall be entitled to dispose of up to two hundred pounds of solid waste per month at the transfer station free of charge. All other refuse disposed of directly at the municipal transfer station shall be billed the rate of ~~14~~ 14.35 cents per pound.

* * *

ADOPTING PERMANENT AND TEMPORARY MOORAGE RATES AND OTHER HARBOR FEES AND CHARGES:

Permanent Moorage (effective July 1, 2021)

Vessels 20 feet in length and under $2.98 per foot per month, if owners pay in advance for one year.
All other Vessels $3.99 per foot per month

Transient Moorage (effective July 1, 2021)

Vessels up to eighty feet in length $1.24 per foot per day.
Vessels eighty-one feet to one hundred fifty feet in length $2.11 per foot per day.
Any vessel greater than one hundred fifty feet in length $3.17 per foot per day.
A 25% credit in daily transient moorage will be given to any commercial vessel actively loading or unloading fish and which produces a fish ticket or processor contract. The credit will be good for up to 10 days per fish ticket or contract.

Monthly Transient Permit Moorage (effective July 1, 2021)

Monthly up to one hundred fifty feet in length $21.22 per foot of overall length.
Vessels over one hundred fifty feet in length $31.82 per foot of overall length.

Eliason Harbor end ties (effective July 1, 2021)

All vessels $3.66 per foot per day.

Vessel Wait List

Vessels on the wait list shall be charged $3.99 per foot of the overall vessel length, per month, payable in advance, quarterly. The fee paid to get on the wait list is equal to a quarter's moorage and is non-

refundable and does not get applied to moorage.

Other Fees (effective July 1, 2021)

Permanent Float Plane rate:
$262.50 per quarter.

Transient Float Plane rate:

Float Plane rate is $23.81 per day or portion of a day (no charge if moored under one hour)

Garbage – Commercial dumpster - $263.16

Cruise Ship Tender and Security Fees

Tender Fee:
$1,328.42 per ship per day

Security Fee:
$525 per day

5. EFFECTIVE DATE. This ordinance shall become effective on July 1, 2021.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 25th day of May, 2021.

_____
Steven Eisenbeisz, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st reading: 5/11/21
2nd reading and final: 5/25/21

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-083	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Discussion / Direction / Decision on the Harbor Mountain Bypass Cell Tower Parcel Lease				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Memo and Attachments				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Discussion / Direction / Decision on the Harbor Mountain Bypass Cell Tower Parcel Lease.

Recommendation: Direct staff to prepare the lease and ordinance and to provide feedback on any requested changes to the preliminary terms as outlined in this memo.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Amy Ainslie, Planning Director

Date: May 4, 2021

Subject: **Harbor Mountain Bypass Cell Tower Parcel Lease**

Background

On August 5, 2020, the Assembly directed staff to issue a Request for Proposals (RFP) to lease a site on Harbor Mountain Bypass Road for the purpose of cell tower development. CBS was approached by Vertical Bridge/New Horizons (VB/NH) who are contractors for Verizon Wireless with the original request to lease municipal land in this area.

The RFP was developed and advertised from October 2 – November 2, 2020. One proposal was received, and it was from VB/NH. The response was reviewed by CBS staff including Planning, Public Works, Finance, Electric, and SFD. The review team agreed unanimously that some further detail and more competitive terms were needed in order to move forward with a lease; a letter was sent from CBS to VB/NH on December 17th requesting further information.

VB/NH provided a response and modified terms to CBS on February 25th. CBS staff has since reviewed the modified response and felt it was sufficiently complete and competitive to bring forward to the Assembly for consideration.

Analysis

Leases of this length require authorization from the Assembly via ordinance. Staff would like direction from the Assembly to move forward in preparing a lease document and an ordinance for this lease.

Broadly, these are the terms of the lease as proposed:

- $1,000/month base lease price
- 2% annual rent escalator on the base lease price
- 33% revenue sharing for rents paid by future co-locators (i.e. subtenants on the tower exclusive of Verizon Wireless)

- Lease area is approximately 5,625 square feet plus the access drive
- Initial term of 5 years with renewal terms at each 5 year increment for a total of 30 years

Much of the information exchange between CBS and VB/NH centered around the base lease price. Given a few comparable leases in Sitka we were able to find, CBS staff initially felt a substantially higher base lease price was warranted. However, after discussion with the proposers on the investment challenges for new tower development, staff agrees the alternative revenue sharing structure as proposed best balances developer and CBS returns.

Fiscal Note

No expenses for development of the lease and ordinance are expected at this time. A survey of the lease parcel will be a required attachment to the lease agreement and ordinance; as was explicated in the RFP, this expense is to be borne by the selected proposer (VB/NH).

Recommendation

Direct staff to prepare the lease and ordinance and to provide feedback on any requested changes to the preliminary terms as outlined in this memo.

Attachments:

- RFP & Attachments
- VB/NH RFP Response
- CBS Response 12.17
- VB/NH Response 2.25

REQUEST FOR PROPOSALS (RFP)

HARBOR MOUNTAIN BYPASS CELL TOWER PARCEL LEASE

Advertise Request for Proposal	**October 2, 2020 to November 2, 2020**
Submittals Due	**November 2, 2020**

Released October 2, 2020

REQUEST FOR PROPOSALS
ISSUED BY
THE CITY AND BOROUGH OF SITKA, ALASKA
FOR
LEASE OF MUNICIPAL LAND FOR CELL TOWER DEVELOPMENT – A PORTION OF TRACT C ASLS 79-4, HARBOR MOUNTAIN BYPASS ROAD
OCTOBER 2020

A. Overview

The City and Borough of Sitka (CBS) intends to lease a 2,500 – 10,000 square foot tract of land within the northeast portion of Tract C, ASLS 79-4 for the purposes of cellular tower development, construction, and operation. The lease parcel is not yet surveyed, as the intent was to retain flexibility for the selected developer to identify a suitable location for a tower within the area of interest. An aerial vicinity map is provided to indicate the area of interest for lease.

B. Property Characteristics

The area of interest for the lease is located on Harbor Mountain Bypass Road, which is a right-of-way maintained by CBS. It is also proximate to a municipal water tower. Electric service is available in the vicinity; the selected developer will need to extend electric service into the lease parcel.

There are mapped wetlands in the area; the selected developer will need to contact the Alaska Army Corps of Engineers to definitively determine wetlands delineation in the area, and for information regarding development in the wetlands. A map of known wetlands is available in the Appendices and provided as informational only. CBS makes no representations, determinations, or waivers of wetlands in the area and/or regulatory requirements for development of wetlands in this area.

The property is zoned as R-1 single-family and duplex residential. Cellular antennas and towers are allowed. Proposers are encouraged to review the zoning code which can be accessed at: https://www.codepublishing.com/AK/Sitka/

C. Existing Utilities and Construction Information

Single-phase electric service is available in the area; approximately 1,000 feet of underground feed would need to be run to the site and a pad mount transformer installed. If larger electrical needs or three phase power is requested by the selected proposer, CBS can work with the selected proposer to meet the needs for the project. Reponses to the RFP should include power needs/demand.

The proposed location and dimensions of utilities shall be shown in the proposed development plan so they can be evaluated along with the rest of the proposal elements.

Development of this land may increase stormwater runoff onto properties downstream. The selected proposer for this property will be required to adhere to CBS Stormwater Design Standards and complete a comprehensive hydrology study completed by a State of Alaska licensed Civil Engineer and accepted by the CBS Department of Public Works.

The maximum building height in the R-1 zone is 35 vertical feet - CBS recognizes this is below the usual/industry standard for cell tower construction. Upon receiving and selecting a proposal, CBS will apply for a variance through the Sitka Planning Commission to secure rights to build a tower taller than 35 feet based on the total maximum height as described in the Site Plan (see section E) of the selected proposal. This variance will be sought prior to execution of the lease.

Obtaining all necessary geotechnical information and applicable permits during planning, design, and construction shall be sole responsibility of the selected proposer.

D. Surveying

This lease area is not yet surveyed – flexibility is offered for the selected proposer to define the lease boundaries within the designated vicinity. The area to be leased shall be no smaller than 2,500 square feet and no larger than 10,000 square feet. The selected proposer shall commission a survey of the lease area (with a surveyor licensed in the State of Alaska), which will be agreed upon between the selected proposer and CBS prior to execution of the lease documentation. The survey will be completed at the sole expense of the selected proposer.

E. Requirements for Proposals

It is the goal of the CBS for private developers to lease this property and develop it with a cellular tower.

Developers submitting Proposals must include the following requested information arranged in this order:

1. Narrative statement of qualifications of your firm or enterprise and key consultants/contractors to be engaged, if applicable.
2. Qualifications of project manager, engineer(s) of record and surveyor.

3. List of projects previously completed of a similar nature including a construction cost and start/completion dates for each project.
4. Submit an organizational chart showing a designated project manager and staff, including consultants/contractors, if known.
5. Statement of proposer's experience working in Southeast Alaska or a similar environment.
6. Site Plan: Detailed proposed lease lot and structure layout with approximate dimensions of parcel, buildings/structures/improvements, site security, and landscaping, fences, or any other features that would provide buffer or visual screening of the tower.
7. Details on proposed roads, utilities, and drainage improvements to be constructed. Include expected electric power demand.
8. Concept narrative of your development plan for the project including estimated time of completion, site security, and improvements to services for cell users.
9. Sources of funding for the project and a tentative development timetable.
10. Proposed lease price: Proposed lease price should be expressed as US dollars per year.
11. Responses are limited to no more than 15 pages.

Responses to this RFP will be evaluated and ranked based on the following criteria (100 points total):

1. Development/Site Plan (0 to 20 points)
   Does the proposal address site security? Does the proposal include provisions for buffering/visual screening? Is proposer (and team) qualified to perform the work?

2. Co-Location Opportunities (0 to 20 points)
   How many spaces to accommodate co-location for future wireless carriers will be designed?

3. Timeliness of Development (0 to 10)
   How soon will the tower be constructed and service available once the lease is executed?

4. Lease Price (0 to 50 points)
   Points for lease price shall be awarded based upon the following formula:
   (Your Lease Price/Highest Lease Price) X 50 points

F. Submissions and Inquiries

Submit five (5) copies of your Proposal(s) to:

City and Borough of Sitka, Municipal Clerk
100 Lincoln Street,
Sitka, Alaska 99835

The exterior of packaging, containing the proposals, shall be clearly marked **Harbor Mountain Bypass Cell Tower Parcel Lease.**

Proposals will be received until **4:00 p.m. local time Monday, November 2, 2020**.

As a part of the review of proposals, CBS may, at its discretion, require the submittal of additional detailed information.

The City and Borough of Sitka has not, as of the date of the preparation of this RFP, established a review timetable.

Prior to the submittal, inquiries may be directed to Amy Ainslie, Planning Director, City and Borough of Sitka at planning@cityofsitka.org. While phone inquiries can be made to (907) 747-1815, emails are requested to allow for tracking of potential questions.

The CBS reserves the right to modify this RFP at any time. CBS further reserves the right to evaluate the proposals in any manner CBS deems appropriate.

CBS reserves the right to accept or reject any and/or all proposals, to waive irregularities or informalities in the proposals, and to negotiate a contract with the proposer that best meets the selection criteria.

The materials provided in this RFP and appendices are provided for informational purposes only. Potential proposers shall take responsibility for independently verifying all information. Any lease of the land will be in the condition "as is". Any lessee will assume the entire risk as to the quality and suitability of the land for their intended purpose(s).

Outline of Appendices

A. Aerial vicinity map – area of interest
B. Topography map
C. Known wetlands mapping
D. Survey Document: Tract C, ASLS 79-4

Request for Proposal (RFP)
by
City and Borough of Sitka, Alaska
for
Harbor Mountain Bypass Cell Tower Parcel Lease

Supplemental Documents

1. Aerial vicinity map ……. Page 2-3
2. Topography map……. Page 4
3. Known wetlands mapping..……. Page 5
4. Survey document: Tract C, ASLS 79-4…...……... Page 6

Useful Links and Resources

City and Borough of Sitka Web GIS
http://www.mainstreetmaps.com/ak/sitka/public.asp

Sitka General Code
https://www.codepublishing.com/AK/Sitka/

City and Borough of Sitka Bids and RFPs
https://www.cityofsitka.com/government/departments/publicworks/BidRFP.html

Any questions regarding this project should be directed to Amy Ainslie, Planning Director, at planning@cityofsitka.org, (907) 747-1815.

Municipal Water Tower
Vicinity of Lease Area
Harbor Mountain Road
Harbor Mountain Bypass
Kincroft Way
Nicole Drive
Ross Street
Bishopsee Court

Harbor Mountain Bypass

Municipal Water Tower
Vicinity of Lease Area
HARBOR MOUNTAIN ROAD (EXTENSION)
HALIBUT POINT ROAD
KRAMER AVENUE/HARBOR MOUNTAIN BYPASS
KRAMER AVENUE

U.S. Fish and Wildlife Service
National Wetlands Inventory

Granite Creek

June 15, 2020

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Wetlands Inventory (NWI)
This page was produced by the NWI mapper

LEGAL DESCRIPTION - BOUNDARY SURVEY OF TRACTS A,B,C & D, U.S. SURVEY NO. 3806

A CERTAIN TRACT OR PARCEL OF LAND LYING AND BEING SITUATE WITHIN A FRACTION OF U.S. SURVEY NO. 3806 (FRACTIONS OF PROTRACTED SECS. 15, 16, 22, 26 AND 27, T.55S., R.63E., C.R.M.), CITY AND BOROUGH OF SITKA, FIRST JUDICIAL DISTRICT, STATE OF ALASKA, BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS;

BEGINNING AT THE ORIGINAL GLO/BLM MONUMENT CORNER NO. 1, U.S. SURVEY NO. 3806, SAID MONUMENT HAVING AN APPROXIMATE GEOGRAPHIC POSITION OF LATITUDE = 57°06'N; LONGITUDE = 135°23 1/2'W; THENCE ALONG LINE 1-2, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY BETWEEN TRACT C, U.S. SURVEY NO. 3806; LOTS 22 AND 23, U.S. SURVEY NO. 2419; LOT 2, U.S. SURVEY NO. 3805 AND LOTS 24 THROUGH 31, U.S. SURVEY NO. 2420, ALONG A SURVEY LINE PASSING THROUGH COMMON MONUMENTS ALONG THE AFOREMENTIONED COMMON BOUNDARY LINE, THE FOLLOWING COURSES; S 30°08'45" E - 396.07'; S 30°01'00" E - 396.02'; S 30°03'15" E - 395.34'; S 30°04'00" E - 396.12'; S 30°03'45" E - 395.69'; S 30°01'45" E - 792.21'; S 30°03'15" E - 395.40'; S 30°09'30" E - 165.27'; S 29°59'15" E - 395.95'; S 30°02'00" E - 395.95' TO CORNER NO. 2, U.S. SURVEY NO. 3806; THENCE ALONG LINE 2-3, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY LINE BETWEEN TRACT B, U.S. SURVEY NO. 3806 AND A DEDICATED RIGHT-OF-WAY WITHIN U.S. SURVEY NO. 2419, N 76°39'00" E - 376.05' TO THE ORIGINAL GLO/BLM MONUMENT CORNER NO. 3, U.S. SURVEY NO. 3806; THENCE ALONG LINE 3-4 AND 4-5, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY LINE BETWEEN TRACT A, U.S. SURVEY NO. 3806 AND LOTS 17 THROUGH 21, U.S. SURVEY NO. 2419 ALONG SURVEY LINES PASSING THROUGH COMMON MONUMENTS ALONG THE AFOREMENTIONED COMMON BOUNDARY LINE, THE FOLLOWING COURSES; S 30°01'15" E - 395.55'; S 29°58'30" E - 792.16'; S 30°02'30" E - 395.95'; S 30°01'15" E - 395.57'; S 59°59'15" W - 329.40' TO ORIGINAL GLO/BLM MONUMENT CORNER NO. 5, U.S. SURVEY NO. 3806; THENCE ALONG LINES 5-6 AND 6-7, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY LINE BETWEEN TRACT A, U.S. SURVEY NO. 3806 AND LOTS C THROUGH K, U.S. SURVEY NO. 2749 ALONG A SURVEY LINE PASSING THROUGH COMMON MONUMENTS ALONG THE AFOREMENTIONED COMMON BOUNDARY LINE, THE FOLLOWING COURSES; S 30°01'45" E - 263.97'; S 30°01'45" E - 264.08'; S 30°02'30" E - 164.98'; S 30°01'45" E - 161.71'; S 30°01'15" E - 168.32'; S 29°59'15" E - 164.98'; S 10°27'15" E - 264.06'; S 10°27'15" E - 165.04', S 10°27'15" E - 295.19' TO ORIGINAL GLO/BLM MONUMENT CORNER NO. 7, U.S. SURVEY NO. 3806; THENCE ALONG LINES 7-8 AND 8-9, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY LINE BETWEEN TRACT A, U.S. SURVEY NO. 3806 AND LOTS 10 THROUGH 14, U.S. SURVEY NO. 2418 ALONG A SURVEY LINE PASSING THROUGH COMMON MONUMENTS ALONG THE AFOREMENTIONED COMMON BOUNDARY LINE, THE FOLLOWING COURSES; N 59°59'00" E - 320.24'; S 30°03'30" E - 395.57'; S 30°01'45" E - 396.11'; S 30°01'30" E - 396.16'; S 30°01'30" E - 395.93'; S 30°02'00" E - 396.01' TO ORIGINAL GLO/BLM MONUMENT CORNER NO. 9, U.S. SURVEY NO. 3806; THENCE ALONG LINES 9-10 AND A FRACTION OF LINE 10-11, U.S. SURVEY NO. 3806, SAID LINE BEING THE COMMON BOUNDARY LINE BETWEEN TRACT D, U.S. SURVEY NO. 3806 AND LOT 1, U.S. SURVEY NO. 3746 AND LOT 6-A, U.S. SURVEY NO. 2747, THE FOLLOWING COURSES; S 28°11'45" E - 471.24'; S 30°00'45" E - 488.12' TO MONUMENT CORNER NO. 7, LOT 1, BLOCK 4, CASCADE CREEK SUBDIVISION, SAID CORNER BEING ON THE AFOREMENTIONED COMMON BOUNDARY LINE BETWEEN TRACT D, U.S. SURVEY NO. 3806 AND LOT 6-A, U.S. SURVEY NO. 2747 AND BEING ON THE NORTHWESTERLY MOST CORNER OF CASCADE CREEK SUBDIVISION; THENCE ALONG THE NORTHERLY BOUNDARY LINE OF CASCADE CREEK SUBDIVISION BEING COMMON TO THE SOUTHERLY BOUNDARY LINE OF TRACT D, U.S. SURVEY NO. 3806, THE FOLLOWING COURSES; N 59°32'00" E - 67.34'; N 59°48'45" E - 336.53'; N 46°47'30" E - 448.34' TO A POINT ON CURVATURE; THENCE ALONG A 12°09'30" CURVE TO THE RIGHT (RADIUS = 471.14') THROUGH AN ARC OF 22°29'42", AN ARC LENGTH OF 184.98' (CHORD = N 31°20'30" E - 183.79') TO A POINT OF TANGENCY ON THE NORTHERLY RIGHT-OF-WAY LIMITS OF CASCADE CREEK ROAD; THENCE CONTINUING ALONG THE AFOREMENTIONED NORTHERLY RIGHT-OF-WAY LIMITS OF CASCADE CREEK ROAD, N 42°35'15" E - 243.69' TO A POINT OF CURVATURE; THENCE ALONG A 13°56'38" CURVE TO THE LEFT (RADIUS = 410.90') THROUGH AN ARC OF 22°42'54", AN ARC LENGTH OF 162.90' (CHORD = N 31°12'45" E - 161.84') TO A POINT OF TANGENCY; THENCE CONTINUING N 19°52'15" E - 139.84' TO A POINT ON THE COMMON BOUNDARY LINE BETWEEN U.S. SURVEY NO. 3806 AND THE NATIONAL FOREST BOUNDARY, SAID POINT BEING ON LINE 16-17, U.S. SURVEY NO. 3806 AND LINE AP NO. 1-AP NO. 2, U.S. SURVEY NO. 3565; THENCE ALONG AFOREMENTIONED COMMON BOUNDARY LINE ALONG LINE 16-17, U.S. SURVEY NO. 3806 ALONG A SURVEY LINE PASSING THROUGH COMMON MONUMENTS ON THE AFOREMENTIONED COMMON BOUNDARY LINE, THE FOLLOWING COURSES; N 29°39'00" W - 35.59' TO WITNESS POSITION MONUMENT NO. 2, U.S. SURVEY NO. 3565; THENCE N 29°40'15" W - 1932.05' TO WITNESS POSITION MONUMENT NO. 3, U.S. SURVEY NO. 3565; THENCE N 29°42'15" W - 2412.97' TO WITNESS POSITION MONUMENT NO. 4, U.S. SURVEY NO. 3565; THENCE N 29°30'30" W - 1041.98' TO WITNESS POSITION MONUMENT NO. 5, U.S. SURVEY NO. 3565; THENCE N 29°38'15" W - 2530.15' TO WITNESS POSITION MONUMENT NO. 6, U.S. SURVEY NO. 3565; THENCE N 29°27'30" W - 2632.07' TO ANGLE POINT MONUMENT NO. 2, U.S. SURVEY NO. 3565 BEING COMMON TO CORNER NO. 17, U.S. SURVEY NO. 3806; THENCE ALONG LINE 17-1, U.S. SURVEY NO. 3806 BEING COMMON TO LINE 3-4, U.S. SURVEY NO. 3670, S 59°46'00" W - 1659.50' TO CORNER NO. 1, U.S. SURVEY NO. 3806 BEING THE TRUE POINT AND PLACE OF BEGINNING.

CONTAINING 380.17 ACRES (153.85 HECTARES)

GENERAL NOTES

1). AUTHORIZATION TO CONDUCT THE BOUNDARY RETRACEMENT SURVEY OF U.S. SURVEY NO. 3806 AND SUBSEQUENT SUBDIVISION OF SAID LAND INTO TRACTS A, B, C AND D, U.S. SURVEY NO. 3806 WAS BY LETTER DATED SEPTEMBER 18, 1978 FROM MR. GENE REHFIELD, CITY ENGINEER, CITY AND BOROUGH OF SITKA, ALASKA.

2). SPECIAL INSTRUCTIONS FOR THIS SURVEY WERE BY CONTRACTUAL DOCUMENTS DATED AUGUST 24, 1978 AS WRITTEN BY MR. JERRY D. SIMPSON, L.S., DIRECTOR OF PUBLIC WORKS, CITY AND BOROUGH OF SITKA, ALASKA.

3). THE BASIS-OF-BEARING UTILIZED FOR THE RETRACEMENT SURVEY OF ALL WORK DENOTED BY THIS PLAT WAS THE ORIGINAL RECOVERED G.L.O. MONUMENTS LOCATED ON CORNERS 5 AND 6, LOT 1, BLOCK 4, CASCADE CREEK SUBDIVISION, A FRACTION OF U.S. SURVEY NO. 3806. THE ACCEPTED BEARING OF RECORD OF SAID MONUMENTS WAS N 59°51'20" E.

4). FIELD EQUIPMENT UTILIZED TO CONDUCT THIS SURVEY INCLUDED, BUT WAS NOT LIMITED TO, THE FOLLOWING; WILD T2E THEODOLITE, WILD T1 THEODOLITE, HEWLETT-PACKARD MODEL 3805 ELECTRONIC DISTANCE MEASURING DEVICE, 200' "ADO" BABBIT TAPE CERTIFIED TO A STANDARD LOVAR TAPE, NUMEROUS HAND TOOLS, ETC.

5). THE WORK WAS CONDUCTED FOLLOWING SURVEY SPECIFICATIONS AS PUBLISHED WITHIN THE DEPARTMENT OF COMMERCE, NATIONAL OCEAN SURVEY PUBLICATION, "CLASSIFICATION, STANDARDS OF ACCURACY, AND GENERAL SPECIFICATIONS OF GEODETIC CONTROL SURVEYS", THIRD ORDER, CLASS II TRAVERSE SURVEYS.

6). WHERE RECORD GLO/BLM SURVEY COURSES (BEARING AND DISTANCE) DIFFER FROM FIELD SURVEY COURSES AS RECOVERED BY THIS RETRACEMENT AND SUBDIVISION SURVEY, THE RECORD SURVEY COURSE IS SHOWN IN PARENTHESES, THUSLY, (N 30°00'00" W - 396.00') WHILE THE FIELD MEASURED COURSE BY THIS RETRACEMENT SURVEY, IS SHOWN WITHOUT PARENTHESES, THUSLY, N 30°03'45" W - 395.69'.

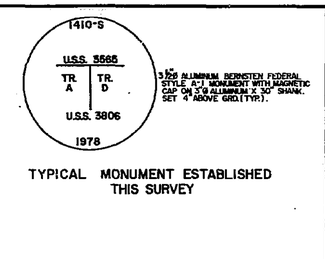
7). 1 U.S. ACRE = 0.4047 HECTARE.

8). 1 METER = 3.280833 U.S. SURVEY FEET.

9). A RIGHT-OF-WAY PERMIT EXISTS WITHIN TRACT C, U.S. SURVEY NO. 3806, AS SHOWN. SAID RIGHT-OF-WAY PERMIT WAS ISSUED BY THE STATE OF ALASKA IN 1964 TO MR. BARTON SOLLARS, BOX 771, SITKA, ALASKA. THE RIGHT-OF-WAY PERMIT IS TO CONSTRUCT AND MAINTAIN A DOMESTIC WATER SUPPLY.

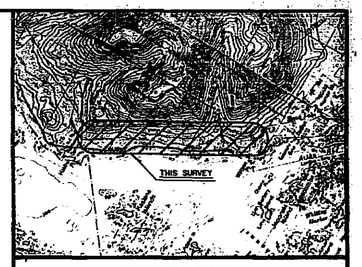
10). ALL G.L.O. AND/OR B.L.M. CORNER MONUMENTS RECOVERED BY THIS SURVEY HERE SET AND MARKED AS "CALLED OUT" WITHIN ORIGINAL GLO/BLM FIELD NOTES OF RECORD.

11). THE ORIGIN OF THE APPROXIMATE GEOGRAPHIC POSITION OF CORNER NO. 1, U.S. SURVEY NO. 3806 WAS THE B.L.M. PLAT OF RECORD FOR SAID SURVEY, DATED DECEMBER 23, 1960.



3 1/2" ALUMINUM BERNSTEN FEDERAL STYLE A-1 MONUMENT WITH MAGNETIC CAP ON 3/8" ALUMINUM X 30" SHANK. SET 4" ABOVE GROUND.

TYPICAL MONUMENT ESTABLISHED THIS SURVEY

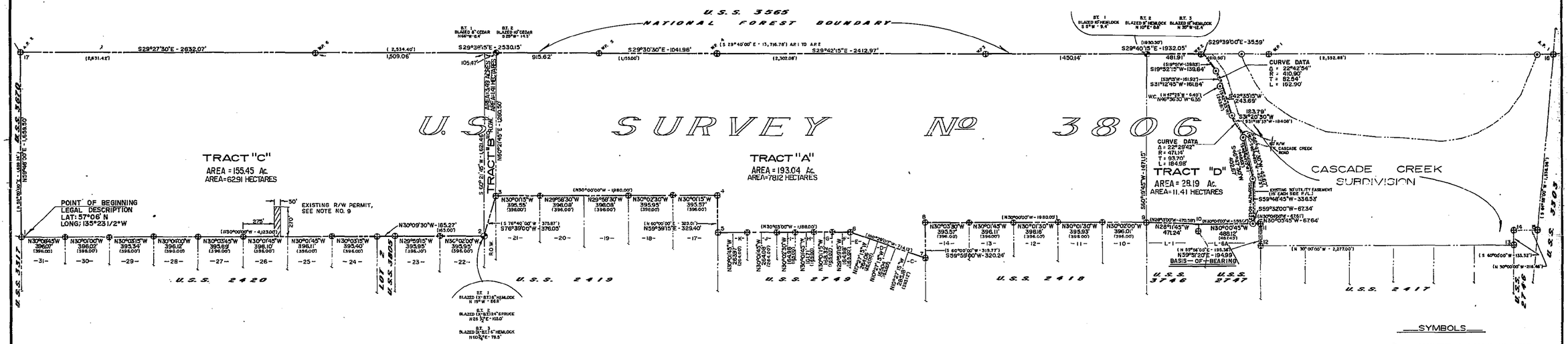


VICINITY MAP

SOURCE: U.S.G.S. QUADRANGLE SITKA (A-4 & A-5), ALASKA

SCALE = 1:63,360

DATE: A-4 ; 1951 A-5 ; 1951 REV: A-4 ; 1969 A-5 ; 1963



SYMBOLS

- RECOVERED G.L.O./B.L.M MONUMENT
- SURVEY BOUNDARY LINE
- PRIMARY MONUMENT (SET THIS SURVEY)
- MONUMENT SET BY OTHERS

OWNERSHIP CERTIFICATION

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE DIRECTOR, ALASKA DIVISION OF LANDS AND THAT THE STATE OF ALASKA IS THE OWNER OF U.S. SURVEY NO. 3806, AS SHOWN HEREON. I HEREBY APPROVE THIS SURVEY AND SUBDIVISION PLAT FOR THE STATE OF ALASKA.

DATE 4/19/79 — DIRECTOR, ALASKA DIVISION OF LANDS

NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS 19 DAY OF April, 1979.

NOTARY FOR ALASKA — MY COMMISSION EXPIRES Dec 1980

CERTIFICATION OF APPROVAL BY THE STATE

I HEREBY CERTIFY THAT THE PLAT OF SURVEY SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SURVEY REQUIREMENTS OF THE STATE OF ALASKA AND IS APPROVED FOR RECORDING IN THE OFFICE OF THE RECORDER.

4/19, 1979

DIRECTOR, DIVISION OF LANDS, DEPARTMENT OF NATURAL RESOURCES

CERTIFICATE DEDICATION OF RIGHT OF WAY

I HEREBY DEDICATE TRACT B AS A RIGHT-OF-WAY FOR PUBLIC ACCESS AND/OR PUBLIC UTILITIES AS SHOWN AND DESCRIBED HEREON.

4/19/79 DATE — DIRECTOR, ALASKA DIVISION OF LANDS

SELECTION INFORMATION

Mental Health - 94
Tentative Approval dated 4/30/62
Patent No. 1226844 dated 5/11/62

ALASKA STATE LAND SURVEY NO. 79-4
BOUNDARY RETRACEMENT AND SUBDIVISION SURVEY OF U.S. SURVEY № 3806
WITHIN THE CITY & BOROUGH OF SITKA, ALASKA

SCALE: 1" = 400' (1:4,992 M.)

CERTIFICATION OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY RESOLUTION NO. ___ DATED _____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

DATE 2-27-79 — CHAIRMAN, PLATTING BOARD

ATTEST: SECRETARY

SEAL 79-615

COPY
RECORDED - FILED
Sitka REC. DIST.
DATE 4-26 1979
TIME 9:10 A.M.
RECORDED BY AS/DC
ADDRESS Anch.
BOOK ___ PAGE ___

CERTIFICATION OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK ___, PAGE ___, DATED _____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

3/27/79 DATE — CHAIRMAN, MAYOR

ATTEST: CLERK-TREASURER

SEAL — CITY OF SITKA

SURVEYOR'S STATEMENT

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

DATE: 2-16-79 REGISTRATION NO.: 1410-S

STATE OF ALASKA — 4028 — REGISTERED LAND SURVEYOR — JERRY D. SIMPSON

PLAT PREPARED 11-1-78

DATE OF SURVEY: Beginning 9-22-78, Ending 10-15-78	NAME OF SURVEYOR: R & M CONSULTANTS, INC. P.O. BOX 1766 JUNEAU, ALASKA 99802

STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF LANDS
ANCHORAGE, ALASKA

ALASKA STATE LAND SURVEY NO. 79-4
WITHIN FRACTIONS OF PROTRACTED SECS. 15,16,22,26 & 27, T.55 S., R.63 E., C.R.M.
BOUNDARY RETRACEMENT & SUBDIVISION SURVEY OF U.S. SURVEY NO. 3806
WITHIN THE CITY & BOROUGH OF SITKA, ALASKA

DRAWN BY: M.A.J.	APPROVAL RECOMMENDED: Office Engineer, For The CHIEF CADASTRAL ENGINEER	
DATE APPROVED: 4/19/79	APPROVED: Director of Lands	
SCALE: 1" = 400'	CHECKED BY: M.A.M.	FILE NO.: 2314 , GSI 79-1 (ASLS 79-4)

Response to the City and Borough of Sitka, Alaska
Harbor Mountain Bypass Cell Tower Parcel Lease RFP

Submitted by:

Vertical Bridge Development, LLC
("Vertical Bridge")
750 Park of Commerce Dr, Suite 200
Boca Raton, FL 33487
www.verticalbridge.com website
Contact: Steve Hedges, Project Manager
SHedges@verticalbridge.com email
773.988.1715 mobile

And its agent:

New Horizons Telecom, Inc.
901 Cope Industrial Way
Palmer, AK 99645
Contact: Sherrie Greenshields, Program Manager
SGreenshields@nhtiusa.com email
907.761.6057 mobile

1.0 Statement of Qualifications

Vertical Bridge – Tower Developer & Owner and Program Management

Vertical Bridge is the largest private owner and manager of communication infrastructure in the country, with more than 288,000 owned and managed sites nationwide. Vertical Bridge offers wireless and broadband carriers, and other wireless telecom companies, locations and infrastructure needed to improve wireless services for their customers.

Vertical Bridge offers wireless, broadcast, WISPs and IoT providers a variety of solutions to fit their network needs. Vertical Bridge's infrastructure is located in all 50 states; in urban, suburban, traffic corridor and rural locations and often in areas where there are no other suitable structures to improve wireless coverage.

Vertical Bridge plans to design this tower and ground compound to accommodate the anchor carrier Verizon, plus three (3) additional future co-locators.

New Horizons Telecom, Inc, - Site Acquisition and Engineering Consultant

New Horizons Telecom, Inc. specializes in the delivery of turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries. Established in 1978, New Horizons is an engineering and construction firm created to meet the challenge of making modern telecommunications services available throughout Alaska.

New Horizons employs a diverse program management and engineering staff to ensure a high quality, timely and cost-conscious solutions for our clientele. From site inspection and leasing to design and permitting, our engineers have decades of experience to draw upon.

New Horizons has successfully delivered on thousands of projects, many within some of the harshest and most remote environments in Alaska. New Horizons turn-key approach ensures that potential gaps are bridged from the start, and project risks are identified and mitigated early.

Acutek - Surveyor

A small Alaska owned company established in 1987, which specializes in telecommunication surveys and many other types of commercial construction projects.

Acutek staff utilizes the latest computer software to provide detailed, accurate, comprehensive final products. Acutek uses the state-of-the art survey equipment that has been proven to be efficient, precise, and cost effective.

Site Build Contractor – Site Construction

Vertical Bridge has established relationships with various construction companies licensed to work in Alaska. Vertical Bridge construction projects are competitive bid. Vertical Bridge restricts bidding to a select group of construction companies, all of which have established track records for building sites on schedule and on budget.

2.0 Qualifications – Project Personnel

Vertical Bridge

Steve Hedges is the Project Manager for Vertical Bridge that, if approved, will be responsible for the Development and Construction of this proposed tower. Steve has over 20 years of experience in the development of wireless communications infrastructure and has been building towers for Vertical Bridge for over 4 years.

New Horizons Telecom, Inc.

Sherrie Greenshields (Project Manager) - Sherrie has over 23 years of experience in environmental permitting and program management. Skilled in permitting large communication network projects to include; undersea fiber optic, cable installations, and communication towers. Experience conducting public meetings, coordinating communication between multiple disciplines and establishments.

Dale Browning, PE (Civil/Structural) – Dale has 35 years of engineering design experience. The past 10 years have been in Alaska. He specializes in foundation designs for communication towers in remote areas of Alaska and often in difficult soil conditions. His experience also includes site design, analysis of steel, concrete, wood, and masonry buildings and structures.

Patrick Goodyear, PE (Electrical) – Patrick has 36 years of engineering design in electrical power system, microwave communication system, satellite communication system, and mobile wireless system designs. Projects have involved application of the NEC, remote power, prime power and standby generators, electrical system upgrades, DC plant work, grounding/bonding, 5G deployment, fiber communications, utility coordination, and renewable energy.

Acutek

Terry Nicodemus, PLS - Mr. Nicodemus has over 57 years in the surveying profession. Through the years, Mr. Nicodemus worked for numerous survey firms in all positions. During the past twenty years his responsibilities have included management of multiple field survey crews. Mr. Nicodemus between 1995 and 2011 has served 9 years on the Matanuska Susitna Borough Platting Board including 6 years as the chair. In 2011 he was named to the Matanuska Susitna Borough Board of Adjustments and Appeals and he is currently the chairman. His knowledge and expertise concerning all levels of the survey profession make him an invaluable member of any team.

3.0 List of Projects

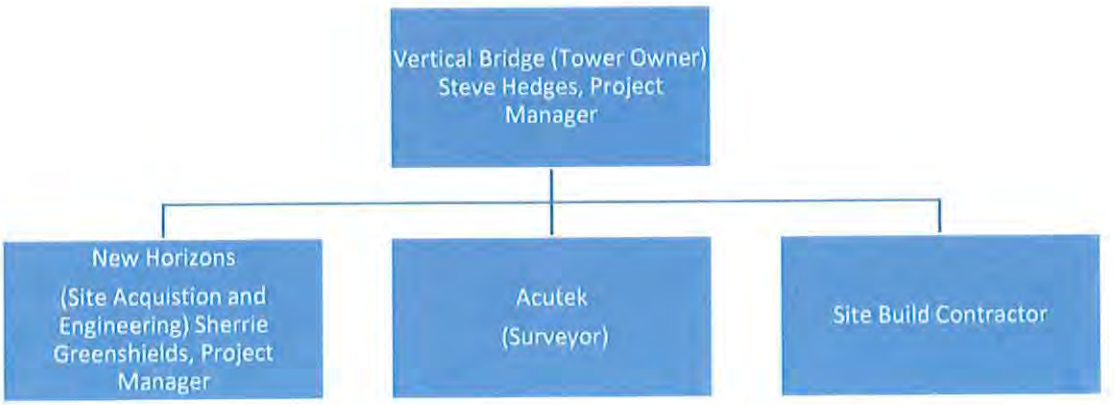
Below are the last three (3) towers built by Vertical Bridge in Alaska:

- US-AK-5238 Anderson: Anderson, AK

- Approximate Construction Timeframe: 9/1 to 10/31
- Total Development & Construction Costs: $384,745

- US-AK-5240 Delta Junction: Delta Junction, AK
  - Approximate Construction Timeframe: 10/1 to 11/30
  - Total Development & Construction Costs: $548,628
- US-AK-5242 Scotty Lake: Petersville, AK
  - Approximate Construction Timeframe: 9/1 to 10/31
  - Total Development & Construction Costs: $521,775

4.0 Organization Chart



5.0 Project Experience – SE Alaska

Vertical Bridge

Vertical Bridge is the largest tower owner in Alaska, works with major carriers such as Verizon Wireless, AT&T and GCI for developing and building new towers. Steve Hedges, Project Manager, is currently working on the development of +20 new towers in the State of Alaska, and more specifically several in the Sitka area.

New Horizons Telecom, Inc.

New Horizons logistic knowledge and capabilities for remote Alaska project design, permitting and construction are extensive. Our remote site projects routinely require the use of helicopter and barge logistics for mobilization of personnel and equipment. Our facility in Palmer, Alaska is located on the south ramp of the Palmer Airport providing a direct connection between the local 6000-foot runway and the state's road and rail system.

From new tower installation to stand-alone, prefabricated equipment shelters for ocean cables to full size, commercial structures or remote facilities, New Horizons has the experience and skill to implement building needs regardless of scale. We are a statewide innovator in foundation design and construction – our past installations have incorporated concepts ranging from concrete mass and driven pile to rock bolt and frozen arctic foundation systems.

Specific to SE Alaska since 1978, we have designed, permitted and constructed projects from towers for both cellular and microwave communications and remote microwave reflectors. Several turnkey construction projects have occurred in environmentally sensitive areas such as National Forests. New Horizons attention to innovative solutions, while providing practical functionality, meeting environmental and logistic challenges is unmatched. We also have upgraded fuel tanks systems in remote SE Alaska mountain tops and performed environmental remediation services.

Acutek

Acutek has worked in SE AK for numerous years, including multiple communication site development projects over the past several years. They are familiar with working with the municipalities and Tribal organizations to reach mutual benefits of building Alaska's infrastructure. They are proficient and competent in navigating both the terrain and code requirements to perform the surveys that are both legible and accurate.

6.0 Site Plan

Through choices in site placement, design and tower height the proposed construction is designed to fill the significant gap in Verizon Wireless coverage in the least intrusive manner possible. The proposed site is located on a parcel of land which is currently undeveloped. The surrounding area is a large undeveloped lot. The general area depicted in the attached graphic was selected due to its proximity to existing power that serves the water tower. Another major factor was that this area is not within a designated wetlands area, per the U.S. Fish and Wildlife Service National Wetlands Inventory, which will significantly reduce environmental impacts. However, we will work with the U.S. Army Corps. of Engineers to verify wetlands delineation of the project area during the permitting and engineering stage of the project.

We have provided a basic site plan showing the proposed tower build. The tower structure is planned to be an 85' monopole with a 5' lightning rod connected at the top, for an overall structure height of 90'. The tower compound will be surrounded by a six-foot chain link fence. The site will be secured with a locked gate with coded entry. The tower site will be accessed using a newly constructed ~14' wide driveway to the site. The site can be strategically planned and placed to maximize existing tree cover to screen the site visually from the roadway. A detailed set of construction drawings for the tower construction will be developed following a survey of the site location and environmental studies. The drawings will be certified by a licensed professional engineer demonstrating soundness and conformity with all applicable codes, as well as State and federal law.

7.0 Project Details – Infrastructure Improvements for Site Build

After a search of available sites which could meet the technical requirements necessary to fill the Verizon Wireless coverage gaps, a location within No Name Mountain – Granite Creek, Parcel 24940000, was located. This area will allow for construction meeting network requirements. This tower location is the least intrusive and most appropriate option to meet the significant gap in Verizon Wireless coverage, which can only be met through placement of a new tower. The lease parcel proposed is 75 ft. by 75 ft. square and adjacent to Harbor Mountain Bypass Road and near an existing water tank. Commercial power is nearby, servicing the existing watertank. A new 14' wide access road/driveway will be built from Harbor Mountain Access Road to the site. Power is assumed to route from existing overhead service lines. Placement of power pole(s), or buried underground conduits, to the site will be necessary and will be determined during site design with the local power company. Power requirements for the tower facility will be 800 amps, single phase power and Vertical Bridge will set a 4-gang meter that will accommodate Verizon Wireless and three (3) additional future co-locators.

8.0 Development Plan

The proposed construction is designed to fill the significant gap in Verizon Wireless coverage (anchor tenant) in the least intrusive manner possible. The proposed site is located on a parcel of land which is undeveloped. The surrounding area is a large undeveloped parcel.

Attached is a proposed site plan (Appendix A). A more detailed site plan/construction drawings for the tower construction will be developed and submitted upon RFP award. The drawings will be certified by an Alaska licensed professional engineer demonstrating soundness and conformity with all applicable codes, as well as State and federal law. The tower complex will be surrounded by a six-foot chain link fence. The tower site will be accessed using a new driveway.

The tower structure is a monopole. Site placement should allow existing foliage and trees to help in screening the site.

Vertical Bridge prefers not to illuminate towers. Illumination is typically only installed when instructed by the FAA for the health and safety of aviators or when otherwise required by federal and state agencies. The FAA determination for this location has not been filed. A licensed surveyor will need to provide documentation giving both vertical and horizontal placement for the proposed tower before this can be determined.

The tower is being designed at the initial 85' height necessary to assure that the significant gap in Verizon Wireless service coverage can be filled. The tower and foundation will also be built with enough capacity to allow for collocation of future carriers, both on the built structure, and also designed with enough structural capacity to allow for a possible future tower extension of height in case a future co-locator needs additional height to fill in their coverage gap. Any possible future extension would of course need approval of CBS, but it will be designed to be possible. This tower will be constructed to an engineering standard that allows four (4) carriers to locate equipment on the structure. The proposed tower will be designed and engineered to accommodate Verizon Wireless proposed equipment, plus three (3) additional future additional sets of antennas.

Vertical Bridge understands that the development of this land may possibly increase stormwater runoff onto downward properties, and will adhere to any CBS Stormwater Design Standards and will have completed a comprehensive hydrology study by a State of Alaska licensed Civil Engineer and submit the study to CBS Department of Public Works.

9.0 Funding and Development Timeline

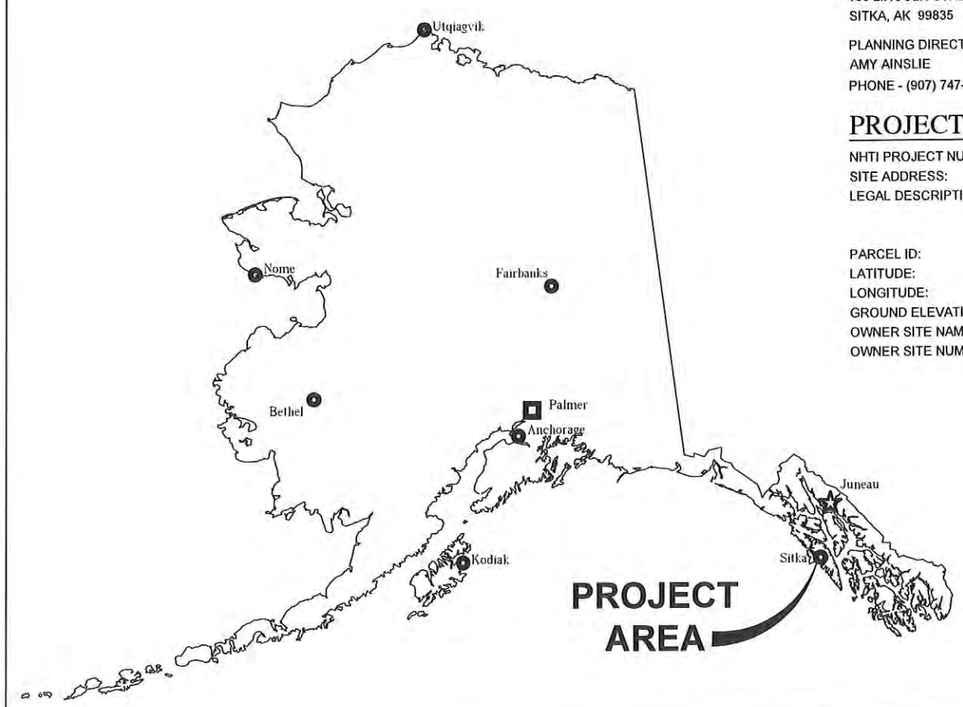
Vertical Bridge is the largest private tower developer in the country, sources are self-funded to develop new towers to add in the portfolio.

The Development process of the proposed tower will start immediately if we are to be awarded the RFP, and the actual Construction is most likely to start during the 2021 construction season. As soon as the RFP is awarded, the project would begin site survey, due diligence and environmental studies required for federal and local permitting. All applicable permits would be obtained prior to site construction. Vertical Bridge will attempt to maximize winter downtime to complete permitting and site engineering. Tower construction would be completed in 2021 after receipt of applicable Federal and Local permits. The carrier would like to start providing improved wireless service in the area as soon as possible, so please be assured that we will work very diligently to get to that point of construction start. Vertical Bridge will endeavor to "fast-track" the development and construction of the tower so that Verizon Wireless can start providing improved wireless service. As of right now, if the RFP is awarded by end of November, the forecast for construction start would be mid-to-late summer 2021.

10.0 Proposed Lease Price

Vertical Bridge proposes an annual rent lease payment of Nine Thousand Dollars ($9,000), with an annual escalator increase of one percent (1%).

VERTICAL BRIDGE DEVELOPMENT, LLC
GRANITE CREEK
US-AK-5268



CONTACT INFORMATION

TOWER OWNER:
VERTICAL BRIDGE DEVELOPMENT, LLC
750 PARK OF COMMERCE DRIVE, SUITE 200
BOCA RATON, FL 33487

PROJECT MANAGER:
STEVE HEDGES
PHONE - (773) 988-1715

ENGINEERING:
NEW HORIZONS TELECOM, INC.
901 COPE INDUSTRIAL WAY PALMER,
ALASKA 99645 PHONE - (907)
761-6000 LICENSE # AECC610

CIVIL ENGINEER :
DALE R. BROWNING, PE
PHONE - (907) 761-6069

PROPERTY OWNER:
CITY AND BOROUGH OF SITKA
100 LINCOLN STREET
SITKA, AK 99835

PLANNING DIRECTOR:
AMY AINSLIE
PHONE - (907) 747-1815

PROJECT INFORMATION

NHTI PROJECT NUMBER:	20-0089-90-08
SITE ADDRESS:	MILE 0.8 HARBOR MOUNTAIN BYPASS ROAD - SITKA, AK 99835
LEGAL DESCRIPTION:	TRACT C, ALASKA STATE LAND SURVEY NO. 79-4, ACCORDING TO PLAT NO. 79-13, SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA
PARCEL ID:	2-4940-000
LATITUDE:	57° 05' 55.32" N (PRELIMINARY)
LONGITUDE:	135° 23' 22.92" W (PRELIMINARY)
GROUND ELEVATION:	180' (PRELIMINARY)
OWNER SITE NAME:	GRANITE CREEK
OWNER SITE NUMBER:	US-AK-5268

DRAWING INDEX

SHEET #	TITLE	REV #
T1.0	COVER SHEET	A
C1.0	SITE PLAN	A
C1.1	COMPOUND PLAN	A
C2.0	TOWER ELEVATION	A

(907) 278-3121

Know what's below. Call before you dig.

NEW HORIZONS

PRELIMINARY SITE PLAN

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	201028

COVER SHEET

T1.0

FILE: X:\20 JOBS\20-0089-90 VERTICAL BRIDGE - VERIZON BTS SITES\SITES\08 - GRANITE CREEK US-AK-5268\05-ENGR\CAD\T1.0 COVER SHEET.DWG | PLOT DATE: 201028

NOTES:

1. DRAWINGS ARE PRELIMINARY. ADJUSTMENTS MAY BE REQUIRED UPON COMPLETION OF PROFESSIONAL SURVEY, DESIGN CALCULATIONS, AND UTILITY COORDINATION.
2. CONNECTION TO EXISTING POWER DISTRIBUTION INFRASTRUCTURE TBD PENDING COORDINATION WITH UTILITY PROVIDER.

LEGEND:

— UP — PROPOSED UNDERGROUND POWER

1 / C1.0 SITE PLAN
SCALE: NTS

NEW HORIZONS

vertical bridge

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NOT FOR CONSTRUCTION

PRELIMINARY SITE PLAN

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	201028

VERTICAL BRIDGE
GRANITE CREEK
US-AK-5268

DWN: JAA	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-08	DATE: 201028		A

SITE PLAN

C1.0

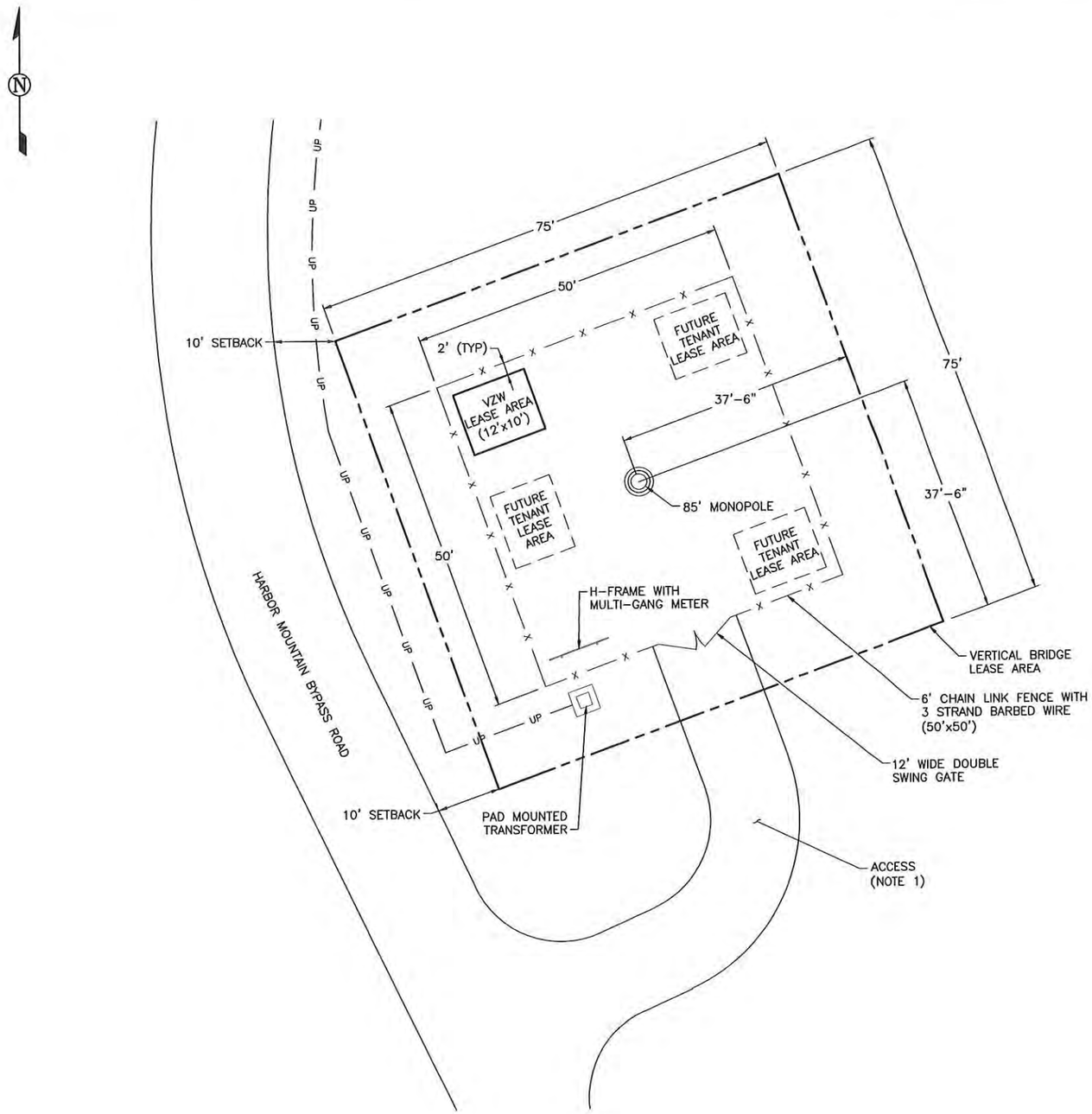
FILE: X:\20 JOBS\20-0089-90 VERTICAL BRIDGE - VERIZON BTS SITES\SITES\08 - GRANITE CREEK US-AK-5268\05-ENGR\CAD\C1.0 SITE PLAN.DWG | PLOT DATE: 201028

NOTES:

1. ACCESS ROAD ALIGNMENT IS PRELIMINARY AND SUBJECT TO CHANGE PENDING TOPOGRAPHIC INFORMATION FROM PROFESSIONAL SURVEY AND APPROVED DRIVEWAY PERMIT REQUIREMENTS.

LEGEND:

— UP — PROPOSED UNDERGROUND POWER



1 / C1.1 COMPOUND PLAN
SCALE: 1"= 20'

SCALE: 1" = 20'
0 10 20 40

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PRELIMINARY SITE PLAN

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	201028

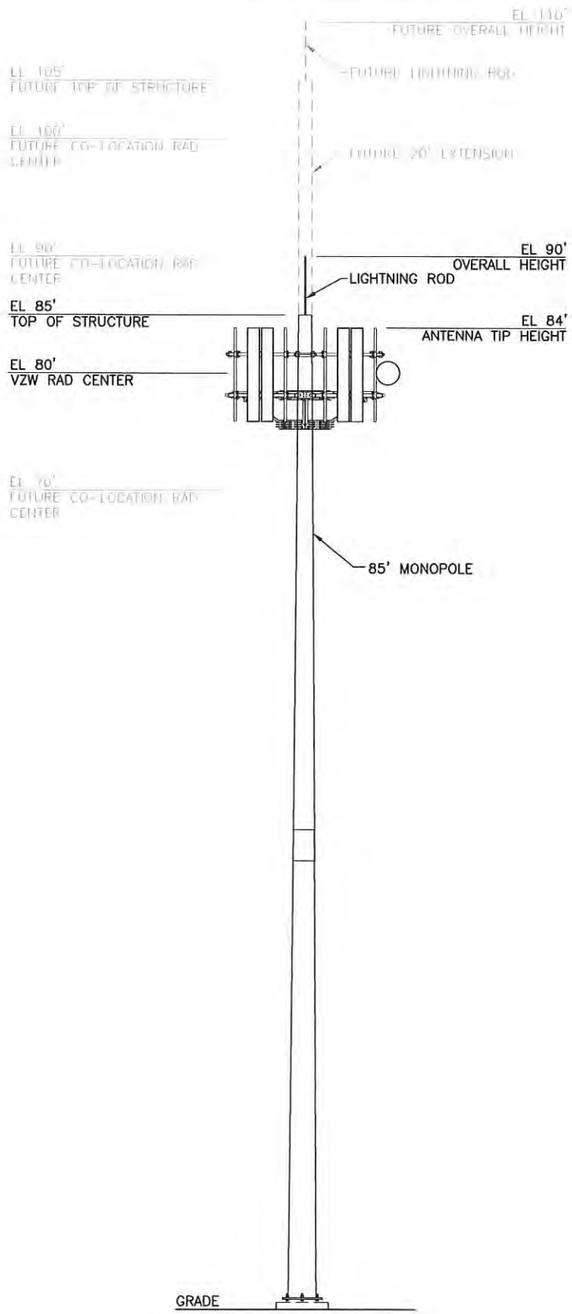
VERTICAL BRIDGE
GRANITE CREEK
US-AK-5268

DWN: JAA	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-08	DATE: 201028		A

COMPOUND PLAN

C1.1

FILE: X:\20 JOBS\20-0089-90 VERTICAL BRIDGE - VERIZON BTS SITES\SITES\08 - GRANITE CREEK US-AK-5268\05-ENGR\CAD\C1.1 COMPOUND PLAN.DWG | PLOT DATE: 201028



1 / C2.0 **MONOPOLE ELEVATION**
SCALE: NONE

NOTES:

1. DRAWINGS ARE PRELIMINARY. ANTENNAS AND MOUNTS SUBJECT TO CHANGE PENDING TOWER STRUCTURAL ANALYSIS AND TENANT'S RADIO FREQUENCY REQUIREMENTS.
2. ELEVATIONS GIVEN ARE ABOVE GROUND LEVEL (AGL) AT BASE OF TOWER.

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NOT FOR CONSTRUCTION

PRELIMINARY SITE PLAN

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	201028

VERTICAL BRIDGE
GRANITE CREEK
US-AK-5268

DWN: JAA	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-08	DATE: 201028		A

TOWER ELEVATION

C2.0

FILE: X:\20 JOBS\20-0089-90 VERTICAL BRIDGE - VERIZON BTS SITES\SITES\08 - GRANITE CREEK US-AK-5268\05-ENGR\CAD\C2.0 TOWER ELEVATION.DWG | PLOT DATE: 201028

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

City and Borough of Sitka
Attn: Amy Ainslie
100 Lincoln Street,
Sitka, AK 99835

December 17, 2020

New Horizons Telecom, Inc.
Attn: Sherrie Greenshields
RE: Harbor Mountain Bypass Cell Tower Parcel Lease RFP

Dear Ms. Greenshields,

The City and Borough of Sitka (CBS) would like to thank Vertical Bridge Development, LLC and New Horizons Telecom, Inc. for their response to the Request for Proposals (RFP) that CBS issued for a cell tower lease parcel on Harbor Mountain Bypass Road here in Sitka. Overall, CBS is interested in pursuing a lease with Vertical Bridge and New Horizons. However, there are several adjustments to Vertical Bridge/New Horizons' RFP response CBS would like to request before we feel we can accept the response and move forward with developing the lease agreement.

1. Lease Price
    a. Annual Lease Price: The review team for the RFP felt unanimously that the consideration offered for the annual lease price was too low. Based on our market research, and fees paid by other local carriers for similar services on other CBS infrastructure, CBS requests a rate of $6,000 per month, paid annually. This rate includes consideration for future subletting of co-location spots, so additional royalties/sublet payments will not be levied.
    b. Escalator Rate: CBS is amenable to a fixed annual escalator percentage. Given the average annual CPI adjustments in recent history (which CBS usually uses for lease rate adjustments), CBS requests the annual escalator rate of 2%.
2. The description of the site plan did not provide specifics on buffering/visual screening of the tower itself, though CBS did appreciate that plans will be developed to retain as many trees as possible on the lease site. Please provide more clarification on plans to reduce the visual impact of the tower.

3. Please include a written and/or pictorial description of access and staging areas that will need to be utilized for construction of the tower outside of the lease area. CBS will require Vertical Bridge/New Horizons to obtain a temporary construction easement for areas of the right-of-way or other municipal land to be utilized for construction.

Please keep in mind that ultimate approval of the lease and its terms will be made by the Assembly of the City and Borough of Sitka.

CBS respectfully requests a response to these changes by January 8, 2021, unless a later date is requested by Vertical Bridge/New Horizons. Please feel free to contact me for any questions or clarifications.

Sincerely,

Amy Ainslie
Planning Director
City and Borough of Sitka
amy.ainslie@cityofsitka.org
907-747-1815

Delivered electronically to sgreenshields@nhtiusa.com

CC: John Leach, Municipal Administrator
Melissa Haley, Finance Director
Michael Harmon, Public Works Director

vertical bridge

Vertical Bridge REIT, LLC
750 Park of Commerce Drive, Suite 200
Boca Raton, FL 33487
+1 (561) 948 - 6367
VerticalBridge.com

February 25, 2021

City and Borough of Sitka
Attn: Amy Ainslie, Planning Director
100 Lincoln Street
Sitka, AK 99835

RE: Harbor Mountain Bypass Cell Tower Parcel Lease RFP
Vertical Bridge US-AK-5268 Granite Creek

Dear Ms. Ainslie:

This letter is in response to the letter dated 12-17-2020 from the City and Borough of Sitka ("CBS"), and the extension granted by CBS via email on 02-02-2021 to the new response due date of 02-26-2021. We thank you for granting Vertical Bridge Development, LLC ("VB") additional time to gather comparable information to hopefully bring us closer together in the financials of the "Lease Price" for the proposed cell tower agreement, and as it currently stands that both parties have interest in pursuing the agreement at fair market value.

The current hurdle being the financials, or Lease Price, of the agreement, based on VB's initial proposed rent in the RFP of $750 per month with annual escalator of 1%. As part of this response, VB will adjust the proposed offer to these below business terms:

- Monthly Rent = $1,000 (rent can be paid monthly or annually, whatever CBS preference is)
- Rent Escalator = 2% Annually, as requested by CBS
- Rent Revenue Sharing = 33% of Rent Revenues received by future collocators, or subtenants
    - Note: The initial subtenant on the tower Verizon is *not* included in Revenue Sharing
    - VB cannot guarantee any future subletting will come to fruition, thus cannot pay those additional rents upfront, as requested by CBS
- Initial Term 5 years, with five Renewal Terms of 5 years each, for total Term Length = 30 Years
- Lease Area is 75' x 75', but fenced compound is 50' x 50'

Regarding the Lease Price counter-proposed by CBS of $6,000 per month, as we discussed over the phone, this amount is substantially well above even the highest end of industry Lease Prices, and the research that I have found which I believe may have led CBS to that amount is based off a deal between GCI and Sitka Electric Department for multiple towers in Sitka, and of which the structure of that agreement and upfront capital expenditures is very different than what VB is proposing at Harbor Mountain Bypass Road. The multiple-tower GCI deal would not be a fair comparison. I do not have any first-hand knowledge of

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Vertical Bridge REIT, LLC
750 Park of Commerce Drive, Suite 200
Boca Raton, FL 33487
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that deal, only information ascertained was from local articles and publications, but that was the only information I found that could have led to the $6,000 counter-offer.

Regarding a potential solution to bringing us to agreement in fair market value for the Lease Price, I would request that CBS reach out to their counterparts or research comparable agreements that are in Juneau and Kodiak. These agreements should be public information, and, in fact, City of Kodiak has their 11 communication site lease agreements posted on their website. In addition, VB has a very comparable existing agreement with City of Juneau, whereas the proposed tower facility is located on the edge of City at the water reservoir facility at 3000 Jackson Road. Possibly a discussion between CBS and Juneau would help in the determination of fair market base rent.

Finally, my research has found that Sitka's local real estate appraiser Charles Horan had performed a "market rental appraisal" specifically for a cell tower lease tract in Juneau dated February 6, 2018 and the conclusion of that report was a market base rent as of August 23, 2017 is $9,600 per year or $800 per month. If CBS would request such similar appraisal be conducted by Horan & Company, LLC (Charles Horan), then VB would be willing to commission that study at VB's cost. I have already spoken with Charles Horan to confirm that he has the ability and expertise to perform such appraisal, and it sounds like he has knowledge of cell tower agreements and has performed multiple such appraisals in the past. Having a local Sitka expert provide an opinion in the matter could help.

Regarding buffering/visual screening of the tower, VB is open to the discussion of any reasonable options to help lessen the visual impact of the proposed tower. The best solution is to retain as many existing vegetation and trees around the fenced compound facility. In addition, we could include slates within the chain-link fence, or possibly even a wood fence, but those wood fences do degrade at a much faster pace over time in inclement weather. Having the tower painted green or brown to blend in the surrounding environment is an option, but again, I would caution that approach as over time weather tends to make an impact and my experience has shown that the galvanized steel visual over time is the best approach. In short, VB is willing to work with CBS on a design that is a good approach for both parties.

Regarding description of access and staging areas during the construction stage, VB agrees that obtaining a temporary construction easement or permit from CBS would be the best approach. Normally the access easement will include an area right outside the fenced compound that would be large enough to stage the heavy machinery and trucks during construction. In this case, because we would want to retain as many trees as possible, the likely staging area would be on Harbor Mountain Bypass Road, which we would coordinate with CBS. Once the compound area is cleared and grubbed, that will give the

Vertical Bridge REIT, LLC
750 Park of Commerce Drive, Suite 200
Boca Raton, FL 33487
+1 (561) 948 - 6367
VerticalBridge.com

construction crews more room to work within the compound as well. The standard process involves a pre-construction and coordination meeting on site with VB reps and CBS reps. We would also be happy to walk through all of the detailed steps involved leading up to and during construction, and will provide a detailed construction schedule and timeline prior to starting, if and when we get to that point.

VB is excited to help bring improved wireless services to Sitka, and view this as a potential partnership between VB and CBS. Look forward to furthering the discussion regarding this proposal.

Sincerely,

Steve Hedges

Steve Hedges
Project Manager, Tower Development
Vertical Bridge
750 Park of Commerce Drive, Suite 200
Boca Raton, FL 33487
SHedges@verticalbridge.com
773.988.1715 mobile

Delivered electronically to Amy.Ainslie@cityofsitka.org

cc: Sherrie Greenshields, New Horizons Telecom
Sierra Larson, New Horizons Telecom

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-080	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Approve the RFP for the sale of the former Sitka Community Hospital site and associated properties (possible executive session)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Memo				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO approve the RFP for the sale of the former Sitka Community Hospital site and associated properties.

Note - If the Assembly desires to go into executive session to discuss the independent appraisal for the former Sitka Community Hospital building and surrounding properties, the following is recommended:

Step 1

I MOVE TO go into executive session* with Planning Director Amy Ainslie to discuss the independent appraisal for the former Sitka Community Hospital building and surrounding properties and its potential incorporation into the RFP under the statutory category of discussing matters, the immediate knowledge of which would adversely affect the City and Borough of Sitka.

Step 2

I MOVE TO reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: May 6, 2021

Subject: Request for Proposal (RFP) Approval for Sitka Community Hospital (SCH) Sale

---

Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Property to be purchased includes land, buildings, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street.

The Assembly discussed the proposal at a Special Assembly meeting on December 1, 2020, and the Administrator was given direction to initiate sale proceedings for the former Sitka Community Hospital site.

On December 14, 2020, the CBS received correspondence from SEARHC expressing their desire to pursue the purchase through a competitive bid process.

On January 12, 2021, I presented to the Assembly a best-case scenario timeline for hospital sales proceedings.

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building.

On March 9, 2021, I received direction from the Assembly to proceed with two public hearings and a public survey on the possible sale of the SCH building. Town hall meetings were held on March 16 and March 30, 2021. The public survey was open from March 11, 2021 through April 4, 2021. The surveys were available online and by hard copy at City Hall and at Assembly sessions. The town halls and the survey were widely advertised on all local media sources and 60 physical notices of the events were mailed to the surrounding properties.

An independent Appraiser began appraisal work of the SCH building on March 25, 2021.

On April 13, 2021, a draft RFP was presented to the Assembly for consideration. Upon review, the Assembly gave direction to the Administrator to return at a future work session to modify some of the content of the RFP. On April 26, 2021, our independent Appraiser contacted CBS to inform us that she anticipates having the appraisal report ready prior to April 30, 2021.

On April 29, 2021, a special work session was held to discuss potential changes to incorporate into the final draft of the RFP for approval. The recommendations were incorporated, and the final draft of the RFP is included for consideration. An appraisal of the subject properties was completed, received on April 30, 2021, and was later emailed to the Assembly (marked as confidential) for consideration at the May 11, 2021 regular Assembly meeting.

Analysis

The final draft of the RFP is included as an enclosure. It is recommended that any discussion concerning the appraisal and its incorporation into the RFP be held in executive session.

Draft RFP

A final draft RFP is included for your review and consideration.

Items not included with the draft RFP that will be included with the official copy are as follows:

Required Forms:

- Bid Form: Sale of real property via sealed bid
- Bidder qualification statement
- Conflict of interest statement
- Receipt of site inspection policy

Project Location, Map

- Aerial photo
- Plat
- Legal descriptions
- Photos

Reference Documents

- Current lease
- Appraisal
- SGC Excerpts
- Site inspection policy

Fiscal Note

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building. That appropriation was $30K. There are no additional presale costs anticipated at this time,

however, if a special election is considered, there would be costs necessary to facilitate that election – approximately $10K.

Direction Requested

I recommend that the Assembly make note of the previous town hall comments, survey results, the appraisal report, and the enclosed final draft RFP. Staff is requesting guidance on any final changes prior to posting the RFP for a previously approved 60-day period.

Encl: Draft RFP
Assembly memo of April 26, 2021
Assembly memo of April 7, 2021
Survey Results
Assembly memo of February 25, 2021
Assembly memo of January 5, 2021
Assembly memo of November 3, 2020
SEARHC request of October 21, 2020
Former SCH Aerial Site
Code Excerpt
SEARHC letter of December 14, 2020

City & Borough of Sitka

REQUEST FOR PROPOSALS
To Purchase
Sitka Community Hospital Site
209 Moller Drive, Sitka, Alaska

Prepared By:
The Boutet Company, inc.
601 E. 57th Place, Suite 102
Anchorage, Alaska 99518
(907) 522-6779

And

The City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
(907) 747-1815

5 May 2021

TABLE OF CONTENTS

Table of Contents

1. INTRODUCTION 3
   1.1 Project Description 3
   1.2 Scope of Services 4
   1.3 Sale in As-Is Condition 5
2. INSTRUCTIONS TO APPLICANTS 6
   2.1 Project Goals 6
   2.2 Schedule 6
   2.3 Selection Process 7
   2.4 Proposal Submittal 7
   2.5 Proposal Submittal Requirements 8
   2.6 Technical Proposal – Volume I 9
   2.7 Financial Capacity and Financing Plan – Volume II 13
   2.9 Non-mandatory, Pre-Proposal Conference 15
   2.10 Questions and Clarifications 15
3.0 PROPOSAL EVALUATION CRITERIA AND PROCESS 16
   3.3 Evaluation Process 18
   3.4 Proposal Validity 18
   3.5 Organizational Conflicts of Interest 19
   3.6 Proprietary Information and Return of Proposals 19
   3.7 Applicant Compensation 19
   3.8 Modification and Withdrawal of Proposal 19
   3.9 Protest Procedures 20
4.0 DISPOSITION OF LAND 21
5.0 RIGHTS OF THE COMMUNITY AND BOROUGH OF SITKA 22

APPENDIX
   A – Required Forms
   B – Project Location, Map
   C – Reference Documents

1. INTRODUCTION

1.1 Project Description

This Request for Proposals ("RFP") seeks qualified developers (each, an "Applicant," and together, "Applicants") to provide proposals (each, a "Proposal") for the lease or purchase and subsequent development/ repurposing (the "Project") of the structures and surrounding lots at 209 Moller Drive, Sitka, Alaska known as the Sitka Community Hospital (the "Property"). The Sitka Community Hospital and related healthcare facilities are comprised of two buildings located on four lots (see Appendix XX – location map). The specific parcels of interest include:

- 209 Moller Drive, Parcel ID# 1-4477-000
- 302 Gavan Street, Parcel ID# 1-4476-000
- 202 Brady Street, Parcel ID# 1-4454-000
- 204 Brady Street, Parcel ID# 1-4452-000

The purpose of this Request for Proposals (RFP) is to identify opportunities for redevelopment/ repurposing of the Sitka Community Hospital. This process will identify alternative concepts and evaluate proposals based on their overall economic and social benefit to the community of Sitka. The CBS is requesting innovative proposals which comply with the Project Goals and Project Requirements, as required and defined in this RFP. The City and Borough of Sitka (CBS) will select (if at all) the best Proposal utilizing a best-value, competitive proposal process pursuant of CBS General Code, as set forth in the RFP.

The Sitka Community Hospital properties and facilities are owned by CBS and operated by the Southeast Alaska Regional Health Consortium (SEARHC) under a facility lease agreement until 31 July 2024. The services provided at this facility include:

- Sitka Long-term care: resident skilled nursing services
- Mountainside Family Clinic: family medicine and urgent care
- Mountainside Rehabilitation Clinic: physical/occupational therapy and athletic/sports training

The Property is located near the Moller Park and the Sitka Harbor. These parcels are currently zoned P – Public Lands, which is defined in Sitka General Code (SGC) 22.16.020 as follows: *"The public lands district is intended to contain government-owned lands or lands owned by nonprofit institutions serving the public interest which are utilized for public recreation, education or institutional uses."* The adjacent uses are P – Public Lands, C-1 – General Commercial, and R-1 – Residential.

The existing Sitka Community Hospital is a one (1) story building with a basement. The main floor consists of 26,605 square feet and the basement is 25,549 square feet. The building was significantly renovated in 1981 and is constructed with a concrete slab on ground foundation, reinforced concrete exterior walls with metal siding, and single membrane flat roof. Off-street

parking is provided. The Mountainside Clinic modular building which is also on the site was installed in 2011 and finished in 2012. It has approximately 3100 square feet in main building which contains about 9 offices and 7 exam rooms. There is also a 210 square feet storage building with covered walkway on the south side of the clinic. The facility has Malarky 3 tab asphalt roofing shingles and a composite fiber clap board for siding. The overall building is a standard stick-frame construction.

The Property is owned by the CBS. All recommendations made upon the review of Proposals by the Proposal Review Committee are subject to the approval of the CBS Assembly, and could be subject to an advisory vote of the citizens per the procedures in SGC 18.12.010(B). Conveyance of the property must comply with all provisions of SGC Title 18. In the event that the Property is not transferred to a selected Applicant, CBS reserves, among the other rights reserved in Section 3.4, below, the right to:

(i) Supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
(ii) Cancel this RFP with or without issuing another RFP;
(iii) Terminate negotiations regarding any and all Proposals at any time; and/or
(iv) Rescind a selection of an Applicant prior to contract.

1.2 Scope of Services

CBS is soliciting Proposals from Applicants that demonstrate the experience, capacity, and creativity to develop a dynamic project that will maximize the existing Property in a manner that represents the most productive and beneficial use for the community of Sitka. Proposals must consider the existing characteristics of the surrounding neighborhood and develop a Proposal that is compatible within this context. The Proposal must also demonstrate financial feasibility.

This RFP allows flexibility and does not specifically describe every detail of work required. It is each Applicant's responsibility to review all pertinent Project information. The Applicant shall determine the full scope of the Project through a thorough examination of the RFP, the Project site, and any reasonable inferences to be gathered from each. Applicants shall not rely on the physical descriptions contained in the RFP to identify all the Project components.

At a minimum, proposals shall be included the following:

A. A complete description of the Applicant's entity (corporation, partnership, etc.) and identification of all parties including disclosures of all persons or entities having a beneficial interest in the proposal. Include resumes of the Applicant`s previous experience in development projects within Southeast Alaska, and a description of the scope and quality of past projects.

B. Development concepts should include but are not limited to:

- Site plans showing the extent of proposed development with different project components clearly labeled
- Scaled concept or schematic floor plans
- Concept or schematic elevations and renderings as appropriate
- Descriptions of proposed building and finish treatments and materials.

C. Confirmed or verifiable sources of funding both equity and debt; the Applicant must show the financial capability of acquiring the Development Site and undertaking the proposed development, including company operating revenues and expenses, a balance sheet and cashflow statement from the most recent fiscal year, history of debt repayments and letter of credit.

D. A schedule for project approvals and construction, including date specific milestones such as design, permitting, commencing and completing construction and opening for business. Phased projects must include this information for each phase.

E. A project proforma and design/construction budget is required. The CBS owned property and facilities will be conveyed through a lease or sale as part of the project. Proposals should account for acquisition costs as part of the project proforma. Included in the pro-forma is an estimate of the number of new, permanent jobs and job descriptions that the development will create, the proposed number of residents from the local Sitka community which will be hired and trained, projected salaries, and hiring timeline.

1.3 Sale in As-Is Condition

The Property, buildings, improvements, and fixtures are owned by the CBS and leased to the Southeast Alaska Regional Health Consortium. This lease is set to expire 31 July 2024. The winning Applicant will be required to assume the lease and honor all terms and requirements set forth in the agreement until it expires. (Appendix XXX) Proposals shall include in the Project Approach narrative a description of how the current lease agreement will be incorporated into the overall development plan and schedule.

Applicants are solely responsible for all due diligence, including all pre-development costs which may include but are not limited to architectural, engineering, structural, geo-technical planning, environmental studies, and permitting as required for rehabilitation and construction on the Property. The CBS makes no warranty or representation concerning the existence of any structural deficiencies, geo-technical deficiencies and/or environmental contamination on the Property, or upon any adjoining land or improvements. The CBS is not now or at any time hereafter under any circumstance responsible for any of such conditions or for the analysis, care, or remedy thereof. The Property will be transferred in its "as-is" condition with the selected Applicant solely responsible for all structural, geo-technical and environmental repairs, stabilization and/or remediation required for construction on the Property. The CBS shall not be

obligated to make any investments or repairs on this property. Any plans submitted pursuant to this RFP should consider and address the foregoing obligations and requirements.

If the selected proposal includes sale and transfer of the property, CBS will require a right of first refusal clause to be included in the resulting sale agreement.

In the event that the selected Proposal requires the parcels to be re-zoned, CBS, on behalf of the Applicant, will complete all necessary requirements in compliance with SGC Title 22.

2. INSTRUCTIONS TO APPLICANTS

2.1 Project Goals

The CBS has established the following Project Goals:

- Deliver a development which results in the highest and best use of the site, contributing to the overall economic and social welfare of the Sitka community in terms of increased direct revenue to CBS, skilled job creation, social services, and other community benefits; and
- Develop and operate a facility whose function and design mitigates adverse impacts to the neighboring properties while providing flexibility for potential long-term improvements and/or enhancements; and
- Meet or exceed environmental regulatory and permitting requirements with no regulatory or permit violations.

2.2 Schedule

The following is a schedule of Project milestones; all dates are subject to change.

Milestone	Date
Issue RFP	TBD
Non-Mandatory Pre-Bid Meeting	TBD
Deadline for Applicant Questions	TBD
Proposals Due Date	TBD
Applicant Interviews (at the option of the CBS)	TBD
Announcement of Winning Proposal	TBD
Selected Proposal Presented to Assembly	TBD
Sales Negotiations	TBD

Sales Terms Presented to Assembly either for approval or to continue to public advisory vote.	TBD

2.3 Selection Process

Sealed Proposals will be evaluated by a Proposal Review Committee in accordance with the defined Evaluation Criteria in Section 3.0. The Proposal with the highest total score will be deemed the Best-Value Responsible Bidder. The process for reviewing the best value includes a review of the Applicant's Technical Proposal, Facility Concepts, Economic Benefits, Financial Capacity and Financing Plan, and possible Applicant Interviews. The CBS reserves the right to request additional information during evaluation to clarify any Proposal.

2.4 Proposal Submittal

2.4.1 Due Date, Time & Location

Sealed Proposals must be submitted in person or by registered mail, Federal Express, UPS or a similar delivery method that furnishes proof of having been received by CBS at the following location prior to 2:00:00 p.m. Alaska Standard Time, on the Proposal Due Date set forth in Section 2.2 of this RFP:

Municipal Clerk
City & Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835

The CBS will not accept Proposals by facsimile or electronic transmission. Any Proposal that fails to meet the deadline, format, or delivery requirement may be rejected and returned to the Applicant without having been opened, considered, or evaluated.

2.4.2 Format

Proposal shall follow the requirements and format described in this RFP. The Proposal shall be bound and sealed in an opaque envelope or box, and labeled:

Proposal for Sitka Community Hospital Site RFP
Name of Proposing Firm
Date of Proposal

Applicants shall submit one original, three copies, and one electronic copy of the Proposal. Electronic copies must be submitted in Adobe Acrobat (.pdf) format on a CD(s) or USB thumb drive(s). All information in the Proposal shall be submitted on 8.5-inch by 11-inch paper, except charts, exhibits, and illustrative and graphical information, which may be submitted on 11-inch

by 17- inch paper. Each 11-inch by 17-inch page will count as one page, unless otherwise noted in this RFP. No text, charts, tables, graphics, or other substantive content shall be printed within 0.75 inch of any page edge. Any other information shall be presented with a readable format. All Proposal forms shall be typed or completed using black ink. All signatures must be accompanied by a printed name, title, and date.

2.5 Proposal Submittal Requirements

The proposal shall contain the sections listed below, separated by dividers, and shall respond fully to all requirements of the RFP. The following table provides general guidelines regarding the suggested number of pages per Section; the Applicant may provide additional pages as necessary.

PROPOSAL CONTENTS			**No. Pages**
2.6	**TECHNICAL PROPOSAL - VOLUME I**		
2.6.1	**EXECUTIVE SUMMARY**		**4 total**
		COVER LETTER	1
		EXECUTIVE SUMMARY NARRATIVE	3
2.6.2	**PROJECT TEAM QUALIFICATIONS**		**16 total**
		TEAM QUALIFICATIONS & PERFORMANCE	4
		ORGANIZATIONAL CHART	2
		PROJECT MANAGER RESUME	2
		ENGINEER/ARCHITECT OF RECORD RESUME	4
		EXPERIENCE & APPROACH	4
2.6.3	**PROJECT APPROACH**		**16 total**
		CONCEPT NARRATIVE	4
		OVERALL SITE PLAN	2
		CONCEPTUAL DESIGN	4
		PROJECT SCHEDULE – NARRATIVE	2
		PROJECT SCHEDULE – CHART	2
		QUALITY MANAGEMENT APPROACH	2
2.6.4	**COMMUNITY & NEIGHBORHOOD IMPACT**		**8 total**
		COMMUNITY & NEIGHBORHOOD BENEFITS	4
		ADVERSE IMPACT MITIGATION	2
		LONG-TERM OPERATIONS	2
2.7	**FINANCIAL CAPACITY AND FINANCING PLAN - VOLUME II**		**No Limit**

2.6 Technical Proposal – Volume I

The Technical Proposal is intended to serve as an opportunity for the Applicant to clearly describe its qualifications, capabilities, and innovative approach to the Work. Although the purchase offer is an important factor in final selection, the evaluation criteria places an equal value on an Applicant's effort to achieve the Project Goals, as described in Section 2.1.

The Technical Proposal shall comply with the criteria established in the RFP. The Applicant is encouraged to provide concise narratives, graphic illustrations, drawings, and charts to ensure the CBS clearly understands the characteristics and benefits of the proposed Work.

2.6.1 Executive Summary

A. Submit a Cover Letter, written in a non-technical style which states:
   - The Applicant (prime) and, if appropriate, the joint venture members
   - The Engineer/Architect of Record(s) and General Contractor Builder (if other than the Applicant)
   - Brief description of the legal relationship among the principal entities with regards to the project
   - A single point of contact person for the Proposal, including contact information

B. Submit an Executive Summary Narrative, written in a non-technical style which generally familiarizes reviewers with the Applicant's approach and ability to achieve the stated Project Goals. The intent of the Executive Summary is to highlight the key elements of each section of the Technical Proposal and to certify the Applicant's commitment to truth and correctness of the Proposal. The authorized representative of the Applicant's organization must sign the Executive Summary; if the Applicant is a joint venture, all the joint venture members must sign the Executive Summary.

2.6.2 Project Team Qualifications

A. Applicant Qualifications & Performance Record:

   Submit Team Qualifications, in a non-technical narrative, describe the Applicant's entity (corporation, partnership, etc.) and identify all parties involved, including disclosures of all persons or entities having a beneficial interest in the proposal. Include a description of team expertise and satisfactory performance in land development projects, relating to property acquisition, design, construction, and facilities operations. The Applicant should focus on the proven cohesiveness of the team, as opposed to the individual qualifications of the firms. It is preferred that the Applicant's project specific team (key personnel, subcontractors, and major suppliers) have worked together on comparable projects in the past, but this is not a requirement.

- Identify the development team including names, addresses, and brief narratives for those individuals to be assigned to the project. Include the organizational structure, lines of responsibility, key personnel (as defined by the Applicant), and defined key personnel roles and responsibilities.
- Provide sufficient information for the CBS to evaluate current financial strength of the Applicant with verifiable sources of funding both equity and debt. The Applicant must show the financial capability of acquiring the Property and undertaking the proposed development, including company operating revenues and expenses, history of debt repayments and letter of credit.
- Identify any claims asserted by or against the Applicant within the past five years which were escalated to litigation or arbitration.
- Provide a brief description of representative projects completed by the Applicant's team within the past five years which are similar in scale, type, and complexity to the Project.
- With a focus on the knowledge and capabilities, describe any unique expertise or advantages of the Applicant's team which would benefit the overall success of the Project and a direct benefit to the CBS.

B. Organizational Chart

Submit an organizational chart demonstrating the basic structure of the Applicant's roles and responsibilities of each Key Personnel, as deemed appropriate by the Applicant, and the integration of any major supplier, sub-organization, or consultant(s).

C. Project Manager Resume

Submit a resume for the Applicant's dedicated Project Manager. The resume should specifically focus on experience with land development and facilities operations, project management approach, and qualifications applicable to the Project. Proven experience of successfully managing three (3) or more projects equivalent in the scope and cost to what is being proposed should be included.

D. Engineer/Architect of Record Resume

Submit a resume for the Applicant's dedicated Engineer and/or Architect of Record. The resume should specifically focus on land development experience, management approach, and qualifications applicable to the Project. Minimum qualifications should document that the individual is professionally licensed as an Engineer/Architect in the State of Alaska with proven experience of successfully designing and managing three (3) or more projects equivalent in the scope and cost to what is being proposed. In the event the Applicant requires more than one Engineer and/or Architect of Record, this subsection shall apply to the lead Engineer and/or Architect of Record responsible for majority of the design scope.

E. Land Acquisition, Site Development, Facilities Operations Experience & Approach

Submit a Statement of Qualification(s), written in a non-technical manner, describing the Applicant's experience in land acquisition, site development, and ongoing facilities operations.

- Clearly demonstrate the team's knowledge and expertise in managing and executing projects similar in scope.
- Include information on representative projects and client references for each noted project.
- Detail the Applicant's approach to the interrelationships among regulatory agencies, management, design, construction, operations, suppliers, and sub-contractors.
- Explain the Applicant's plan for integrating the CBS with respect to the design process, construction, operations, and other elements that the Applicant considers important.
- Summarize any significant lessons learned by the Applicant on past projects.

2.6.3 Project Approach

A. Submit a Narrative describing the Applicant's concept and approach to acquire the subject parcels, redevelop and/or repurpose the site and manage on-going operations. Include a description of how the current lease agreement SEARHC will be incorporated into the overall development plan and schedule. The Applicant's approach shall deliver a facility that results in the best use of the site, contributing to the overall economic and social welfare of the Sitka community in terms of increased revenue, skilled job creation, social services, and other community benefits. The site plan and design concepts shall be sensitive to the surrounding neighborhood characteristics and shall be compatible with existing neighboring uses.

B. Submit an Overall Site Plan illustrating the technical approach to satisfy the Project Requirements. At a minimum, the conceptual site plan shall include the layout of major components of the facility. Provide dimensions and depict the conceptual geometry of the proposed facility in relation to the existing site.

C. Submit conceptual designs of the proposed facility. These concepts may include a combination of sections, details, elevations, photos, and plan views to further illustrate and convey the Applicant's approach to satisfy the Project Requirements. The intent of the design sheets is to provide the CBS with a clear understanding of the Applicant's approach to the Project.

D. Submit a Project Schedule Narrative, written in a non-technical manner, summarizing the sequence of events, consistent with the Applicant's approach to the Project. Describe the personnel on the team responsible for the scheduling, planning, and management for achieving schedule performance. Detail the management approach for coordinating and

prioritizing land acquisition, permitting, design, procurement, construction, quality management, and environmental activities. Briefly describe the Applicant's intended process and sequence of milestones/releases. Address any provisions made to mitigate the potential for delays. Include a Preliminary Project Schedule, illustrated in logic-driven Gantt chart or CPM prepared with Primavera or MSProject software. At a minimum, include start dates, finish dates, and relationships for each major milestone.

E. Submit a Quality Assurance/Quality Control Narrative describing the Applicant's approach to provide, implement, and assure excellent quality technical requirements and performance throughout the project life-cycle.

2.6.4 Community and Neighborhood Impact

A. Applicants must include a narrative explaining the Project's community and neighborhood benefits. For the purpose of this RFP, this is defined as the way that the physical project fits with the character of the neighborhood and may have a positive effect on residents and the Community of Sitka. Such impact should be described and quantified with relevant metrics such as the approximate number of people to be served by the Project or its social impact component. Applicants are encouraged to think creatively and to seek input and/or partnerships from community-based organizations. Examples of community impact may include (but are not limited to):

- Creating or retaining permanent (non-construction) jobs for local residents, including contribution or participation in job readiness and training programs.
- Providing access to quality pre-K and afterschool care.
- Providing important community goods, services, and facilities in the proposed development project.
- Providing affordable housing within the proposed development.
- Providing opportunities for minority businesses, including flexible lease rates, contracting and supplier opportunities post-construction, and mentorship programs.
- Investment in local educational services: public Pre-K – 12, community college or job training programs.

B. Submit an assessment of potential adverse impacts on the community and neighboring properties; including, but not limited to, noise, parking, construction staging, storage of material and the effects of vehicular and pedestrian traffic. The Applicant shall develop a mitigation plan to address potential adverse impacts.

C. Submit a Long-Term Operations Narrative describing how the proposed development will be operated, maintained, and managed in the long-term and the responsible entity or entities.

2.7 Financial Capacity and Financing Plan – Volume II

The Financial Capacity and Financing Plan is intended to serve as an opportunity for the Applicant to demonstrate the financial feasibility and economic benefits of the proposed Project within current market conditions. Qualitative public benefits may be included as support to the well-defined quantitative benefits. The pro-forma analysis should include calculations and accompanying narratives addressing the following requirements:

2.7.1 Benefits to the Sitka Economy

A. Estimated Tax Revenue to CBS

Describe and itemize the anticipated revenues from property tax, sales tax, utility usage, and any other special revenues (revenue sharing, royalties, etc.) that CBS can expect as a result of the redeveloped facility. Describe the current and anticipated market and/or economic conditions that are the basis of the analysis and any foreseeable vulnerabilities and/or risks associated with these assumptions. This analysis shall summarize all assumptions and background information used for calculations in a clear, reasonable, and replicable manner. Revenues anticipated to be generated from increased economic development and/or sales tax revenue must include a detailed description and must be from business that would not otherwise take place in the community. Include a timeline for when CBS will realize these revenues.

B. Estimated Job Creation

As part of the Financial Capacity and Financing Plan the Applicant shall submit an estimate of the number of new jobs and job descriptions that the development will create, the proposed number of residents from the local Sitka community which will be hired and trained, projected salaries and a timeline for implementation.

2.7.2 Financial Feasibility

The Development Site has an estimated fair market value of approximately $###, based on the property appraisal report completed by <NAME, DATE>; where Land is valued at : $### and on-site structures and improvements at $###. CBS has set a minimum purchase price of $###

The CBS will also consider Proposals for long-term lease agreements, where the CBS maintains ownership of the land and improvements serving the property. In this scenario the Applicant / Developer will enter into a long-term lease agreement with the CBS including appropriate terms and/or contingencies as mutually agreed between the Applicant / Developer and the CBS, subject to Assembly approval.

The Applicant must demonstrate the development team's capacity to carry out the proposed Project, as well as the financial feasibility of the proposed Project within current market conditions. Proposals must provide:

A. The Applicant shall provide a Purchase/Lease Offer. The Purchase/Lease Offer shall include a narrative summarizing the Purchase/Lease Offer and the proposed General Terms and Conditions for the sale/lease of the Property, including, but not limited to, the offer price/lease price and any contingencies.

B. A written narrative of the project financing plan providing evidence of the development team's capacity to finance the total cost of the Project. Evidence should include signed letter(s) of interest and/or preliminary term sheets from prospective financing sources that include terms of financing, that reference this specific Project, and that reference the pertinent amount of financing as listed on the Project budget. Please provide written evidence of interest from as many sources listed on project sources/uses budget as possible.

C. Project financials including development budget(s), sources and/or uses, assumptions, and operating pro forma(s) demonstrating feasibility through acquisition, predevelopment, construction, and on-going operations.

D. Describe and explain the need for any public subsidy or assistance from state, federal, or nonprofit agencies that will be sought for this project; include details such as type of assistance, length of agreement term, commencement and completion dates, etc.

E. Any other information that may support the Applicant's financial position and financial viability of the proposed Project; at minimum, the most recent balance sheet and income statement, ideally complete, audited financials.

Proposal Deposit
Proposals do NOT require a deposit. However, once the preferred Proposal is selected by the Proposal Review Committee, the selected Applicant will be required to submit a deposit to the CBS when signing the Agreement of Sale.

2.7.3 Risk Assessment

Submit a Risk Assessment narrative, describing any identified risks associated with the Applicant’s approach to the Project. The CBS recognizes risks are inherent on every project; evaluation will be based upon the Applicant’s ability to convey a thorough assessment of potential risks specific to the proposed Project approach. The Applicant need not describe every possible risk but should instead focus on the key risks which have a medium to high probability of occurring and/or impacting the overall success of the Project.

The consideration of various risks is unique to each Project approach and may be related to schedule, costs, procurement, design, resources, constructability, logistics, management, environmental, weather, safety, quality, and/or a combination of other factors and constraints. All identified risks shall include the Applicant's assessment of probability and any mitigation measures.

2.8 Interviews

The CBS reserves the right to request interviews with Applicants. If interviews become an evaluation factor, the CBS will coordinate the specific date, time, and location of each Applicant's interview no later than the date provided in Section 2.2. The location of the interview will be Sitka, Alaska, or arranged virtually if requested by either party.

2.9 Non-mandatory, Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held in TBD, starting at <TIME> local time on <DATE>. Representatives of the CBS will be present to discuss the Project. Applicants are encouraged to attend and participate in the conference. The CBS will post on Bid Express website such Addenda as the CBS considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective. Potential Applicants and team members may participate by Zoom or telephone conference, at the time specified above, using the following call-in instructions:

1. Dial X-XXX-XXX-XXX
2. Enter the conference ID: XXXXXXX and press #

You will be placed directly into the meeting if the moderator has already joined. If the moderator has not joined, you will be placed on hold for up to 10 minutes.

2.10 Questions and Clarifications

Applicant questions regarding the meaning, intent, or a perceived ambiguity, error, omission, discrepancy, or deficiency contained in the RFP documents shall be submitted no later than the deadline represented in Section 2.2 by email. Questions received after the deadline may not be answered. Only questions answered by formal, written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. All questions must specifically reference the Sections and page numbers of the RFP documents, unless the question is general in nature. Telephone requests will be accepted provided that the requests are followed by an email. Received questions, written responses, and any Addenda will be posted on Bid Express. All questions shall be transmitted to:

Amy Ainslie, Planning Director. Email: planning@cityofsitka.org Phone: (907) 747-1815

3.0 PROPOSAL EVALUATION CRITERIA AND PROCESS

CBS will initially conduct a threshold review of each Proposal submitted to determine its compliance with the Proposal Submittal Requirements. Only Proposals that comply with these requirements will be considered for evaluation. If no Proposal meets these requirements, CBS may allow all Applicants to supplement their submissions to conform to these requirements.

Proposals selected pursuant to the threshold review will be evaluated by a Proposal Review Committee using the evaluation factors listed below. Proposals will be evaluated in their entirety; no one factor, but rather a combination of all the following factors will determine the successful Applicant. CBS may ask one or more Applicants to give a presentation and may elect to request supplemental information from all Applicants or a pool of finalists. Final recommendation will be made by the Proposal Review Committee, and final approval must be obtained from the CBS Assembly. Upon selection of the successful Applicant, the CBS will seek the authorization of the sale from the Assembly, for the transfer of the Property. As stated in Section 1.1, the Assembly's decision to authorize the sale could be subject to an advisory vote of the citizens per the procedures in SGC 18.12.010(B).

3.1 Evaluation Scoring Criteria

Each component of the Proposal, as described in Section 2.6, has been assigned an allocation of available points. Responsive Proposals will be evaluated and scored by a Proposal Review Committee. Proposal components which do not comply with the requirements of the RFP, such as but not limited to, Proposal format, minimum qualifications, and Project Requirements may be considered "Non-responsive" and disqualified.

Each Application will be evaluated and scored on a qualitative basis. The RFP provides the value of available points per section to represent a commitment by the CBS to maintain a fair and competitive evaluation process. The following criteria will guide the Proposal Review Committee in using their professional judgment to determine which Applicant has submitted the best Proposal.

PROPOSAL EVALUATION SCORE SHEET			MAX SCORE
2.6	**TECHNICAL PROPOSAL – VOLUME I**		
2.6.2	**PROJECT TEAM QUALIFICATIONS**		**10**
		TEAM QUALIFICATIONS & PERFORMANCE	
		ORGANIZATIONAL CHART	
		PROJECT MANAGER RESUME	
		ENGINEER/ARCHITECT OF RECORD RESUME	
		EXPERIENCE & APPROACH	
2.6.3	**PROJECT APPROACH**		**10**
		CONCEPT NARRATIVE	
		OVERALL SITE PLAN	
		CONCEPTUAL DESIGN	
		PROJECT SCHEDULE	
		QUALITY MANAGEMENT APPROACH	
2.6.4	**COMMUNITY & NEIGHBORHOOD IMPACT**		**10**
		COMMUNITY & NEIGHBORHOOD BENEFITS	
		ADVERSE IMPACT MITIGATION	
		LONG-TERM OPERATIONS	
2.7	**FINANCIAL CAPACITY AND FINANCING PLAN VOLUME II**		
2.7.1	**BENEFITS TO THE SITKA ECONOMY**		**20**
		ESTIMATED NEW TAX REVENUE	
		ESTIMATED NEW JOB CREATION	
2.7.2	**FINANCIAL FEASIBILITY**		**10**
		FINANCING PLAN	
		RISK ASSESSMENT	
2.7.2.A	**PURCHASE/LEASE OFFER**		**40**

Total Points Available: 100 points

3.2 Qualitative Rating Factor

Proposals will be ranked using the following qualitative rating factors for each RFI criteria:

Rating Description	Points
Outstanding	1
Excellent	0.8
Good	0.6
Fair	0.4
Poor	0.2
Non-responsive	0

The rating factor for each criteria category as listed in the Proposal Evaluation Score Sheet in Section 3.1 will be multiplied against the points available to determine the total points for that category. Costs shall be scored as defined in the cost section below.

EXAMPLE: For the evaluation of the "Project Team Qualifications" criterion, if the evaluator feels the response as provided was "Good," they would assign a Qualitative Rating Factor of 0.6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of 0.6 by the maximum points available (10), and the resulting score of 6 would be assigned to the "Project Team Qualifications" criterion. This process would be repeated for each criterion.

3.3 Evaluation Process

The Proposal Review Committee shall be composed of individuals representing the CBS and will evaluate all proposal(s) received. The Committee shall rank the proposals as submitted.

The CBS reserves the right to select proposals for consideration based solely on the written proposal.

The CBS also reserves the right to request oral interviews with any or all responding respondents. The purpose of the interviews is to allow expansion upon the written responses. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as with the first evaluation.

3.4 Proposal Validity

All Proposals shall remain valid and in full force and effect for a period of sixty (60) days after Proposal Due Date. If no award has been made within this timeframe, Applicant may be requested to extend the validity date or shall have the right withdraw its Proposal.

3.5 Organizational Conflicts of Interest

Applicants shall disclose, prior to the Proposal Due Date, all relevant details concerning past, present, or planned activities, interests, or relationships that may present a real or perceived organizational conflict of interest which may provide the Applicant an unfair competitive advantage. The CBS will review any received disclosures and provide the Applicant with a determination regarding disqualification. Any conflict-of-interest determination by the CBS shall be avoided or neutralized prior to submission of a Proposal. Failure to disclose, avoid, or neutralize a conflict of interest which the Applicant was aware of prior to a contract award, may result in rejection of the Proposal or termination of Contract for default.

3.6 Proprietary Information and Return of Proposals

All Proposals received by the CBS in response to this RFP are deemed property of the CBS and are subject to the Public Records Act. The CBS, or any of its agents, representative, employees, or consultants, shall not be liable to an Applicant or individual participating in a Proposal, because of the disclosure of all or a portion of a Proposal under this RFP. Any information contained in a Proposal which the Applicant believes constitutes proprietary or confidential, exempting the information from any Public Records disclosure shall be clearly designated. Blanket designations shall not be accepted. The CBS will notify Applicant of any Public Records request relating to this RFP, providing an opportunity for the Applicant to seek a court injunction against the requested disclosure.

The general nature of concepts, solutions, and value engineering provided in the Proposal shall not be proprietary. The CBS reserves the right, at its sole discretion, to utilize general Proposal contents provided by any Applicant during final negotiations and/or Contract delivery with the Best Value Responsible Bidder. All Proposal information will be treated by Owner in a confidential manner during the evaluation and award activities, and will not be disclosed to any person or entity not involved in the evaluation and award process until after contract award.

3.7 Applicant Compensation

No compensation or reimbursement for preparation of the Proposal will be paid by the CBS.

3.8 Modification and Withdrawal of Proposal

Proposals may be modified or withdrawn in writing, executed in the same manner as the Proposal, prior to the Proposal Due Date and time. If within three (3) business days after the Proposal Due Date and time an Applicant provides written notice to the CBS demonstrating that there was a material and substantial error in the preparation of its Proposal, the Applicant may withdraw its Proposal without penalty.

3.9 Protest Procedures

Prior to a submission of a protest relating to or arising from this Request for Proposal, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions. Protests shall be concise and logically presented to facilitate review by the CBS. Failure to substantially comply with any of the requirements of these Protest Procedures may be grounds for dismissal of the protest. Protests shall include the following information:

A. Name, address, fax, and telephone numbers of protester;
B. Solicitation or contract number;
C. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
D. Copies of relevant documents;
E. Request for a ruling by the CBS;
F. Statement as to the form of relief requested.
G. All information establishing that the protester is an interested party for the purpose of filing a protest; and
H. All information establishing the timeliness of the protest.

All protests filed directly with the CBS will be addressed to the manager of the CBS or other official designated to receive protests. Protests based on alleged apparent improprieties in the Proposal Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the proposal submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the proposal due date.

Action upon receipt of a protest shall be as follows:

A. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the CBS.

B. If award is withheld pending the CBS resolution of the protest, the CBS will inform the Applicants whose proposals might become eligible for award of the contract. If appropriate, the Applicants will be requested, before expiration of the time of acceptance of their proposals, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceeding with award.

C. Upon receipt of a protest within ten (10) days after contract award, the CBS shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the CBS.

D. Pursuing the CBS protest does not extend the time of obtaining a judicial stay, injunction, or other remedy.

E. The CBS shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.

F. The CBS protest decision shall be well-reasoned and explain the CBS's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.

4.0 DISPOSITION OF LAND

Following the Proposal Due Date, the CBS intends to evaluate all Proposals, and issue a notice of Apparent Best Value Applicant within the general timeframes provided in Section 2.2 of this RFP. This recommendation will be presented to the Sitka Assembly for authorization to enter into an Agreement of Sale or Lease Agreement. Please note that any Agreement of Sale for the Property will include a Right of First Refusal clause for CBS.

In the event that the selected Proposal requires the parcels to be re-zoned, CBS, on behalf of the applicant, will complete all necessary requirements in compliance with SGC Title 22. The successful Applicant shall be responsible for securing and paying all other costs associated with permits, licenses, approvals, lot line relocation, or variances necessary to comply with the development controls, Sitka General Code, and the approved engineering and/or architectural plans.

5.0 RIGHTS OF THE COMMUNITY AND BOROUGH OF SITKA

The CBS reserves all rights, which shall be exercisable in its sole discretion, without limitation or cause or notice, the following and/or any applicable law:

A. The right to reject any or all Proposals without limitation and/or to cancel, re-issue, postpone, or withdraw the RFP at any time without incurring any obligation or liability.

B. The right to modify the RFP language, timeframes, or contents and issue addenda; all addenda shall be recognized in writing by the Applicant on the Proposal Form.

C. The right to conduct confidential meetings, discussions, or correspondence with one or more Applicant to obtain a better understanding of Proposal contents.

D. The right to engage technical and/or legal consultants in the evaluation of Proposal.

E. The right to waive informalities, irregularities, or deficiencies in the RFP or Proposals

F. The right to negotiate contract terms with the Best Value Responsible Bidder.

G. The right to open the Proposals privately.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: April 26, 2021

Subject: Work Session - Request for Proposal (RFP) for Sitka Community Hospital (SCH) Sale

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Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Property to be purchased includes land, buildings, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street.

The Assembly discussed the proposal at a Special Assembly meeting on December 1, 2020, and the Administrator was given direction to initiate sale proceedings for the former Sitka Community Hospital site.

On December 14, 2020, the CBS received correspondence from SEARHC expressing their desire to pursue the purchase through a competitive bid process.

On January 12, 2021, I presented to the Assembly a best-case scenario timeline for hospital sales proceedings (encl. 1).

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building.

On March 9, 2021, I received direction from the Assembly to proceed with two public hearings and a public survey on the possible sale of the SCH building. Town hall meetings were held on March 16 and March 30, 2021. The public survey was open from March 11, 2021 through April 4, 2021. The surveys were available online and by hard copy at City Hall and at Assembly sessions. The town halls and the survey were widely advertised on all local media sources and 60 physical notices of the events were mailed to the surrounding properties.

An independent Appraiser began appraisal work of the SCH building on March 25, 2021, and the report should be available soon.

On April 13, 2021, a draft RFP was presented to the Assembly for consideration. Upon review, the Assembly gave direction to the Administrator to return at a future work session to modify some of the content of the RFP. On April 26, 2021, our independent Appraiser contacted CBS to inform us that she anticipates having the appraisal report ready prior to April 30, 2021.

Analysis

Rather than attempting to modify an RFP during the April 13, 2021 Assembly meeting, the Assembly directed the Administrator to schedule a work session to publicly discuss some desired changes to the draft RFP. Specific comments were made about setting a minimum bid price based on the appraisal report (which is still pending) and adjusting the scoring weight for some of the evaluation criteria listed in the draft RFP.

Draft RFP

A draft RFP is included for your review and consideration.

Items not included with the draft RFP that will be included with the final copy are as follows:

Required Forms:

- Bid Form: Sale of real property via sealed bid
- Bidder qualification statement
- Conflict of interest statement
- Receipt of site inspection policy

Project Location, Map

- Aerial photo
- Plat
- Legal descriptions
- Photos

Reference Documents

- Current lease
- Appraisal
- SGC Excerpts
- Site inspection policy

Fiscal Note

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building. That appropriation was $30K. There are no additional presale costs anticipated at this time, however, if a special election is considered, there would be costs necessary to facilitate that election – approximately $10K.

Direction Requested

I recommend that the Assembly make note of the previous town hall comments, survey results, and the enclosed draft RFP. Staff is requesting general guidance on changes necessary to the RFP or to the overall process (timeline, voting, etc.). Staff will use the guidance from this work session to include in a final RFP copy to present to the Assembly for approval at the May 11, 2021 regular meeting.

Encl: Assembly memo of April 7, 2021
Draft RFP
Survey Results
Assembly memo of February 25, 2021
Assembly memo of January 5, 2021
Assembly memo of November 3, 2020
SEARHC request of October 21, 2020
Former SCH Aerial Site
Code Excerpt
SEARHC letter of December 14, 2020

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: April 7, 2021

Subject: Draft Request for Proposal (RFP) for Sitka Community Hospital (SCH) Sale and Associated Town Hall Notes / Survey Results

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Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Property to be purchased includes land, buildings, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street.

The Assembly discussed the proposal at a Special Assembly meeting on December 1, 2020, and the Administrator was given direction to initiate sale proceedings for the former Sitka Community Hospital site.

On December 14, 2020, the CBS received correspondence from SEARHC expressing their desire to pursue the purchase through a competitive bid process.

On January 12, 2021, I presented to the Assembly a best-case scenario timeline for hospital sales proceedings (encl. 1).

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building.

On March 9, 2021, I received direction from the Assembly to proceed with two public hearings and a public survey on the possible sale of the SCH building. Town hall meetings were held on March 16 and March 30, 2021. The public survey was open from March 11, 2021 through April 4, 2021. The surveys were available online and by hard copy at City Hall and at Assembly sessions. The town halls and the survey were widely advertised on all local media sources and 60 physical notices of the events were mailed to the surrounding properties.

An independent Appraiser began appraisal work of the SCH building on March 25, 2021, and the report should be available soon.

Analysis
A town hall was held on the SCH Building sale issue on March 16, 2021 and was attended by approximately 10 people both in person and online. Below is a consolidation of their responses:

Town Hall Notes March 16, 2021
Are you in favor of selling the site and why/why not
- Yes:
- No:
    - Land is scarce in Sitka
    - Alternate uses for site (community center, police department)
    - Owned by citizens, should go to a vote
    - Not timely

What should our goals and priorities be in selecting a proposal for the site?
- Community development/enrich community
- Vote to sell
- Seller (benefit) / balanced deal
- Ensure specific performance / exit clause / zoning
- Clean energy – spur electrical sales

Are there particular uses we would/would not like to see if the site is sold and redeveloped?
- No bar/alcohol
- Don't sell all lots – mixed use
- Highest use for highest number of users
- Retirement community
- Inpatient mental health facility
- Rehab facility

Are there any conditions or stipulations that should be added to the sale of the site?
- Long-term care facility

If we do not sell the site, what should it be used for?
- Playground/school activities
- Mental health facility
- Multi-use sports facility
- Convention/expo center
- Rehab facility
- Homeless shelter/warming shelter
- Vocational school

What zoning for the site are we comfortable with?

- Public
- “Appropriate” zoning

“Parking lot” items
- Lease option
    - Hospital (lease land/transfer building)
- Decide for economic good

A second town hall was held on the SCH Building sale issue on March 30, 2021 and was attended by approximately 20 people both in person and online. However, nearly all of those in attendance at the first town hall were also in attendance at this town hall and provided similar responses as the first town hall. Below is a consolidation of their responses:

Town Hall Notes March 30, 2021

Are you in favor of selling the site and why/why not
- Yes:
    - Retrofit/Maintenance expensive
- No:
    - Better options available, due public process not accomplished
    - Need to continue current use
    - Don’t sell because of maintenance costs
    - Could be used for another purpose
    - Lease rather than sell, keep land, valuable asset, use for long-term care
    - Valuable resource in downtown area, lease rather than sell
    - Develop for benefit of community

What should our goals and priorities be in selecting a proposal for the site?
- Improve long-term care services in Sitka
- Use to strengthen community of Sitka
- Allow current leaseholder to complete lease and then readdress
- Serve a long-term public service (not private) – e.g. medical
- Continue as a medical venue
- Community based use and fair market value
- Human value should be considered

Are there particular uses we would/would not like to see if the site is sold and redeveloped?
- Should be used for community purposes, not privatized

Are there any conditions or stipulations that should be added to the sale of the site?
- We need to know the fate of long-term care
- Should be retained for long-term care

- No retail

If we do not sell the site, what should it be used for?
- Should be used for long-term care
- Used for senior needs
- Continue to lease
- Meet health needs of community specifically drug rehab, mental health

What zoning for the site are we comfortable with?
- Maintain as public lands, public property (5)
- Inquiry as to whether covenants can be placed in deed/sale of property to retain public zoning

Survey Results
Survey results and comments are consolidated and included as an enclosure to the memo. General statistics on the sale question are as follows:

Total responses received: 221
In favor of sale: 114
Opposed to sale: 63
Unsure: 44

As previously mentioned, two town halls were held on the SCH Building sale issue on March 16 and 30, 2021 and were attended by approximately 30 people total over both sessions in person and online. However, nearly all of those in attendance at the first town hall were also in attendance at the second town hall and provided similar responses as the first town hall.

Notably, during the town halls, only two people were in support of the sale, only a few were unsure, while all others were opposed to the sale.

Draft RFP
A draft RFP is included for your review and consideration.

Items not included with the draft RFP that will be included with the final copy are as follows:

Required Forms:
- Bid Form: Sale of real property via sealed bid
- Bidder qualification statement
- Conflict of interest statement
- Receipt of site inspection policy

Project Location, Map
- Aerial photo
- Plat

- Legal descriptions
- Photos

Reference Documents
- Current lease
- Appraisal
- SGC Excerpts
- Site inspection policy

Fiscal Note
On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building. That appropriation was $30K. There are no additional presale costs anticipated at this time, however, if a special election is considered, there would be costs necessary to facilitate that election – approximately $10K.

Direction Requested
I recommend that the Assembly make note of the town hall comments, survey results, and draft RFP. Is the Assembly comfortable with the RFP as attached, or would they prefer an additional work session to incorporate additional concerns?

Encl: Draft RFP
Survey Results
Assembly memo of February 25, 2021
Assembly memo of January 5, 2021
Assembly memo of November 3, 2020
SEARHC request of October 21, 2020
Former SCH Aerial Site
Code Excerpt
SEARHC letter of December 14, 2020

City and Borough of Sitka

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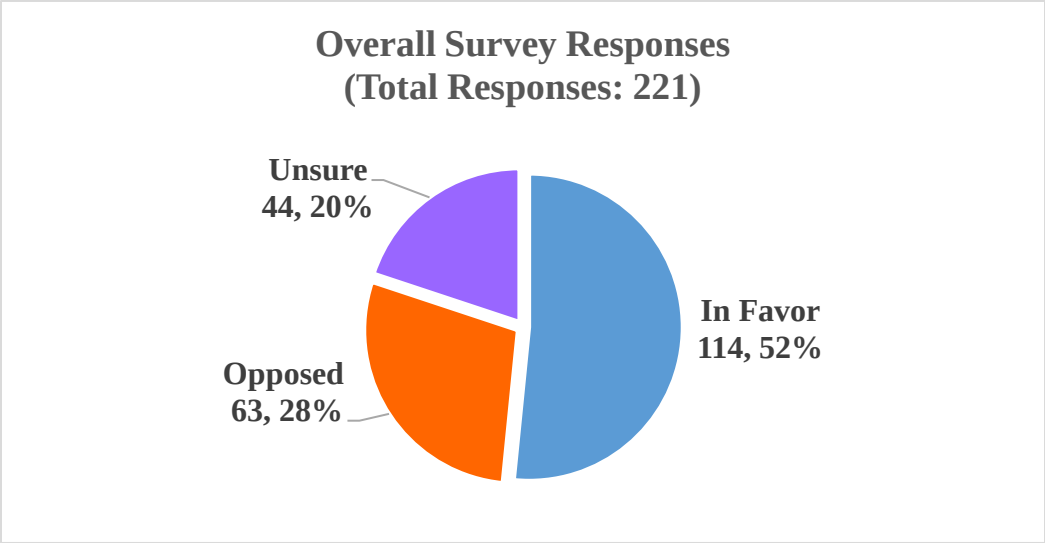
Coast Guard City, USA

Public Opinion Survey – Former SCH Building and Associated Properties

Responses as of 4/5/2021



<u>Section I: For those in favor of the sale:</u>

The primary reasons given for supporting the sale were that the site is surplus to CBS needs, it could be expensive in the future to maintain it, CBS needs the money, and that it could be used for economic development, more health care services, or housing if sold.

The goals and priorities in selecting a proposal for the site primarily centered around the sale price and use of the property. Approximately 1/3 stated that their primary concern was getting the highest return on the property/selling for at least fair market value. Over 1/3 stated a preference for proposals that provided health/medical services and/or some sort of public benefit (as opposed to private, commercial use).

Preferred uses for the site included:

- General housing/affordable housing
- Medical/health related
- Senior housing
- Long-term care
- Public use/community center
- Police Department
- Offices
- Let a new owner decide

Non-preferred uses for the site included:

- Hospital
- Correctional facility
- Industrial/manufacturing uses (or other high intensity uses that would create a lot of noise, traffic, or emissions)
- Housing – both high-end as well as low-cost
- Retail pharmacy
- Night clubs/alcohol/marijuana/gambling related businesses
- Anything tourism related
- CBS facilities
- Social services: Homeless shelter, rehabilitative services, SAFV type shelter
- Recreation
- Non-profit uses (i.e. those who will pay no or reduced property taxes)
- Commercial Enterprises

When asked if there were any conditions or stipulations that should be included in sale provisions, responses included that details of the sale be made public, that CBS receives full market value for the building, that the building continue to be used for health services, to not have the building demolished, to have no retail allowed, to ensure that long-term care stays in the building unless another facility is constructed, protections to CBS from future liability/obligations, provisions to ensure the building does not become derelict, encourage green initiatives such as converting the boiler to electric, providing more space for bikes/walkability, etc., and ensuring CBS has right of first refusal if the property is resold.

Section II: For those opposed to the sale:

The primary reasons given for opposing the sale were that CBS should continue leasing the property and generating income from the property in the long-term, that CBS should retain the property for future uses (city infrastructure needs, a back-up medical facility), concerns about losing a prime property that could have strategic/community use in the future, and that the decision should be put out to a public vote.

Alternative uses (other than sale) for the site included:

- Youth/activities center
- Community center
- Police station or other CBS uses
- Continued long-term care
- Elder/senior housing
- General housing
- Social services: Homeless shelter, rehabilitative services, SAFV type shelter
- Another, private health care facility or other medical services
- Birthing center
- Low cost housing
- Recreation/entertainment

- Educational uses
- Daycare
- A variety of uses so long as it's managed through a lease rather than sale

When asked if there were any conditions or stipulations that could be make respondents more comfortable with a sale, many responded that they'd like to see a competitive process where anyone could bid, guaranteeing that future use of the site is for medical/health services and/or community/public benefit, ensuring we receive fair market value, and CBS getting right of first refusal if the property is resold in the future. Approximately half of respondents in this category stated that there were no conditions or stipulations that would make them more comfortable with a sale and feel that CBS should retain it.

Section III: For those unsure of selling:

For those unsure about selling the site, many stated that they would like to have more details on who the buyer would be and what the use is before formulating an opinion. Many felt there were pro's and con's on both side, recognizing that CBS likely doesn't have funds to make use of the property as of now, but concern about the opportunity costs in the future by giving up the site. Several suggesting leasing the site instead.

The goals and priorities in selecting a proposal identified by these respondents were heavily focused on public/community benefit as a result of future use, cohesion with the surrounding neighborhood, positive economic impact, and CBS revenues.

Preferred uses for the site included:

- Entertainment/Recreation
- Mixed use including housing
- Health/Medical services such as: A new hospital, nursing school/medical training facility, birthing center/midwifery training center, and inpatient treatment for drug/alcohol dependence
- Housing: General housing, senior housing/assisted living, affordable housing
- Community center: shared workspaces, teen center, gathering place
- Child care
- Police station or other CBS uses
- Homeless shelter
- Educational services

Non-preferred uses for the site included:

- Industrial/high intensity commercial
- Any ventures that do not serve the whole community (i.e. general commercial use)
- Rehabilitation facilities
- Anything alcohol/marijuana related
- Housing: high-end/single family housing, affordable housing, high density housing
- Retail or restaurant uses
- Lodging; short-term rentals, lodges, hotels, etc.

- Anything tourism related
- Recreation
- Homeless shelter

When asked if there were any conditions or stipulations that could be make respondents more comfortable with a sale, respondents wanted to limit any future costs or liabilities to CBS, ensuring CBS has right of first refusal if the property is resold, having requirements for mixed use and traffic planning, ensuring that the site is always used in a way that is available/beneficial to the whole community, keeping it reserved for education purposes or medical/health services, having a competitive process that is open to all, limiting subdivision and lots sold for large/high-end housing, requiring some amount of affordable/low income housing if site is to be developed for housing, prevent building from becoming derelict, restricting resale for at least 10 years, requiring dedication of green space, and receiving full rate property tax.

Section IV: Overall Messages/Takeaways

Across the board, whether respondents were in favor of, opposed to, or unsure of selling the site, there was broad support for the idea that the use of the site to be for some sort of community of public good. In some cases, this was specified to mean medical/health services as opposed to general commercial use – in addition to those opposed to selling in general, about 1/3 of those in favor of the sale and 40% of those unsure of the sale still would like to see the site used in some public/community manner. This was reflected in the preferences for zoning; the most recommended zoning for the site was for it to remain in the Public lands district.

- 24 respondents stated their support of the site being leased.
- 8 respondents wanted the decision to be put to a public vote.
- 7 respondents wanted CBS to have first right of refusal in a sale contract if sold.

City and Borough of Sitka

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Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: February 25, 2021

Subject: Updated Timeline for Sitka Community Hospital (SCH) Sale

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Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Property to be purchased includes land, buildings, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street.

The Assembly discussed the proposal at a Special Assembly meeting on December 1, 2020, and the Administrator was given direction to initiate sale proceedings for the former Sitka Community Hospital site.

On December 14, 2020, the CBS received correspondence from SEARHC expressing their desire to pursue the purchase through a competitive bid process.

On January 12, 2021, I presented to the Assembly a best-case scenario timeline for hospital sales proceedings (encl. 1).

On February 9, 2021, a supplemental appropriation passed on second reading for costs associated with preparing the RFP for the possible sale of the SCH building.

Analysis

We recently learned the earliest independent appraisal we could secure would not be able to begin until late March. I optimistically expect that appraisal report to be ready no earlier than the middle of April 2021. The appraisal figures will be a crucial piece to the completion of the RFP if the Assembly decides to set a minimum bid price.

A key decision that significantly impacts the timeline is whether or not the Assembly would prefer to go to an advisory vote per Section 18.12.010 B of Sitka General Code (SGC). As a reminder, to include this item on the 2021 election ballot (if so desired), the

ballot ordinance would have to be presented no later than July 27, 2021. Given the extension of our original estimates, some additional staff research, and new developments, I am presenting some options for your consideration:

Option 1: RFP with No Advisory Vote

In this scenario, CBS staff would continue with the RFP process on an amended schedule. If a proposer is selected, the proposal would be presented to the Assembly at which time they could decide if they would like to proceed with the sale. A public advisory vote would not be held. Below is a potential schedule:

- April 13, 2021 – Draft RFP presented to Assembly for approval
- April 20 thru June 20, 2021 – Advertise RFP for agreed upon 60-day period
- June 20 thru June 30, 2021 – Evaluation team reviews and selects a proposal
- July 13, 2021 – Selected proposal presented to Assembly for approval to begin sales negotiations
- August 10, 2021 – Sales terms presented to Assembly for consideration
- September 28, 2021 – Assembly final review of sales contract to approve the sale.

Option 2: RFP with Public Advisory Vote

In this scenario, CBS staff would continue with the RFP process on an amended schedule. At any time, a special election could be held on the matter, which takes approximately three months and $10K to facilitate, or the Assembly may choose to wait until the October 2021 regular election. This overall sales schedule is difficult to determine without guidance on when/if an advisory vote would be held. It is reasonable to assume that no proposal would be selected, or sales negotiations would commence until after the Assembly were to evaluate the results of any election held. It is important to note that the election results would be advisory only, and the ballot item would focus on the sales action only.

Option 3 (Recommended): RFP with Public Hearings in lieu of Advisory Vote

In this scenario, CBS staff would continue with presale work and the RFP process on an amended schedule. While the RFP is being developed, two public hearings could be held where the public could interact with the Assembly and voice their concerns and opinions on the sale of the SCH building and surrounding property. I am proposing that those sessions be widely advertised and held in Assembly chambers on March 16th and March 30th. If appropriate, the RFP can be revised to reflect citizen concerns. After the public hearings, the draft RFP would be presented to the Assembly at the regular session on April 13th and would incorporate both public input and fair market value figures determined by an appraisal. It is important to note that the hearings would focus on the sales action only, and not who the potential buyer may be. Here is the proposed schedule:

- March 16, 2021 – First public hearing with Assembly on SCH building sale
- March 30, 2021 – Second public hearing with Assembly on SCH building sale
- April 13, 2021 – Draft RFP presented to Assembly for approval
- April 20 thru June 20, 2021 – Advertise RFP for agreed upon 60-day period
- June 20 thru June 30, 2021 – Evaluation team reviews and selects a proposal

- July 13, 2021 – Selected proposal presented to Assembly for approval to begin sales negotiations
- August 10, 2021 – Sales terms presented to Assembly for consideration
- September 28, 2021 – Assembly final review of sales contract to approve the sale.

Fiscal Note

On February 9, 2021, a supplemental appropriation passed second on reading for costs associated with preparing the RFP for the possible sale of the SCH building. That appropriation was $30K. There are no additional presale costs anticipated at this time, however, if a special election is considered, there would be costs necessary to facilitate that election – approximately $10K.

Recommendation

I recommend that the Assembly make note of the options presented above and provide staff with one of the options to facilitate the sale of the SCH building and associated property.

Encl: Assembly memo of January 5, 2021
Assembly memo of November 3, 2020
SEARHC request of October 21, 2020
Former SCH Aerial Site
Code Excerpt
SEARHC letter of December 14, 2020

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: John Leach, Municipal Administrator

Date: January 5, 2021

Subject: Draft Timeline for Sitka Community Hospital (SCH) Building Sale

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Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Properties to be purchased include land, building, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street.

The Assembly discussed the proposal at a Special Assembly meeting on December 1, 2020, and the Administrator was given direction to initiate sale proceedings for the former Sitka Community Hospital site.

On December 14, 2020, the CBS received correspondence from SEARHC expressing their desire to pursue the purchase through a competitive bid process.

Analysis

The following draft timeline is a ***best-case scenario*** and has been developed for expectation management and tracking:

- **January 12, 2021** – SEARHC letter presented to Assembly requesting sale to be pursued through competitive process
- **January 26, 2021** – Supplemental Appropriation presented to Assembly for costs associated with preparing the RFP for possible sale (RFP consultation, outside assessor, building inspection, business valuation, etc.)
- **March 9, 2021** – Draft RFP presented to Assembly for approval
- **March 15 thru May 15, 2021** – Advertise RFP for agreed upon 60-day period
- **May 15 thru May 25, 2021** – Evaluation team reviews and selects a proposal
- **June 8, 2021** – Selected proposal presented to Assembly for approval to begin sales negotiations
- **July 13, 2021** – Sales terms presented to Assembly for either approval or to

continue to a public advisory vote.

- **October 5, 2021** (if directed by Assembly) – Advisory vote on SHC Building sale
- **October 12, 2021** – Assembly final review of sales contract (and consideration of Advisory vote – if held) to approve the sale.

Given that we will not be able to secure an appraiser, inspector, and/or RFP consultant under contract until the appropriation is approved on January 26, 2021, it is not unreasonable for the overall schedule to shift to the right. The appraisal and inspection are necessary inputs to the RFP, and our ability to secure those services will be the first bottleneck in the RFP development.

There may also be a need to secure outside legal counsel to assist in the sales contract which could further lengthen the timeline and potentially add legal fees to the estimated fiscal analysis of this memo.

The timeline presented above is to outline how quickly the process would need to move forward in order to make the October ballot (if so desired) since July 27, 2021 is the last date to present ballot initiatives for the regular election.

Moving as quickly as possible, I do not foresee this sale being completed prior to November 2021.

Fiscal Note

A supplemental appropriation will be necessary to obtain the appropriate support to develop a comprehensive RFP for the sale, provide an independent assessment of the building, and obtain an in-depth building inspection. The amount of the appropriation is estimated to be $25,000, however, formal cost estimates have not yet been pursued through the private sector. Customarily, the selected proposer/buyer shares equally in appraisal costs, paid at time of closing. The expenses incurred to facilitate the sale that are paid by the general fund will be reimbursed by the sale proceeds, as Article XI, Section 11.16 of the Charter requires the municipality to deposit only the net proceeds from the sale of real property.

Recommendation

I recommend that the Assembly make note of the draft timeline and potential costs associated with sales proceedings of the former SCH site.

Encl: Assembly memo of November 3, 2020
SEARHC request of October 21, 2020
Former SCH Aerial Site
Code Excerpt
SEARHC letter of December 14, 2020

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator

From: Amy Ainslie, Planning Director

Date: November 3, 2020

Subject: **Sitka Community Hospital (SCH) Building Sale**

Background

On October 21, 2020, representatives from SEARHC approached city staff with an interest to purchase the SCH building that they currently occupy under lease terms. Properties to be purchased include land, building, and all other improvements at 209 Moller Drive, 202 and 204 Brady Street, and 302 Gavan Street. The request and an aerial image of the parcels in question is included in your packet for reference.

Analysis/Fiscal Note

1. Competitive Bid

Section 18.12.010(E) of SGC requires competitive bid for disposal of CBS property "unless the assembly finds that competitive bidding is inappropriate".

According to this section, a finding by the Assembly that "competitive bidding is inappropriate" can be based on the "size, shape, or location of the parcel, rendering it of true usefulness to only one party[.]" Arguably, the parcel has only "true usefulness" to SEARHC. The parcel contains a building, and other infrastructure, that was (for many decades as SCH) and is currently (under a five year lease to SEARHC) used for health care services. The configuration of the building, and other infrastructure, is best suited for health care services. Since SEARHC is owner of most of the adjacent real property, the location of the parcel is only truly useful to SEARHC, who intends to continue to use the building, and other infrastructure, for health care services. These circumstances may support a finding that competitive bidding is inappropriate.

Also, according to this section, a finding by the Assembly that "competitive bidding is inappropriate" can be based on the "nature of the property or the circumstances surrounding its disposal to include possible unjust results with regard to the existing lessee[.]" Again, the nature of the property is that the building, and other infrastructure,

was and is currently used for health care services. The building, and other infrastructure are best suited for health care services. The community could be best served by continuity of use. Significantly, SEARHC currently leases the property, with nearly four years remaining on the lease (lease expires 8-1-2024). If the sale was by competitive bid, the purchaser would have to purchase subject to the lease. Under these circumstances, SEARHC may be subject to unjust results with a new lessor. These circumstances may support a finding that competitive bidding is inappropriate.

2. Advisory Vote

Section 18.12.010 B of SGC states, "Upon sale or disposal of real property valued over five million dollars, or upon lease of real property, including tidelands, of a value of more than seven million five hundred thousand dollars, the ordinance authorizing the sale, lease, or disposition may provide that the ordinance receive an advisory vote at a general or special election. The assembly shall stay its decision on any such sale, lease, or disposition pending the outcome of the election." Early valuation efforts done for insurance purposes in 2016 indicate that the value of the building and the land is well over the five million dollar threshold. Therefore, the Assembly may choose (but is not required to) put the decision out for an advisory vote by either adding it to the October ballot or scheduling a special election, and stay their decision until the election is over. The vote would be advisory only, not binding.

A decision tree has been included in your packet to help guide the order of operations for the sale process. The ultimate decisions regarding timing, price, and terms of sale will be decided as a part of the sales agreement and ordinance. Staff would like direction on responding to the request and initiating associated sale proceedings.

<u>Recommendation</u>

Staff needs direction from the Assembly on three main points:

- Does the Assembly want to dispose of the property through a sale?
- Does the assembly desire a waiver of competitive bidding for a sale?
- If a sale is desired, whether through competitive bid or direct negotiation, would the assembly desire that the ordinance authorizing the sale receive an advisory vote at a general or special election?

Suggested motions (in order):

1. Keep or sell

"I move to direct staff to initiate sale proceedings for the former Sitka Community Hospital site".

2. Competitive/Non-Competitive Sale

"I move to find that competitive bidding for this property is appropriate pursuant to SGC

18.12.010(E), and direct staff to prepare an RFP for the sale of the former Sitka Community Hospital site."

OR

"I move to find that competitive bidding for this property would be inappropriate due to possible unjust results with regard to the existing lessee and adjacent property owner pursuant to SGC 18.12.010(E), and for staff to work with the lessee, SEARHC, on a direct negotiation for the sale of the former Sitka Community Hospital site."

3. Advisory Vote

"I move that the sale of the former Sitka Community Hospital site should receive an advisory vote at the 2021 general election, and that the Assembly will stay its decision on the sale pending the outcome of the election."

OR

"I move that the sale of the former Sitka Community Hospital site should receive an advisory vote at a special election, and that the Assembly will stay its decision on the sale pending the outcome of the election."

Attachments:

- SEARHC Request
- Former SCH Site Aerial
- Code Excerpt
- Decision Tree

SEARHC
SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

October 21, 2020

Administrator John Leach
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Dear Mr. Leach,

The SouthEast Alaska Regional Health Consortium (SEARHC) hereby requests to purchase the following property described as the old Sitka Community Hospital (SCH) facility:

1. 209 Moller Drive (A fractional portion of Lot Fourteen (14), Block D, Moore Memorial Addition), containing 110,000 square feet
2. 202 Brady Street (Lot Three (3), Block D, Moore Memorial Addition), containing 8,482 square feet
3. 204 Brady Street (Lot Two (2), Block D, Moore Memorial Addition), containing 9,654 square feet
4. 302 Gavan Street (A portion of Lot 14, Block D, Moore Memorial Addition), containing 6,290 square feet

As the current lessee, SEARHC utilizes the Sitka Community Hospital facility for long-term care, rehabilitative services, and primary and urgent care clinic space. As these services grow, the facility needs significant upgrades, requiring investment and future planning, and remediation of contamination and safety hazards. This level of investment will only be feasible with ownership of the facility.

The upcoming Mt. Edgecumbe Medical Center Construction and Expansion Project will further the need to renovate the SCH facility as service lines and staff positions will be required to relocate during the construction process. The SCH facility's ownership would allow positions to remain in Sitka instead of moving to other locations throughout the region.

We look forward to collaborating with the City and Borough of Sitka on a mutually beneficial property sale.

Thank you for your consideration.

Sincerely,

Charles Clement

Charles Clement
President and Chief Executive Officer

CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
LAND MANAGEMENT APPLICATION FORM

1. Review guidelines and procedural information.
2. Fill form out completely. No request will be considered without a completed form.
3. Submit all supporting documents and proof of payment.

APPLICATION FOR: ☐ TIDELAND ☐ LEASE ☐ LAND ☑ PURCHASE

BRIEF DESCRIPTION OF REQUEST: The SouthEast Alaska Regional Health Consortium requests to purchase the Sitka Community Hospital facility and underlying parcels.

PROPERTY INFORMATION:

CURRENT ZONING: P- Public ARE YOU THE UPLAND PROPERTY OWNER? Adjacent property owner

CURRENT LAND USE(S): Health Services PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: City and Borough of Sitka

PROPERTY OWNER ADDRESS: 100 Lincoln Street Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 209 Moller Drive, 202 and 204 Brady Street, 302 Gavan Street

APPLICANT'S NAME: SouthEast Alaska Regional Health Consortium (SEARHC)

MAILING ADDRESS: 222 Tongass Drive Sitka, AK 99835

EMAIL ADDRESS: maeganb@searhc.org DAYTIME PHONE: 907.966.8942

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: _____ US SURVEY: _____

OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		OWNERSHIP	

REQUIRED SUPPLEMENTAL INFORMATION:

- [x] Completed application form
- [x] Narrative
- [ ] Site Plan showing all existing and proposed structures with dimensions and location of utilities
- [ ] Proof of filing fee payment
- [ ] Proof of ownership (If claiming upland preference)
- [ ] Copy of current plat

CERTIFICATION:

I hereby certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I further authorize municipal staff to access the property to conduct site visits as necessary.

Maya Bosek (on behalf of SEARHC)
Applicant

10/20/20
Date

203
Gavan Street
Brady Street
204
202
302
200
814
209
805
810
803
802
800
801
Halibut Point Road
210
213
Gavan Street
306
308
310
216
301
303
305
307
309
Moller Avenue
212
Google
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18.12.010 Real property disposal.

A. Real property, including tidelands, and land acquired from the state, may be sold or leased only when authorized by ordinance. Lease of space within municipal buildings that are of a value of less than one thousand dollars shall be treated as disposals of personal property without ordinance. All other leases of space within a municipal building shall be treated as disposal of real property under this chapter.

Note: The value of a lease shall be determined by multiplying the monthly or annual rent by the term of the lease.

B. Upon sale or disposal of real property valued over five million dollars, or upon lease of real property, including tidelands, of a value of more than seven million five hundred thousand dollars, the ordinance authorizing the sale, lease, or disposition may provide that the ordinance receive an advisory vote at a general or special election. The assembly shall stay its decision on any such sale, lease, or disposition pending the outcome of the election. This subsection shall not apply to leases at the former Alaska Pulp Corporation mill site, now known as the Gary Paxton Industrial Park, and the property leased under Ordinance 99-1539.

C. No advisory vote or competitive bid is required for exchange of municipal property, both real and personal, including tidelands, or any interest in property, with the United States, the state of Alaska, or a political subdivision.

Such disposals to other governmental units shall be done by ordinance.

All leases of real property and tidelands approved by the assembly and signed by the lessee prior to the date of enactment of the ordinance codified in this title are confirmed and ratified and voter ratification required under the former ordinance is waived. (Enactment date September 27, 1983).

D. The lease of any municipal property on a temporary basis may be made by the administrator upon motion of the assembly without ordinance. Temporary shall be defined as any lease terminable at the will of the municipality where no more than thirty days prior notice of intent to terminate is required.

E. Sale or lease of municipal real property, including tidelands, shall be by competitive bid, unless the assembly finds that competitive bidding is inappropriate, due to the size, shape, or location of the parcel, rendering it of true usefulness to only one party, or is waived by subsection C of this section. The assembly may also find that competitive bidding is inappropriate due to the nature of the property or the circumstances surrounding its disposal to include possible unjust results with regard to the existing lessee, or adjacent or neighboring property owners.

F. When it is deemed advantageous to the municipality, it may trade uplands or tidelands for other land of approximately equal size or value. Should the municipal property in question be of such value as to permit an advisory vote, an advisory vote may be authorized by the assembly, and the requirements and procedures concerning such election shall apply.

G. The administrator is authorized to sign all municipal lease and conveyance documents.

(Ord. 18-29 § 4 (part), 2018: Ord. 99-1545 § 4 (part), 1999; Ord. 93-1141 § 4, 1993; Ord. 92-1110 § 4, 1992; Ord. 92-1026 § 4, 1992; Ord. 83-556 4 (part), 1983.)

SEARHC
SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM

Mt. Edgecumbe Medical Center | Healthcare
T: 907.966.8800
222 Tongass Drive | Sitka, AK 99835

December 14, 2020

City and Borough of Sitka
John Leach, Municipal Administrator
100 Lincoln Street
Sitka, AK 99835

Dear Mr. Leach,

After considering options put before the SouthEast Alaska Regional Health Consortium (SEARHC) regarding the Moller Drive Campus's potential purchase, we request that the Assembly and city prepare a process for the facility's competitive bid at your earliest convenience.

SEARHC looks forward to participating in a transparent sale process to increase healthcare services and employment options in Sitka.

Sincerely,

Dr. Elliot Bruhl
Senior Vice President and Chief Medical Director

Maegan Bosak
Director of Marketing and Communications

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	21-081	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	5/5/2021			In control:	City and Borough Assembly
On agenda:	5/11/2021			Final action:	
Title:	Approve first amendment to employee agreement between the City and Borough of Sitka and Brian E. Hanson (possible executive session)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Amendment				

Date	Ver.	Action By	Action	Result

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POSSIBLE MOTION

I MOVE TO amend Municipal Attorney Brian E. Hanson's Employee Agreement, dated September 19, 2016, by adding to Section 4, entitled "Salary," the following: "Effective July 1, 2018 (FY 2019), with satisfactory performance, Employee shall receive an annual 1.5% increase in pay, which is consistent with the pay increase provided to employees under the CBS Personnel Policies Handbook. Employee shall receive retroactive pay for said annual increases."

Note - If the Assembly desires to go into executive session, the following are recommended:

Step 1

I MOVE TO go into executive session* to consider the terms of the Municipal Attorney's employment agreement 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 E. Hanson. In addition, I move to exclude the Municipal Clerk and the Municipal Administrator.

Step 2

I MOVE TO reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.

FIRST AMENDMENT TO EMPLOYEE AGREEMENT
BETWEEN
CITY AND BOROUGH OF SITKA
AND
BRIAN E. HANSON

The City and Borough of Sitka ("CBS") and Brian E. Hanson agree to amend Brian E. Hanson's Employee Agreement of September 19, 2016 (the "Agreement"), pursuant to Sections 11 (E) of the Agreement, by adding to Section 4, entitled "Salary," the following: "Effective July 1, 2018 (FY 2019), with satisfactory performance, Employee shall receive an annual 1.5% increase in pay, which is consistent with the pay increase provided to employees under the CBS Personnel Policies Handbook. Employee shall receive retroactive pay for said annual increases."

All other terms and conditions of the Agreement shall remain in full force and effect. This First Amendment to the Agreement was approved by the CBS Municipal Assembly on May 11, 2021.

CITY AND BOROUGH OF SITKA

_____

By: Steven Eisenbeisz
Its: Mayor

CITY AND BOROUGH OF SITKA

_____

By: Brian E. Hanson
Its: Municipal Attorney