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, November 10, 2020 | **6:00 PM** | **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

20-226 Reminders, Calendars, and General Correspondence

Attachments: Reminders and Calendars
PW Assembly Update_10 October

V. CEREMONIAL MATTERS

20-221 Ceremonial: 1) Proclamation Honoring Veteran's Day, and, 2) Citation Honoring Elaine Strelow

Attachments: Veterans Day Proclamation
Strelow Citation

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

VII. PERSONS TO BE HEARD

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

VIII. CONSENT AGENDA

All matters under Item 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 20-219 Approve the minutes of the two October 20 assembly meetings and October 27 assembly meeting

Attachments: Consent and Minutes

B 20-218 Approve the following liquor license renewal applications: 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Pioneer Liquor Inc. dba Pioneer Bar at 212 Katlian Street, and, 3) Pioneer Liquor Inc. dba Pioneer Liquor Store at 212 Katlian Street

Attachments: Motion and Memos

363, 865, 872 LGB Notice - City of Sitka in Borough 102320

363 BPO Elks Lodge #1662 CRA CLUB

865 Pioneer Bar CRA BD

872 Pioneer Liquor Store CRA PS

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

C 20-220 Reappoint Doug Osborne to a three-year term on the Health Needs and Human Services Commission

Attachments: Motion

Osborne Health Needs Application

X. UNFINISHED BUSINESS:

D 20-182 Award FY21 General Fund Non-Profit Grants (postponed at the September 24 special assembly meeting)

Attachments: Possible Motions Non Profit Grants 2020
Minutes September 24
FY21Grantapp.
FY21 NonProfit Grant Requests
01 Brave Heart Volunteers
02 Sitka Counseling and Preventention Services
03 Sitka Ham Amateur Radio Klub
04 Sitka Pregnancy Center
05 Southeast Alaska Independent Living
06 Alaska Arts Southeast
07 Civil Air Patrol
08 Sitka Trail Works

XI. NEW BUSINESS:

New Business First Reading

E ORD 20-52 Amending Title 2 "Administration" of the Sitka General Code Chapter 2.04 "City and Borough Assembly" by amending Section 2.04.040 "Committees"

Attachments: Motion
Ord 2020-52

Additional New Business Items

F RES 20-29 Reestablishing a Climate Action Task Force to advise the Assembly on methods for planning and mitigating the impacts of climate change (1st and final reading)

Attachments: Motion Res 2020-29
Memo Res 2020-29
Res 2020-29

G RES 20-30 Encouraging people in the City and Borough of Sitka to continue COVID-19 prevention efforts for keeping Sitka Schools open (1st and final reading)

Attachments: Motion Res 2020-30
Res 2020-30

H 20-222 Discussion / Direction / Decision on the Request for Proposal for the development of the 17 acre waterfront parcel at 4951 Halibut Point Road

Attachments: Discussion Direction Decision
Memo RFP 4951 HPR
Draft RFP_4951 HPR
Background_RFI & Attachments

I 20-224 Discussion / Direction on the sale of the former Sitka Community Hospital building

Attachments: Discussion Direction
Assembly Memo_SCH Building Sale
Attachments_SCH Building Sale

J 20-223 Update / Discussion on the CARES Act Working Group progress (public comment to be taken)

Attachments: Update Discussion Cares Act

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

K 20-225 Municipal Administrator Employment Agreement

Attachments: Motion

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: November 6

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-226	**Version:**	1	**Name:**	
Type:	Item			**Status:**	AGENDA READY
File created:	11/5/2020			**In control:**	City and Borough Assembly
On agenda:	11/10/2020			**Final action:**	
Title:	Reminders, Calendars, and General Correspondence				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Reminders and Calendars PW Assembly Update_10 October				

Date	Ver.	Action By	Action	Result

powered by Legistar™

REMINDERS

DATE	EVENT	TIME
Tuesday, November 10	Regular Meeting	6:00 PM
Tuesday, November 24	Regular Meeting	6:00 PM

Assembly Calendar

2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2021

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 **Nov**	2	3	4	5	6	7
			6:00pm Library Commission - Liaison Nelson 6:00pm School Board - Liaison Himschoot 7:00pm Planning Commission - Liaison Christianson			
8	9	10	11	12	13	14
		12:00pm Parks & Recreation - Liaison Mosher 6:00pm Regular Assembly Mtg	HOLIDAY 5:00pm Tree & Landscape - Liaison Himschoot 6:00pm Historic Preservation - Liaison Duncan 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Duncan		
15	16	17	18	19	20	21
			7:00pm Planning Commission - Liaison Christianson			
22	23	24	25	26	27	28
		6:00pm Regular Assembly Mtg	6:00pm Police and Fire - Liaison Nelson	HOLIDAY		
29	30	1 **Dec**	2	3	4	5
			6:00pm Library Commission - Liaison Nelson 6:00pm School Board - Liaison Himschoot 7:00pm Planning Commission - Liaison Christianson			

Assembly Calendar

2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2021

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 **Nov**	30	1 **Dec**	2	3	4	5
			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 Historic Preservation - Liaison Duncan 6:00pm Port & Harbors Commission - Liaison Knox	12:00pm LEPC - Liaison Nelson 1:30pm Health Needs & Human Services - Liaison Duncan		
13	14	15	16	17	18	19
			7:00pm Planning Commission - Liaison Christianson	6:00pm Special Budget Meeting: Big Picture Guidance		
20	21	22	23	24	25	26
		6:00pm Regular Assembly Mtg	6:00pm Police and Fire - Liaison Nelson		HOLIDAY	
27	28	29	30	31	1 **Jan**	2
					HOLIDAY	

PUBLIC WORKS ASSEMBLY UPDATE
WORK COMPLETED THROUGH OCTOBER 2020

CARES ACT- City Hall Lobby Tenant Improvements and Hands-free Devices (BIDDING AND CONSTRUCTION PHASE)

Milestones This Period

- Project bid October 27- two (2) bidders responsive.
- Notice of Intent to Award to CBC Construction, Inc has been issued.
- Owner-furnished materials ordered for City Hall.
- Owner-furnished materials ordered for hands-free devices, installation in progress.
- All future milestones are in progress.

Future Milestones

- Execute contract and issue NTP for construction.
- Construction is scheduled to be substantially complete December 21, 2020.

Background

The project has been initiated with Federal CARES Act funding intended to address issues incurred due to the COVID-19 public health emergency. Key improvements to City Hall are focused on improving customer service and safety via social distancing and installation of hands-free devices. Reconfiguration of the first-floor lobby area, featuring the installation of banker's windows, will allow customer service activities to be conducted more efficiently and more safely. Hands-free devices, such as soap/sanitizer dispensers, paper towel dispensers, faucets, flushers and hydration stations will be installed at various public locations throughout Sitka.

$350,000 – City Hall Improvements
$205,000 – Hands-free devices
$555,000 – Total Available Project Funding

Contracts:	PTS, Inc (project management)	$50,000
	CBC Construction, Inc (pending contract execution)	$93,490

Wastewater Treatment Plant (WWTP) Rehabilitation (CONSTRUCTION PHASE)

Milestones This Period

- Factory Representative Startup of new Mitsubishi heat-pump VRF system in the Administrative Area.
- Startup of exhaust fans over the treatment plant.
- Demo of existing & installation of the new generator and its chimney.
- Completion of switchover from existing motor controllers (MCC) to new MCCs in new location and demo of exiting MCCs and installation and finish of sheetrock on walls that were behind the existing MCCs in the Control Room.
- Installation of Lab and Office casework.
- Installation and testing of new Fire Alarm system.
- Installation of the majority of new flooring.
- Installation of new restroom fixtures and accessories.

Future Milestones

- Installation of new fiberglass doors and frames: November 2020.
- Final finishes once fiberglass doors are installed. November 2020.
- Installation of new building Diamond Digital Control system. November 2020.
- Completion of installation of new mechanical, electrical, and SCADA building systems, Winter 2021.
- Substantial Completion required May 20, 2021.

Background

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

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

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

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

Critical Secondary Water Supply (DESIGN PHASE)

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

Milestones This Period

- Completed 95% design.
- Facilitated discussion between NSRAA and CBS Administration to establish a project cost sharing structure for potential EDA grant.

Future Milestones

- Apply for Economic Development Administration grant to support construction of CBS and NSRAA Sawmill Creek water intake: November 2020.
- Finalize two agreements with NSRAA: the first agreement will detail cost sharing for design and construction; and the second will detail ownership, operations and maintenance after construction: December 2020.
- Solicit construction bids for Sawmill Creek intake and filter plant: January 2021.
- Award construction contract: March 2021.
- Substantial Completion for secondary water source project anticipated in March 2022.

Background
The project is for design and construction of a secondary water source, for when the primary water source – Blue Lake water treated with ultraviolet (UV) radiation – is unavailable. Blue Lake water will not be available when the Electric Department inspects and maintains the penstock providing water from the dam to the power plant. Blue Lake water may also require filtration – not just UV treatment – if turbidity levels continue to exceed regulatory thresholds. Total project cost is estimated at $18 million. Funding for the project is provided by:

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

Current Contracts:	CRW Engineering Group (design)	$1,104,291
	Jacobs (design review, design management)	$87,000
	Pall Water (supply filtration equipment)	$2,341,355

Crescent Harbor Float Replacement – Phase I (CONSTRUCTION PHASE)
Milestones This Period
- The Turnagain Marine Construction contract is in the process of being closed out. All work is complete.
- All future milestones are in progress.

Future Milestones
- The install marine sewage pump-out work is currently out to bid and scheduled for award November 2. Work is required to be complete by December 31, 2020. This work is partially funded under an Alaska Department of Fish and Game grant.

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

The project has an estimated total cost of $13 million for design and construction. Funding for this project is provided by the following sources:
$1,000,000 – Harbor Fund Working Capital
$5,000,000 – AK DOT Harbor Matching Grant
$8,025,000 – Harbor Revenue Bonds
$39,000 – AK Dept of Fish and Game
$14,064,000 – Total Available Project Funding

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

Sitka Cross Trail Phase 6 (CONSTRUCTION PHASE)

Milestones This Period

- 7,439 feet (of 14,000 feet total) of rough trail constructed through October 21, including 730 feet topped with surface course (D-1 gravel).
- Sitka Community Conservation Corps, funded by Cares funding, completed revegetation along 7,320 lineal feet of the trail during October.

Future Milestones

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

Background

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

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

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

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

Sitka Seaplane Base (SPB) (PLANNING PHASE)

For more information and history on this project, visit the City website at: www.cityofsitka.com > Public Works Department > Public Works Projects > New Sitka Seaplane Base – or go directly to: https://www.cityofsitka.com/government/departments/publicworks/SitkaSeaplaneBaseSitingStudy.htm

Milestones This Period

- Per FAA request, we established the exiting SPB annual operations and an annual operations forecast for the future new SPB.
- Preliminary Draft Environmental Assessment review by Agencies.

Future Milestones

- Draft Environmental Assessment (EA) prepared and ready for Public Review: November/December 2020.

- Planning for land acquisition and business plan: November/December 2020.
- Assembly update presentation and public meeting for input on drafts EA, facility layout, and business plan: November/December 2020.
- Prepare and submit AIP grant applications to FAA for next phase Design/Land Acquisition: Spring/Summer 2021 (depends on federal funding cycle).

Background

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

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

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

The preliminary ROM project cost for project without wave attenuators is estimated at $19 million. Funding for this project is provided by the following sources:

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

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

<u>Sitka Sea Walk Phase 2 (PLANNING & DESIGN PHASE)</u>

Milestones This Period

- Federal funding secured for design phase of project.
- All future milestones are in progress.
- Additional scoping effort has been performed to explore reducing costs estimated for preferred alternatives. (Route described in Background section below is likely too expensive to fit within existing funding. Project may look to build a portion of the route only.)
- Revised scoping has resulted in cost estimate reductions for Segment 2 of the alignment described below (adjacent to O'Connell Bridge).

Future Milestones

- A Memorandum of Agreement between CBS, ADOT and Western Federal Lands (WFL) is being finalized to delineate final project scope, funding, ownership and maintenance responsibilities for new facilities and roles of project delivery team.
- Design phase to kick off in late 2020 with plans for multiple meetings throughout the process.
- Construction is estimated to begin 2022.

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 2020-2021 and construction is expected to begin in 2022. Multiple rounds of public involvement are anticipated throughout the design process. The current funding plan is as follows:

$ 1,896,084 – Grant from Western Federal Lands
$158,060 – CBS GF and/or CPET Funds
$2,054,143 – Total Available Project Funding

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

Peterson Storm Sewer Rehabilitation (DESIGN PHASE)

Milestones This Period

- All future milestones are in progress.

Future Milestones

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

Background

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

Construction cost is estimated at $900k. Funding for the project is provided by:

$1,020,000 – General Fund Working Capital
$55,000 – National Fish & Wildlife Foundation design grant
$60,000 – U.S. Fish and Wildlife Service Fish Passage construction grant
$80,000 – U.S. Fish & Wildlife Service Fish Passage construction grant
$1,215,000 – Total Available Project Funding

Current Contracts:	DOWL (design)	$116,070
	PTS, Inc. (project management)	$ 41,000

<u>Channel and Eagle Way Lift Station Rehabilitation (CONSTRUCTION PHASE)</u>

Milestones This Period

- Commissioned Channel lift station: 10/1/20
- Commissioned Eagle Way lift station: 10/21/20

Future Milestones

- Substantial Completion (both sites): November 9, 2020.
- Physical Completion (both sites): November 16, 2020.

Background

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

Funding for the project is provided by:

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

Current Contracts:	DOWL (C-EW portion of bigger design project)	$105,984
	DXPE (Eagle Way portion of pump supply contract)	$ 56,714
	Boreal Control (C-EW portion of control equipment supply contract)	$ 97,200
	Marble Construction (construction)	$841,836
	PTS, Inc (C-EW project management)	$ 49,000

<u>Brady Lift Station Rehabilitation (DESIGN PHASE)</u>

Milestones This Period

- All future milestones are in progress.
- Design completed October 2020, advertise for bid.

Future Milestones

- Bids open November 13, 2020.
- Request supplemental appropriation for approximately $290K: November 2020 (after we open bids). This was missed during the FY21 budget process.
- Issue Notice to Proceed to low bidder: December 2020.
- Construct Brady Lift Station improvements:
    - Start construction: January 2021.
    - Substantial Completion: May 1, 2021.
    - Physical Completion: June 2021.

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

The estimated construction cost for the project is approximately $640K. Funding for the project is provided by:

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

A supplemental budget request for approximately $290K will be needed to fully fund the project.

Current Contracts:	DOWL (Brady portion of bigger design project)	$125,458
	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

Airport Terminal Improvements (DESIGN PHASE)
Milestones This Period

- Review and mark-up 35% design submittal.
- Research for potential funding sources.

Future Milestones

- Complete the 35% design revisions/milestone, October/November 2020.
- Complete the 65% design milestone, March/April 2021.
- Resolve the remaining 30% TSA design submittal issues for the TSA Baggage Screening Area during the 35% to 65% design phase, March/April 2021.
- AK DOT involvement during 65% design milestone regarding potential FAA AIP funding & Improvement phasing Fall/Winter 2020/2021.
- Bid phase 1 of project, Fall 2021.
- Construct phase1, 2021/2022.
- Phased construction **subject to funding 2021 through 2024**.
- Identify funding sources for terminal improvements beyond the PFC/Bonding and AIP grant request to AK DOT, like airport terminal user fees, parking fees, curbside and taxi permit fees, which are all typical Airport Revenue sources.
- Phased construction has been delayed to at least 2021 through 2023, due to the Federal Government shutdown at the end of 2018 and difficulties with the completion and approval of the 30% TSA Baggage Screening Area/Equipment design.

Background
The Airport Terminal Improvement Project is intended to remedy some of the existing critical problems identified in the Airport Terminal Master Plan 2008-2011, including working conditions in the baggage make-up area and TSA baggage screening area, as well as problems with congested passenger queuing, screening, baggage, fish boxes, waiting areas and passenger flow. CBS accepted a TSA design grant 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 ADOT and FAA. Collection of the PFCs began May 1, 2018. The total anticipated revenue collection over the 20-year period of collection is $6,840,000.00, which will finance the $4,025,000 revenue bond along with its fees and debt service.

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

• Passenger Facility Charge Revenue	$4,025,000	Bond Secured
• TSA OTA Grant	$ 158,569	Secured
• TSA OTA Grant Amendment	$ 86,817	Secured
• TSA Funding	$3,397,500	Unsecured
• Eligible AIP Grant Request through AK-DOT	$10,283,954	Unsecured

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

<u>Maintenance Activities</u>
Streets

- Ditched Knutsen Drive, Anna Drive, Lance Drive, Price Street, Eliason.
- Ditched out culverts at Swan Lake.
- Painted crosswalks on Lake Street.
- Moved voting booths to Centennial Building.
- Graded gravel roads.
- Repaired pot holes.
- Checked storm drains.
- Repaired the outfall of settling pond with the Fish and Game on the Nelson Logging Road.
- Graded Nelson Logging Road.
- Buried bio-solids.
- Swept roads.
- Brought recycled glass to landfill.
- Hauled material to construction debris landfill.
- Hauled an abandoned boat to Scrapyard.
- Demolished the abandoned boat and buried it at the construction debris landfill.
- Repaired a street sign on Harbor Way.

- Overlaid Toivo Circle with rap recycle asphalt product.
- Replaced a fire hydrant at the City shops.
- Prep equipment for snow removal.
- Set up traffic control on HPR for the Electrical Dept.
- Repaired a water line Kiksadi Ct.

Central Garage

- Worked 23 hours on the Senior Center vans, annual inspection and general repair
- 40 repairs on everything from chainsaw maintenance to general maintenance.
- Serviced snow removal equipment.

Scrapyard

- Seven gondolas have gone out with 150,400 pounds had one gondola with aluminum with 8000 pounds.

<u>Grounds Maintenance</u>

Completed

- Preventive maintenance schedule – 11 normal operations preventative maintenance (PMs).
- Reactive/requested work orders – 20 (logged).
- Design bed work for Fire Hall pending Spring Planting with Tree's and Landscape Committee.
- Design mitigation prodigal for Kimsham Complex drainage problems Field A.

Ongoing

- Maintenance programs transitioning into fall rotation.
- Cemetery maintenance at the end of Baranof St.
- Sports programs are operating following State mandates for COVID. Grounds teams providing support for field use and groups operations.
- Providing support, continuing maintenance, repairs based around necessity pertaining to COVID-19.
- Working with CARES funded contract with Sitka Conservation Society project overview and direction.
    - Goddard Hot Springs, Tom Young Cabin, Kimsham Complex access trail, Cutthroat Creek Trail, Single Track Trail, etc.
- Manage & Assist with CAREs Transitional Employment Program, grounds work:
    - Whale Park, Sea-walk, Skate Park/Turnaround Complex, Moller Complex, Kimsham Complex, Pioneer Park, Cross Trail, etc.

<u>Building Maintenance</u>

Completed

- Preventive maintenance schedule – normal operations – 129 PMs
- Work requests 10 (logged).
- WWTP heat pump training.

- Annual tour with contractor for Fire Inspection and back flow preventor.

Ongoing

- Building & Grounds team providing support on Transitional Employment Program, CARES COVID funding. Assisting getting stock, materials, tools, and crews lined up to for work.
    - Touch less devices installation, roof cleaning and maintenance, mechanical equipment maintenance,
- Airport auto-doors and double man door installed – punch list items underway and physical completion. Still pending is threshold for auto doors from sub-contractor.
- Touch point sanitization of Sitka Library Retracted operations due to funding.
- City/State Law Office – District Attorney's office paying for the replacement of 7 windows. CBS building maintenance coordinating work. complaints on damaged windows.
- State DOT/PF requesting City/State to no longer be part of their infrastructure. Discussion on option to proceed with City/State 1967 Agreement.
- Working with PTS Engineering Contractor on potential CAREs funded protects including City Hall renovation work for utility suite, ADA touchless door at main entrance, procurement and purchase of touchless devises for several of the city public facilities.

Monitoring

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

Transitional Employment Program (TEP):

As of Oct. 23rd 19 transitional temporary employees have been hired. One just found full time employment within CBS. Leaving an operation of 18 individuals. All being trained and certified on necessary skills for doing CBS work, which consists of road flagging certification, safety procedures, and other equipment.

Original FEMA funding for COVID Touch Point Sanitization Crew done as of Sept. 14th. Two staff were transitioned into the Transitional Employment Program (TEP).

TEP Projects worked on to date:

- Pioneer Park, drainage mitigation, brushing, and site cleanup.

- Moller West Playground mitigation to get re-opened to the public.

- Skate Park – clear brushing, clean the gutters, and removed debris from the roof structure.

- City Hall roof maintenance and cleaning.
- Gutter cleaning at the Sitka Library, Senior Center, and recreational facilities.
- Streets – provide assistance in painting of the crosswalks around the schools.
- Streets – provide assistance with road patches.
- Streets – provide assistance with brushing.
- Whale Park – removed dangerous trees from around the first stair along the hillside.
- Senior Center front ramp – hardware replacement is underway.

Water/Wastewater

On October 26th five inches of rain was recorded at the Blue Lake Water Treatment Plant (located up behind the Hydro-Electric Facility). This level of rain accompanied by winds is when we typically see high turbidity levels in Blue Lake. Turbidity is a measure of the cloudiness of water. The turbidity spiked at approximately 4 pm and stayed elevated until 4 am the next day. Due to the high turbidity the water treatment plant was shut down and our storage tanks were used to supply water to the community. Water staff monitored the turbidity and tank levels throughout the night and were able to avoid incurring a turbidity event (a strike towards losing the filtration avoidance waiver). The CBS operates under a filtration avoidance waiver which means the raw water turbidity cannot be more than 5 nephelometric turbidity units (NTU). If there are more than two turbidity events in 12 months or more than five turbidity events in 120 months the waiver can be revoked. Maintaining this waiver is important due to the high operational costs of operating a water filtration plant full time.

Running off the storage tanks is a stressful balancing act. On one hand we want to avoid incurring a turbidity event but on the other hand we can't let the tank levels drop too low or those at higher will have little to no pressure and we also reduce our firefighting capabilities.

CBS staff are currently reviewing the 95% design plans for a water filtration plant that will be used when the penstock (pipe that supplies water to the water treatment plant and hydro-electric facility) is shut down for maintenance, inspections or emergencies. The water filtration plant will also be used during times when the turbidity in Blue Lake is above 5 NTU.

This week's turbidity spike is a reminder of the importance of having a water filtration plant during these times. Water staff would have had the filtration plant operational ahead of the storm and wouldn't have had to worry about high turbidity in the lake as that is what the water filtration plant is designed to treat. We aren't out of the woods yet as it looks as though another storm is brewing for Halloween weekend.

We are thankful to the community for reducing their water usage during this time period.

Photo of our computer monitoring system showing the turbidity spike

The heavy rains also impact our wastewater treatment facilities. Nearly all of the 100 pumps in the wastewater collection system were running during the heavy rain event on October 26th. Having a pump failure during these high rain events could result in sewage overflows or backups. This is a good time to remind the community not to flush wipes or anything other than toilet paper and bodily fluids.

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-221	Version:	1	Name:	
Type:	Ceremonial			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Ceremonial: 1) Proclamation Honoring Veteran's Day, and, 2) Citation Honoring Elaine Strelow				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Veterans Day Proclamation Strelow Citation				

Date	Ver.	Action By	Action	Result

powered by Legistar™

OFFICE OF THE MAYOR

City & Borough of Sitka

Proclamation

Honoring Veteran's Day

WHEREAS, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers; and

WHEREAS, through generations, their courage has allowed our Republic to flourish; and

WHEREAS, a Nation acknowledges its profound debt of gratitude to those who have served and died in war; and

WHEREAS, with respect for and in recognition of the sacrifices and contributions of those who serve in the U.S. military who are deserving of commemoration, honor, and recognition.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska, does hereby call upon the citizens of Sitka to observe the 11th day of November, 2020 as

Veteran's Day

AND commend, honor, and recognize the valor and sacrifices of our veterans for defending and protecting our country, our freedom, and our way of life.

Signed and sealed on this 10th day of November, 2020.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

CITATION

HONORING ELAINE STRELOW

WHEREAS, Elaine Strelow moved from Ketchikan to Sitka in 1958 to work on construction of the new Pulp Mill. After construction was completed Elaine worked at the mill from 1959 through closure in 1993. A faithful, skilled, familiar face among office staff, she was a welcoming smile for tugboat skippers, executives and many other workers; and

WHEREAS, Elaine faithfully served as an active member of the International Association of Administrative Professionals providing training and support for the professional development of office workers, executive secretaries and many other skilled practitioners; and

WHEREAS, Elaine was a leader, member of the Board of Directors, strong supporter and faithful member of the Alaska Day Committee – a Committee that works year-round to help Sitkans celebrate Alaska Day. Elaine was a familiar face in the parade, on Castle Hill, at the Alaska Day Costume Ball and at the Sitka Lutheran Church Pie Sale; and

WHEREAS, Elaine was a faithful and faith-filled, loyal member of Sitka Lutheran Church who represented the BEST of any church member. Elaine provided a welcoming smile and coffee to any newcomer, assisted many new Pastors in their introduction to the Sitka Community and Sitka Lutheran Church Congregation, served as the Congregational Council Secretary, and gave many years of music ministry to the residents of the Pioneers' Home during the weekly worship hour; and

WHEREAS, Elaine was also a key supporter of the Sitka Sportsman's Club (especially the Salmon Derby), Sitka Historical Society, Chamber of Commerce, Alaska Historical Society and many other local groups; and

WHEREAS, Elaine suffered from a second stroke which required her to move to Kent, WA to be supported by her daughter Tammy Pedersen and family – she still considers Sitka to be HER HOME. Elaine's heart is in Sitka. She loves this community.

NOW, THEREFORE, I, Steven Eisenbeisz, Mayor of the City and Borough of Sitka, join with all Sitkans in extending our best wishes for healing and thanks for Elaine's dedicated service to this community.

Signed and sealed this 10th day of November 2020.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-219	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Approve the minutes of the two October 20 assembly meetings and October 27 assembly meeting				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Consent and Minutes				

Date	Ver.	Action By	Action	Result

powered by Legistar™

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 two October 20 assembly meetings and the October 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, October 20, 2020 **5:00 PM** **Assembly Chambers**

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

The meeting was called to order at 5:15 p.m. Assembly Member Knox arrived at 5:30 p.m.

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

Absent: 1 - Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 20-208 Quarterly evaluation for Municipal Administrator John Leach (requests evaluation to be held in executive session)

A motion was made by Himschoot to go into executive session under the statutory categories of discussing subjects that 1) may tend to prejudice the reputation and character of an individual, and, 2) may have an adverse effect upon the finances of the City and Borough of Sitka and invite in, when ready, Municipal Administrator John Leach. In addition, pursuant to customary

practice, I move to exclude the Municipal Attorney and Municipal Clerk. The motion PASSED by the following vote.

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

Absent: 2 - Knox and Nelson

The Assembly was in executive session from 5:18 p.m. to 6:00 p.m. Knox arrived at 5:30 p.m.

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

Mayor Eisenbeisz stated members believed Administrator Leach was a strong administrator and gave him a satisfactory evaluation.

VII. PERSONS TO BE HEARD:

None.

VIII. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:00 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Steven Eisenbeisz
Deputy Mayor 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, October 20, 2020 | **6:00 PM** | **Assembly Chambers**

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

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

Absent: 1 - Nelson

IV. CORRESPONDENCE/AGENDA CHANGES

Mayor Eisenbeisz announced Alaska Coastal Outfitters withdrew their appeal request.

V. PERSONS TO BE HEARD

Municipal Administrator John Leach reported the latest sample of Sitka's wastewater showed no evidence of COVID-19. He stated it didn't necessarily mean there were no cases in town but of the tests performed they aligned with the number of cases being reported. He reminded citizens to not let their guard down and to continue mitigation efforts.

VI. NEW BUSINESS:

A 20-209 Consideration of appeals filed by the following from phase one of the CARES Act business and nonprofit grant applications: 1) Alaska Coastal Outfitters, 2) Alaska Skiff LLC, 3) Ann's Gavan Hill Bed & Breakfast, 4) F/V Sea Lark, 5) Northern Images, 6) Sitka Pregnancy Center, 7) Sitka Sportsman's Association, 8) St. Gregory's Catholic Church Soup Kitchen, 9) Takeena Adventures, 10) The Greater Sitka Arts Council, and 11) Toads Taxi LLC

Mayor Eisenbeisz stated the Assembly was acting as a quasi-judicial body, ruling and deliberating on matters. He reminded members to disclose any ex-parte contact with applicants that would bias decision making. Municipal Attorney Brian Hanson spoke to ex-parte contact and told of guidelines for granting an appeal or not granting an appeal - e.g. extraordinary circumstances that qualified the appellant for a higher category. Mayor Eisenbeisz outlined the process stating each appellant would have three minutes, the Assembly would deliberate, and then make a motion to grant the appeal. In addition, he reminded phase 2 of the nonprofit/business grants was open through October 30 and encouraged the appellants to apply. Municipal Administrator John Leach reminded at a minimum the appellant would receive the minimum amount they qualified for.

Alaska Coastal Outfitters - withdrew appeal

Alaska Skiff LLC - Matthew Stroemer told the Assembly of the hardships his business had experienced.
A motion was made by Christianson to grant the appeal for Alaska Skiff LLC. The motion FAILED by the following vote.
Yes: 1 - Duncan
No: 5 - Eisenbeisz, Christianson, Knox, Mosher, and Himschoot
Absent: 1 - Nelson

Ann's Gavan Hill Bed & Breakfast - Ann Bills spoke to the challenges her business had faced.
A motion was made by Christianson to grant the appeal for Ann's Gavan Hill Bed & Breakfast. The motion FAILED by the following vote.
No: 6 - Knox, Eisenbeisz, Himschoot, Mosher, Christianson, and Duncan
Absent: 1 - Nelson

F/V Sea Lark - Richard Mulligan told of the hardships he had experienced as a business owner.
A motion was made by Christianson to grant the appeal for F/V Sea Lark. The motion FAILED by the following vote.
No: 6 - Christianson, Himschoot, Duncan, Knox, Mosher, and Eisenbeisz
Absent: 1 - Nelson

Northern Images - Dan Evans spoke of the financial impacts his business had experienced.
A motion was made by Christianson to grant the appeal for Northern Images. The motion FAILED by the following vote.
No: 6 - Himschoot, Knox, Duncan, Mosher, Eisenbeisz, and Christianson
Absent: 1 - Nelson

Sitka Pregnancy Center - Ann Bills told of the financial challenges faced.
A motion was made by Knox to grant the appeal for Sitka Pregnancy Center. The motion FAILED by the following vote.
No: 6 - Mosher, Eisenbeisz, Duncan, Himschoot, Christianson, and Knox
Absent: 1 - Nelson

Sitka Sportsman's Association - Chad Goeden and John McCrehin addressed the Assembly and explained the hardships the Association had experienced.
A motion was made by Knox to grant the appeal for Sitka Sportsman's Association. The motion FAILED by the following vote.
No: 6 - Mosher, Knox, Christianson, Duncan, Eisenbeisz, and Himschoot

Absent: 1 - Nelson

St. Gregory's Catholic Church Soup Kitchen - Ron Matthews spoke to the financial challenges and told of the increase in number of meals provided since the pandemic began.
A motion was made by Christianson to grant the appeal for St. Gregory's Catholic Church Soup Kitchen. The motion FAILED by the following vote.
No: 6 **-** Duncan, Eisenbeisz, Christianson, Himschoot, Knox, and Mosher
Absent: 1 - Nelson

Mosher left the meeting at 7:05 p.m.

Takeena Adventures - Serena Wild and Chris Lillehoff stated their operation didn't begin until 2020. They told they had not qualified for COVID-19 relief. Administrator Leach reminded treasury guidance stated a business needed to have a baseline to show how they'd been impacted by the pandemic.
A motion was made by Christianson to grant the appeal for Takeena Adventures. The motion FAILED by the following vote.
No: 5 **-** Himschoot, Knox, Duncan, Eisenbeisz, and Christianson
Absent: 2 - Nelson and Mosher

The Greater Sitka Arts Council - John Stein, Charlie Morgan, and Rain Van Den Berg told of the financial hardships the organization had endured.
A motion was made by Knox to grant the appeal for the Greater Sitka Arts Council. The motion FAILED by the following vote.
No: 5 **-** Eisenbeisz, Duncan, Himschoot, Christianson, and Knox
Absent: 2 - Nelson and Mosher

Toads Taxi **-** Harmony Garnick spoke of the financial impacts her business had faced.
A motion was made by Christianson to grant the appeal for Toads Taxi. The motion FAILED by the following vote.
No: 5 - Knox, Christianson, Duncan, Eisenbeisz, Himschoot
Absent: 2 - Nelson and Mosher

Mayor Eisenbeisz reiterated there was strict guidance to follow, and while discouraging, stressed the importance of each business. He encouraged businesses to apply for Phase 2 of the nonprofit/business grants.

VII. PERSONS TO BE HEARD:

None.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 7:30 p.m.

ATTEST: _____
Sara Peterson, MMC

Municipal Clerk

CITY AND BOROUGH OF SITKA

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

Minutes - Draft

City and Borough Assembly

Mayor Steven Eisenbeisz
Deputy Mayor 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, October 27, 2020 **6:00 PM** **Assembly Chambers**

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Nelson participated by videoconference.

Present: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

IV. CORRESPONDENCE/AGENDA CHANGES

20-217 Reminders, Calendars, and General Correspondence

Mayor Eisenbeisz called attention to a letter from Sitka Health Summit Coalition stating the Coalition, along with Sitka Counseling, could contribute $6000 towards the relocation costs of the Alexander Baranov statue and creation of signage at the Sitka Historical Society.

V. CEREMONIAL MATTERS

20-215 Proclamation recognizing Native American Heritage Month

Mayor Eiesenbeisz read and presented a proclamation in recognition of Native American Heritage Month to Sitka Tribal Council Chairwoman KathyHope Erickson. Erickson noted, despite the pandemic, there would be activities held to celebrate.

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

Municipal Administrator John Leach introduced HR Director Michelle Murdock. Murdock expressed appreciation and stated she looked forward to working for the City.

Vice Chair of the Sitka School Board Eric Van Cise spoke to COVID-19 mitigation for the district, told of an upcoming board meeting on November 4, a work session on November 11 to lay the ground work for a superintendent search and hold an evaluation for the current superintendent, and told of a work session November 18 to discuss a strategic plan.

VII. PERSONS TO BE HEARD

Kent Barkhau spoke to the development of the SEARHC campus, opportunities for use of a salt water pump for heating and cooling, and suggested an advisory body be formed to determine how Blue Lake power is utilized.

Thor Christianson encouraged the community to be vigilant in COVID-19 prevention measures to keep schools open. He urged citizens to take advantage of testing at the airport even when traveling within state.

VIII. CONSENT AGENDA

A 20-210 Approve the minutes of the October 13 assembly meeting

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

Yes: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

IX. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B 20-211 Appoint Fire Chief Craig Warren to a permanent seat on the Local Emergency Planning Committee

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

Yes: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

C 20-212 Appoint Fire Engineer Jennifer Klejka to a permanent seat on the Local Emergency Planning Committee as LEPC Coordinator

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

Yes: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

D 20-216 Appoint Carin Adickes to a three-year term on the Animal Hearing Board under the category of Animal Interest Group

Richard Wein commended Adickes for stepping up to serve.

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

Yes: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

X. UNFINISHED BUSINESS:

E ORD 20-51 Making supplemental appropriations for fiscal year 2021 *(Alaska Legislative Grant for Green Lake Phase I Supplemental Capital Project)*

Knox spoke to the importance of the project and commented it was nice to see the money being utilized for a high priority project. Eisenbeisz called attention to the savings of $400,000 by reallocating the grant monies from the Takatz Lake project to the Green Lake Phase I project.

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

Yes: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

XI. NEW BUSINESS:

F 20-214 Update / Discussion on the CARES Act Working Group progress *(public comment to be taken)*

Municipal Administrator John Leach stated the money committed to programs was being disbursed, the second round of utility subsidization had been applied to accounts, told of the October 30 deadline for phase 2 of the nonprofit/business grants, commented on the work being done through the transitional employment program, and work performed through a contract with the Sitka Conservation Society.

Public comment
Richard Wein spoke to the need for food programs in Sitka, told of the food distribution offered through Sitka Mutual Aid, and reminded of the $200,000 the assembly had removed from the CARES funding for the homeless population.

Assembly Discussion
Nelson spoke to the Sitka Conservation Society contract and concerns with high costs of mobilization. Knox spoke to the positive impacts of the transitional employment program. Leach noted he would work on a public release to show what projects had been completed.

G 20-213 Consideration of an appeal filed by Octopus Box from phase one of the CARES Act business and nonprofit grant applications

Mayor Eisenbeisz reminded the assembly was acting as a quasi judicial board and if any member had contact with the appellant to please disclose.

Octopus Box - Beverly Dexter explained the objectives of her business.

A motion was made by Knox to grant the appeal for Octopus Box. The motion FAILED by the following vote.

No: 7 - Christianson, Knox, Mosher, Nelson, Eisenbeisz, Himschoot, and Duncan

XII. PERSONS TO BE HEARD:

None.

XIII. REPORTS

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

Mayor - Eisenbeisz spoke to the upcoming cruise ship season and reminded of the Sitka General Code 2.04.040 assembly subcommittees requirement.

Administrator - Leach told of the positive COVID-19 cases and urged the public to follow the mitigation protocols, spoke to the recent COVID-19 wastewater analysis report, and urged those traveling within Alaska to take advantage of the airport testing. In addition, he noted issues with the solid waste contractor that he was working to resolve.

Attorney - Hanson shared he had been served with summons and complaints for two new lawsuits.

Clerk - Peterson told of the poll locations and hours for the general election.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 6:58 p.m.

ATTEST: _____
Sara Peterson, MMC
Municipal Clerk

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-218	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Approve the following liquor license renewal applications: 1) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Pioneer Liquor Inc. dba Pioneer Bar at 212 Katlian Street, and, 3) Pioneer Liquor Inc. dba Pioneer Liquor Store at 212 Katlian Street				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion and Memos 363, 865, 872 LGB Notice - City of Sitka in Borough 102320 363 BPO Elks Lodge #1662 CRA CLUB 865 Pioneer Bar CRA BD 872 Pioneer Liquor Store CRA PS				

Date	Ver.	Action By	Action	Result

powered by Legistar™

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) BPO Elks Lodge #1662 at 412 Sawmill Creek Road, 2) Pioneer Liquor Inc. dba Pioneer Bar at 212 Katlian Street, and, 3) Pioneer Liquor Inc. dba Pioneer Liquor Store at 212 Katlian Street 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: November 4, 2020

Subject: Approve liquor license application renewals for Pioneer Bar, Pioneer Liquor Store, and BPO Elks Lodge #1662

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

Lic #:	**865**
DBA:	Pioneer Bar
License Type:	Beverage Dispensary
Licensee:	Pioneer Liquor, Inc.
Premises Address:	212 Katlian Street

Lic #:	**872**
DBA:	Pioneer Liquor Store
License Type:	Package Store
Licensee:	Pioneer Liquor, Inc.
Premises Address:	212 Katlian Street

Lic #:	**363**
DBA:	BPO Elks Lodge #1662
License Type:	Club
Licensee:	BPO Elks Lodge #1662
Premises Address:	412 Sawmill Creek 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 a liquor license application renewal for Pioneer Liquor, Inc. dba Pioneer Bar at 212 Katlian Street; Pioneer Liquor, Inc. dba Pioneer Liquor Store at 212 Katlian Street; and BPO Elks Lodge #1662 at 412 Sawmill Creek Road and forward this approval 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: Utility Billing Clerk – Diana
Collections - Carolyn
Municipal Billings – Diana
Sales Tax/Property Tax - Justin
Fire Department
Police Department
Building Official(s)

From: Sara Peterson, Municipal Clerk

Date: October 23, 2020

Subject: Liquor License Renewal Applications for Pioneer Bar, Pioneer Liquor Store, and BPO Elks Lodge #1662

The Municipal Clerk's Office has been notified by the Alcohol and Marijuana Control Office of the following liquor license renewal applications submitted by:

Lic #: **865**
DBA: Pioneer Bar
License Type: Beverage Dispensary
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Lic #: **872**
DBA: Pioneer Liquor Store
License Type: Package Store
Licensee: Pioneer Liquor, Inc.
Premises Address: 212 Katlian Street

Lic #: **363**
DBA: BPO Elks Lodge #1662
License Type: Club
Licensee: BPO Elks Lodge #1662
Premises Address: 412 Sawmill Creek Road

Please notify no later than **noon on November 2** of any reason to protest these renewal requests. These requests are scheduled to go before the Assembly on November 10.

Thank you.

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

October 23, 2020

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

Re: Notice of Liquor License Renewal Application

License Number	DBA	Type	City	Borough	Community Council
865	Pioneer Bar	Beverage Dispensary	Sitka	Sitka	NONE
872	Pioneer Liquor Store	Package Store	Sitka	Sitka	NONE
363	BPO Elks Lodge #1662	Club	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

FORM CONTROL

XXXX

ISSUED

10/22/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

363

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: Club

LICENSE FEE: $1,200.00

1110

CITY / BOROUGH: Sitka
Sitka

D/B/A: BPO Elks Lodge #1662
412 Sawmill Creek Rd

Mail Address:
BPO Elks Lodge #1662
412 Sawmill Creek Rd
Sitka, AK 99835-7446

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

10/22/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

363

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: Club

LICENSE FEE: $1,200.00

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)

TEMPORARY

D/B/A:
BPO Elks Lodge #1662
412 Sawmill Creek Rd

Mailing Address:
BPO Elks Lodge #1662
412 Sawmill Creek Rd
Sitka, AK 99835-7446

COPY

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:	BPO Elks Lodge #1662	**License Number:**	363
License Type:	Club		
Examiner:	Randi	**Transaction #:**	1359102

Document	Received	Completed	Notes
AB-17: Renewal Application	10/21	10/21	
App and License Fees	10/21	10/21	

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: City and Borough Sitka

☐ 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):	BPO Elks Lodge #1662	**License #:**	363
License Type:	Club		
Doing Business As:	BPO Elks Lodge #1662		
Premises Address:	412 Sawmill Creek RD		
Local Governing Body:	Sitka		
Community Council:	Sitka		

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:	Jon Shennett	**Contact Phone:**	907-747-6822
Contact Email:	sitka1662@outlook.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:			

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

AMCO Received 10/21/20

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 #:	16209D

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:	Jon Shennett				
Title(s):	Secretary	**Phone:**	907-747-6822	**% Owned:**	
Mailing Address:	412 Sawmill Creek RD				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:	Shane Taylor				
Title(s):	President	**Phone:**	907-747-6822	**% Owned:**	
Mailing Address:	412 Sawmill Creek RD				
City:	Sitka	**State:**	AK	**ZIP:**	99835

Name of Official:	Jack Greenhalgh				
Title(s):	Vice President	**Phone:**	907-747-6822	**% Owned:**	
Mailing Address:	412 Sawmill Creek RD				
City:	Sitka	**State:**	AK	**ZIP:**	99835

AMCO Received 10/21/20

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 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.

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

Jon Shennett
Printed name of licensee

STATE OF ALASKA
NOTARY PUBLIC
JUDITH A. BROWN
My Commission Expires 8/12/2022

Signature of Notary Public

Notary Public in and for the State of: ALASKA.

My commission expires: 8/12/2022

Subscribed and sworn to before me this 21 day of OCTOBER, 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:	$1200.00	**Application Fee:**	$ 300.00	**Misc. Fee:**	$
Total Fees Due:					$1500.00

AMCO Received 10/21/20

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	SITKA, ALASKA LODGE NO. 1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U S OF AMERICA

Entity Type: Nonprofit Corporation

Entity #: 16209D

Status: Good Standing

AK Formed Date: 10/20/1976

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2022

Entity Mailing Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Entity Physical Address: 412 SAWMILL CREEK RD, SITKA, AK 99835-7446

Registered Agent

Agent Name: Jon E Shennett

Registered Mailing Address: 412 SAWMILL CREEK RD, SITKA, AK 99835

Registered Physical Address: 412 SAWMILL CREEK RD, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Alicia Soto	Director	
	Jack Greenhalgh	Vice President	

AK Entity #	Name	Titles	Owned
	JON SHENNETT	Secretary	
	KELLY PERANTO	Director	
	MELISSA GREENHALGH	Director	
	MICHAEL COLEMAN	Director	
	SHANE TAYLOR	President	
	Spencer Carroll	Director	
	Valerie Taylor	Treasurer	

Filed Documents

Date Filed	Type	Filing	Certificate
10/20/1976	Creation Filing		
5/27/1986	Biennial Report		
5/09/1988	Biennial Report		
1/04/1991	Biennial Report		
6/30/1992	Biennial Report	Click to View	
8/25/1994	Biennial Report		
5/24/1996	Biennial Report	Click to View	
7/13/1998	Biennial Report	Click to View	
6/28/2000	Biennial Report	Click to View	
11/15/2002	Biennial Report	Click to View	
6/02/2004	Biennial Report	Click to View	
6/08/2006	Biennial Report	Click to View	
2/24/2009	Biennial Report	Click to View	
2/24/2009	Agent Change	Click to View	
11/29/2010	Biennial Report	Click to View	
4/17/2012	Biennial Report	Click to View	
6/02/2014	Biennial Report	Click to View	
8/30/2016	Biennial Report	Click to View	
12/02/2016	Change of Officials	Click to View	
10/06/2017	Change of Officials	Click to View	
3/28/2018	Change of Officials	Click to View	
4/30/2018	Biennial Report	Click to View	
12/07/2018	Change of Officials	Click to View	
3/26/2019	Change of Officials	Click to View	
11/08/2019	Change of Officials	Click to View	
4/13/2020	Change of Officials	Click to View	
4/22/2020	Biennial Report	Click to View	

Alaska Business License # **4086**

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

SITKA LODGE 1662

412 SAWMILL CREEK ROAD, SITKA, AK 99835-7446

owned by

SITKA, ALASKA LODGE NO. 1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE U S OF AMERICA

is licensed by the department to conduct business for the period

October 21, 2019 to December 31, 2021
for the following line(s) of business:

81 - 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

October 22, 2020

Owner: BPO Elks Lodge #1662
DBA: BPO Elks Lodge #1662
Via Email: sitka1662@outlook.com

Re: Liquor License # 363

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.

Your application will be scheduled for the **January 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).

Please feel free to contact us via email at alcohol.licensing@alaska.gov if you have any questions.

Sincerely,

Randi Baker
Occupational Licensing Examiner

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

FORM CONTROL

XXXX

ISSUED

10/21/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

865

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: Pioneer Bar
212 Katlian Street

Mail Address:
Pioneer Liquor, Inc.
PO Box 599
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

10/21/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

865

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

D/B/A: Pioneer Bar
212 Katlian Street

Mailing Address:
Pioneer Liquor, Inc.
PO Box 599
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

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:	BPO Elks Lodge #1662	**License Number:**	363
License Type:	Club		
Examiner:	Randi	**Transaction #:**	1359102

Document	Received	Completed	Notes
AB-17: Renewal Application	10/21	10/21	
App and License Fees	10/21	10/21	

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:

☐ 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):	Pioneer Liquor Inc.	**License #:**	865
License Type:	Beverage Dispensary		
Doing Business As:	Pioneer Bar		
Premises Address:	212 Katlian St.		
Local Governing Body:	City and Bourough of Sitka		
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:	Richard D. Heim	**Contact Phone:**	907-747-3456
Contact Email:	rlheim@gci.net		

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:			

Section 2 – Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2021 and/or 2022? AMCO

YES ☐ NO ☑

OCT 20 2020

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 3 – 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 #:	38415D

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:	Richard D. Heim				
Title(s):	President	**Phone:**	907-747-3456	**% Owned:**	
Mailing Address:	P.O.Box 599				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

Name of Official:	Linda D. Heim				
Title(s):	Secretary	**Phone:**	907-747-6114	**% Owned:**	49%
Mailing Address:	P.O.Box 599				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

Name of Official:	Katherine Sulser				
Title(s):	Vice President	**Phone:**	907-747-8345	**% Owned:**	51%
Mailing Address:	P.O.Box 455				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

AMCO
OCT 20 2020

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 4 – 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 5 – 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)	X	X
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 6 – 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?	☐	X

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

OCT 20 2020

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 7 – 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, <u>if applicable for this license type</u> 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

NOTARY PUBLIC
JESSICA C. CABICO
STATE OF ALASKA
MY COMMISSION EXPIRES August 29, 2024

Signature of Notary Public

Printed name of licensee: Richard D Heim

Notary Public in and for the State of: Alaska

My commission expires: August 29, 2024

Subscribed and sworn to before me this 16th day of October, 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

<u>All renewal and supplemental forms are available online</u>

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:	$2500.00	**Application Fee:**	$ 300.00	**Misc. Fee:**	$
Total Fees Due:					$2800.00

AMCO
OCT 20 2020

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	PIONEER LIQUOR, INC.

Entity Type: Business Corporation

Entity #: 38415D

Status: Good Standing

AK Formed Date: 6/20/1986

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022

Entity Mailing Address: PO BOX 599, SITKA, AK 99835

Entity Physical Address: 212 KATLIAN ST, SITKA, AK 99835

Registered Agent

Agent Name: RICHARD HEIM

Registered Mailing Address: 212 KATLIAN ST, SITKA, AK 99835

Registered Physical Address: 212 KATLIAN ST, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Kathrine Sulser	Director, Vice President, Shareholder	51.00
	Linda D Heim	Director, Secretary, Treasurer, Shareholder	49.00
	Richard D Heim	Director, President	

Filed Documents

Date Filed	Type	Filing	Certificate
6/20/1986	Creation Filing	Click to View	
1/15/1988	Biennial Report		
1/04/1990	Biennial Report		
1/28/1992	Biennial Report	Click to View	
2/07/1994	Biennial Report	Click to View	
1/23/1996	Biennial Report	Click to View	
12/29/1997	Biennial Report	Click to View	
1/03/2000	Biennial Report	Click to View	
1/30/2002	Biennial Report	Click to View	
12/22/2003	Biennial Report	Click to View	
11/07/2006	Biennial Report	Click to View	
2/18/2011	Biennial Report	Click to View	
2/18/2011	Biennial Report	Click to View	
7/09/2012	Biennial Report	Click to View	
12/31/2013	Biennial Report	Click to View	
11/23/2015	Biennial Report	Click to View	
10/06/2017	Biennial Report	Click to View	
10/07/2019	Biennial Report	Click to View	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT ·

Alaska Business License # **254217**

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

PIONEER BAR & LIQUOR STORE

PO BOX 599, SITKA, AK 99835

owned by

PIONEER LIQUOR INC

is licensed by the department to conduct business for the period

October 9, 2020 to December 31, 2022
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

Alaska Business License # **254217**

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

PIONEER BAR & LIQUOR STORE

PO BOX 599, SITKA, AK 99835

owned by

PIONEER LIQUOR INC

ENDORSEMENT: 254217 - 1
Effective October 9, 2020 through December 31, 2022
This business license has an endorsement for the physical address shown below:

212 KATLIAN ST, SITKA, AK 99835

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

October 21, 2020

Owner: Pioneer Liquor Inc
DBA: Pioneer Bar, Pioneer Liquor Store
Via Email: rlheim@gci.net

Re: Liquor License # 865, 872

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.

Your application will be scheduled for the **January 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).

Please feel free to contact us via email at alcohol.licensing@alaska.gov if you have any questions.

Sincerely,

Randi Baker
Occupational Licensing Examiner

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

FORM CONTROL

XXXX

ISSUED

10/21/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

872

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: Package Store

LICENSE FEE: $1,500.00

1150

CITY / BOROUGH: Sitka
Sitka

D/B/A: Pioneer Liquor Store
212 Katlian Street

Mail Address:
Pioneer Liquor, Inc.
PO Box 599
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

10/21/2020

ABC BOARD

LIQUOR LICENSE
2021 - 2022

LICENSE NUMBER

872

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: Package Store

LICENSE FEE: $1,500.00

CITY / BOROUGH: Sitka
Sitka

D/B/A: Pioneer Liquor Store
212 Katlian Street

Mailing Address:
Pioneer Liquor, Inc.
PO Box 599
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

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:	BPO Elks Lodge #1662	**License Number:**	363
License Type:	Club		
Examiner:	Randi	**Transaction #:**	1359102

Document	Received	Completed	Notes
AB-17: Renewal Application	10/21	10/21	
App and License Fees	10/21	10/21	

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:

☐ 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):	Pioneer Liquor Inc.	**License #:**	872
License Type:	Package Store		
Doing Business As:	Pioneer Liquor Store		
Premises Address:	212 Katlian St.		
Local Governing Body:	City and Bourough of Sitka		
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:	Richard D. Heim	**Contact Phone:**	907-747-3456
Contact Email:	rlheim@gci.net		

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:			

Section 2 – Written Order Information

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2021 and/or 2022?

AMCO
OCT 20 2020

YES ☐ NO ☑

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 3 – 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 #:	38415D

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:	Richard D. Heim				
Title(s):	President	**Phone:**	907-747-3456	**% Owned:**	
Mailing Address:	P.O.Box 599				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

Name of Official:	Linda D. Heim				
Title(s):	Secretary	**Phone:**	907-747-6114	**% Owned:**	49%
Mailing Address:	P.O.Box 599				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

Name of Official:	Katherine Sulser				
Title(s):	Vice President	**Phone:**	907-747-8345	**% Owned:**	51%
Mailing Address:	P.O.Box 455				
City:	Sitka	**State:**	Ak	**ZIP:**	99835

AMCO
OCT 20 2020

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 4 – 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 5 – 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)	X	X
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 6 – 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?	☐	X

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

OCT 20 2020

Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 7 – 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, <u>if applicable for this license type</u> 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

NOTARY PUBLIC
JESSICA C. CABICO
STATE OF ALASKA
MY COMMISSION EXPIRES August 29, 2024

Signature of Notary Public

Richard D. Helm
Printed name of licensee

Notary Public in and for the State of: Alaska.

My commission expires: August 29, 2024

Subscribed and sworn to before me this 16th day of October, 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

<u>All renewal and supplemental forms are available online</u>

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:	$1500.00	**Application Fee:**	$ 300.00	**Misc. Fee:**	$
Total Fees Due:					$1800.00

AMCO
OCT 20 2020

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	PIONEER LIQUOR, INC.

Entity Type: Business Corporation

Entity #: 38415D

Status: Good Standing

AK Formed Date: 6/20/1986

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022

Entity Mailing Address: PO BOX 599, SITKA, AK 99835

Entity Physical Address: 212 KATLIAN ST, SITKA, AK 99835

Registered Agent

Agent Name: RICHARD HEIM

Registered Mailing Address: 212 KATLIAN ST, SITKA, AK 99835

Registered Physical Address: 212 KATLIAN ST, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	Kathrine Sulser	Director, Vice President, Shareholder	51.00
	Linda D Heim	Director, Secretary, Treasurer, Shareholder	49.00
	Richard D Heim	Director, President	

Filed Documents

Date Filed	Type	Filing	Certificate
6/20/1986	Creation Filing	Click to View	
1/15/1988	Biennial Report		
1/04/1990	Biennial Report		
1/28/1992	Biennial Report	Click to View	
2/07/1994	Biennial Report	Click to View	
1/23/1996	Biennial Report	Click to View	
12/29/1997	Biennial Report	Click to View	
1/03/2000	Biennial Report	Click to View	
1/30/2002	Biennial Report	Click to View	
12/22/2003	Biennial Report	Click to View	
11/07/2006	Biennial Report	Click to View	
2/18/2011	Biennial Report	Click to View	
2/18/2011	Biennial Report	Click to View	
7/09/2012	Biennial Report	Click to View	
12/31/2013	Biennial Report	Click to View	
11/23/2015	Biennial Report	Click to View	
10/06/2017	Biennial Report	Click to View	
10/07/2019	Biennial Report	Click to View	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT ·

Alaska Business License # **254217**

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

PIONEER BAR & LIQUOR STORE

PO BOX 599, SITKA, AK 99835

owned by

PIONEER LIQUOR INC

is licensed by the department to conduct business for the period

October 9, 2020 to December 31, 2022
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

Alaska Business License # **254217**

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

PIONEER BAR & LIQUOR STORE

PO BOX 599, SITKA, AK 99835

owned by

PIONEER LIQUOR INC

ENDORSEMENT: 254217 - 1
Effective October 9, 2020 through December 31, 2022
This business license has an endorsement for the physical address shown below:

212 KATLIAN ST, SITKA, AK 99835

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

October 21, 2020

Owner: Pioneer Liquor Inc
DBA: Pioneer Bar, Pioneer Liquor Store
Via Email: rlheim@gci.net

Re: Liquor License # 865, 872

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.

Your application will be scheduled for the **January 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).

Please feel free to contact us via email at alcohol.licensing@alaska.gov if you have any questions.

Sincerely,

Randi Baker
Occupational Licensing Examiner

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-220	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Reappoint Doug Osborne to a three-year term on the Health Needs and Human Services Commission				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Osborne Health Needs Application				

Date	Ver.	Action By	Action	Result

powered by Legistar™

POSSIBLE MOTION

I MOVE TO reappoint Doug Osborne to a three-year term on the Health Needs and Human Services Commission.

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

Board/Commission/Committee: Health Needs + Human Services.

Name: Doug Osborne Preferred Phone: [redacted]

Address: [redacted] Alternate Phone: [redacted]

Email Address: [redacted] Fax Number: N/A

Length of Residence in Sitka: 17+ Registered to vote in Sitka? X Yes ___ No

Employer: SEARHC

Organizations you belong to or participate in:

Sitka Cycling Club, Rotary, Decol Discussion Group, Sitka Health Summit Coalition

Explain your main reason for applying:

Passionate about Health and Sitka.

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

I've served on this commission for over 4 years.

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

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

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

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

Date: 24 Oct 20 Signature: [signature]

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

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

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street

Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CHARLIE WOODCOCK PO Box 115	747-2910 606-224-9958 charlie.woodcock@sitkayouth.org	9/25/18 8/27/19	9/13/19 8/27/22	**CHAIR**
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17 11/7/20	**VICE CHAIR**
DOUG OSBORNE 222 Tongass Drive	966-8674 douglaso@searhc.org	1/27/15	10/14/17 10/24/20	
HOLLY MARBAN 705 Sawmill Creek Road	966-8938 907-713-5311 hmarban@searhc.org	1/8/19	1/8/22	
DENISE EWING 800 Halibut Point Road C	623-7654 denise.ewing@alaska.gov	11/26/19	11/26/22	
JEFF ARNDT *207 Cedar Heights*	*738-2025* *queenmab@gci.net*	*11/11/15*	*11/11/18* *10/23/21*	*Resigned* *6/12/2020*
VERA GIBSON *107 Rudolph Walton Circle*	*747-3636 x224 w* *738-0812 c* *vgibson@scpsak.org*	*10/24/17*	*11/22/19*	*Treas term*
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Crystal Duncan PO Box 174	738-1910 assemblyduncan@cityofsitka.org			Assembly Liaison
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Alternate Assembly Liaison

Established by Ordinance 2013-23
7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 2nd Thursday of the month; 1:30 p.m. at Harrigan Centennial Hall, 330 Harbor Drive – Meetings are to be held no less than four times per year.

Revised: October 14, 2020

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-182	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	9/14/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Award FY21 General Fund Non-Profit Grants (postponed at the September 24 special assembly meeting)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Possible Motions Non Profit Grants 2020 Minutes September 24 FY21Grantapp. FY21 NonProfit Grant Requests 01 Brave Heart Volunteers 02 Sitka Counseling and Preventention Services 03 Sitka Ham Amateur Radio Klub 04 Sitka Pregnancy Center 05 Southeast Alaska Independent Living 06 Alaska Arts Southeast 07 Civil Air Patrol 08 Sitka Trail Works				

Date	Ver.	Action By	Action	Result
9/24/2020	1	City and Borough Assembly	POSTPONED	Pass

powered by Legistar™

Note: At the special assembly meeting of September 24, 2020 a motion was made to postpone the award of the FY21 General Fund non-profit grants to the November 10 assembly meeting. Approved 4-3.

POSSIBLE MOTIONS

Step 1

I MOVE to award the following FY21 General Fund Non-Profit Grants in the category of Human Services:

Brave Heart Volunteers $_____
Sitka Counseling and Prevention Services $_____
Sitka Ham Amateur Radio Klub $_____
Sitka Pregnancy Center $_____
Southeast Alaska Independent Living $_____

Step 2

I MOVE to award the following FY21 General Fund Non-Profit Grants in the category of Cultural & Educational Services:

Alaska Arts Southeast (Sitka Fine Arts Camp) $_____
Civil Air Patrol $_____

Step 3

I MOVE to award the following FY21 General Fund Non-Profit Grants in the category of Community Development:

Sitka Trail Works $_____

CITY AND BOROUGH OF SITKA

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

Minutes - Final

City and Borough Assembly

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

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

Thursday, September 24, 2020 **6:00 PM** **Assembly Chambers**

JOINT WORK SESSION WITH SITKA SCHOOL BOARD 5:00 P.M.

20-194 Joint Work Session: Assembly and School Board

The Assembly and Sitka School Board met from 5:00pm to 5:45pm.

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Assembly Members Knox and Nelson participated by videoconference.

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

IV. CORRESPONDENCE/AGENDA CHANGES

None.

V. PERSONS TO BE HEARD

None.

VI. NEW BUSINESS:

A 20-182 Award FY21 General Fund Non-Profit Grants

Nelson provided an explanation for allocation amounts of zero and expressed a desire

to know how many of the applicants had received CARES Act funding and the amount received. Wein told of the need for fiscal responsibility and stressed retaining as much money in the General Fund as possible. He suggested the School District return the Secure Rural Schools funding to the City and apply for CARES Act funding. Christianson noted he hadn't made allocations to some categories because of the receipt of CARES Act funding. Knox reminded CARES Act money was meant to react to what the Nation was going through and reminded the annual General Fund grants provided leverage for organizations. To delay funding could hamper their ability to find additional funding.

A motion was made by the Assembly to postpone. Those from the public speaking in opposition to postponement were Lynne Brandon, Anne Bills, Michelle Friedman, George Paul, and Rick Petersen.

Municipal Administrator John Leach relayed additional time was needed to gather information related to those organizations who had received CARES Act funding. Knox spoke in opposition to postponement. Christianson and Mosher, while understanding of the disappointment in delaying the awards, reminded it was a postponement not a motion to cancel the awards. Nelson wished to have more information to make an informed decision. Wein stressed fiscal responsibility.

A motion was made by Christianson to POSTPONE the award of the FY21 General Fund Non-Profit Grants to the 1st meeting in November (November 10). The motion PASSED by the following vote.

Yes: 4 - Christianson, Wein, Mosher, and Nelson

No: 3 - Eisenbeisz, Knox, and Paxton

B 20-195 Discussion/Direction/Decision on 1) the Phase 2 CARES Act Small Business and Nonprofit Relief and Recovery grant application, and, 2) the reallocation between funding categories

Municipal Administrator John Leach told of the remaining $3.8 million CARES Act funds available to allocate to other programs. He recommended allocating $3 million to category 2 for a second phase of business relief and recovery/stabilization grants and provided an overview of the draft applications. Nelson and Wein expressed a desire to have a second round of utility subsidization.

George Paul spoke in support of another round of utility subsidization.

A motion was made by Eisenbeisz to approve both applications and the suggested allocation amounts ($3 million total) as provided by the Administrator. The motion PASSED by the following vote.

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

No: 2 - Wein and Nelson

A motion was made by Mosher to allocate $800,000 for another round of utility subsidization for residential accounts.

An amendment was made by Christianson to add the remaining $200,000 from the CARES Act homeless program to the remaining $800,000 (part of the $3.8 million referenced above) to make $1 million available for utility subsidization.

Wein spoke to the need to provide assistance to the homeless community and spoke in opposition to the amendment.

The AMENDMENT PASSED by the following vote.

Yes: 4 - Eisenbeisz, Mosher, Nelson, and Christianson

No: 3 - Wein, Knox, and Paxton

The main motion as amended PASSED by the following vote.

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

VII. PERSONS TO BE HEARD:

George Paul thanked the Assembly and CARES Act Working Group for their time and advocating for those in need. Richard Wein thanked George Paul for his comments and reminded of the need for life to return to normal.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections the meeting ADJOURNED at 7:50 p.m.

ATTEST: _____

Sara Peterson, MMC
Municipal Clerk

City and Borough of Sitka

GENERAL FUND GRANTS
FOR NON-PROFIT ORGANIZATIONS

APPLICATION MATERIALS
FOR FISCAL YEAR 2021

Complete grant applications to be returned to the
Municipal Administrator's Office

<u>Annual Grant Deadline</u> – August 21, 2020 5:00 PM

<u>Special Emergency Grant Deadline</u> – Two weeks prior to Assembly meeting considering application

For further information, please contact:

Renee Wheat, Administrative Coordinator
City and Borough of Sitka
100 Lincoln Street
Sitka, Alaska 99835
(907) 747-1808
FAX (907) 747-7403
renee.wheat@cityofsitka.org

City and Borough of Sitka

General Fund Grants for Non-profit Organizations

APPLICATION CONTENT, ATTACHMENTS, & RATING SCHEDULE

**** Please submit only requested items ****

☐ **Detailed project description overview (one page only) – total pts 10**

- What grant category are you applying for (you may choose only annual or special emergency grant, and only one category under annual grants)?
- What will be done with these funds?
- Who will do it?
- Who will be served?
- When will this service be provided?
- Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?

☐ **Expected Outcomes (one page only) – total pts 10**

- How will the project be measured as successful?
- What will the tangible community benefit be?
- What are some benchmarks during the project that indicate things are going in the right direction?

☐ **Statement of Need (one page only) – total pts 10**

- How does this project align with the funding category that you are applying for?
- What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
- Does the funding from this request leverage other funds for the project? How?

☐ **Organizational Capacity (one page only) – total pts 10**

- Track record (this or similar project delivery and management).
- Community Support.
- Board Attendance.
- List of Board Members and Officers.

☐ **Budget – total pts 10**

- Statement of assets, revenues, and expenditures for previous year.
- Detailed budget for current year, including funds for this project.
- Include itemized list of grants received or pending for prior and current years.

☐ **Required Documentation – total pts 10**

- Copy of nonprofit documentation such as IRS 501c3 designation.
- Current State of Alaska nonprofit organization business license.
- CBS Liabilities Form.

Please submit **one electronic copy to renee.wheat@cityofsitka.org** of your application, including summary sheet and required documentation. Type the application using size 10-12 font. *Submit only material requested.*

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: _____

Alaska State Business License Number (if applicable): _____

Name of Contact Person: _____

Phone: _____ Email:_____

Mailing address: _____

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ❑ Annual Grant:
  - ❑ Human Services or
  - ❑ Cultural and Educational Services or
  - ❑ Community Development
- ❑ Special Emergency Grant

Dollars Requested: _____

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: _____

_____

_____

_____

I,_____, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: _____

Title: _____ Date:_____

CITY AND BOROUGH OF SITKA
GENERAL FUND GRANTS FOR
NON-PROFIT ORGANIZATIONS

PROCEDURES

The following table describes the types of City and Borough of Sitka (CBS) General Fund grants that may be awarded to nonprofit organizations for: (1) Human Services; (2) Cultural and Educational Services; or (3) Community Development. A non-profit organization may request a grant as an annual award or as a special emergency grant during the fiscal year when the need arises. The percentage of money appropriated from the general fund for nonprofit organization grants and the maximum amount of any grant is listed below.

A further explanation of the grant application process, requirements and restrictions is outlined on the next page, and in the attached application packet.

Grant Category Description		Time Frame	Amount
Human Services		Annual Grants	Total Funds –50% of Grant Budget Maximum Grant - $25,000
Cultural and Educational Services		Annual Grants	Total Funds - 20% of Grant Budget Maximum Grant - $10,000
Community Development		Annual Grants	Total Funds – 20% of Grant Budget Maximum Grant- $10,000
Special Emergency		Special Grants During FY After Annual Grants Awarded	Total Funds - 10% of Grant Budget Maximum Grant - $5,000

Description of Grant Application Procedures, Requirements & Restrictions

- During the annual budget process, the Assembly will establish the amount that will be made available for distribution as grants to Sitka registered non-profit organizations.

- Depending on level of funding available, the Assembly may choose to limit the category of grants it will approve, the total amount it will provide per award or set other restrictions or special conditions it deems appropriate.

- Advertising for nonprofit organizations grants shall begin after ratification of the next fiscal year budget.

- Complete applications must be emailed to renee.wheat@cityofsitka.org by the due date. The due date for annual applications is August 21, 2020 by 5:00 p.m. Applications received after the time fixed for receipt will not be considered. The due date for special emergency grants is two weeks prior to the Assembly meeting considering the application.

- All timely received and complete applications shall be reviewed and scored by the Assembly.

- Applicants must be current with all CBS liabilities when the application is filed in order for the application to be considered, including sales taxes, property taxes, utility payments, lease payments, loan payments, promissory notes, etc. To ensure compliance, applicants must complete and submit the CBS Liabilities Form with the Grant Application. This form needs to be signed off by the tax, utility and miscellaneous billing departments indicating that the applicant is current in all obligations owed to the CBS.

- Applications for annual grants will be considered and awarded at a special meeting of the Assembly in September. An application for a special emergency grant will be considered at the first regular Assembly meeting held two weeks after receipt of the application. Applicants will not be given the opportunity to promote their individual grant applications during the Assembly meeting. In order for an applicant to receive funding a majority of the Assembly needs to recommend some level of funding.

- Grant monies shall not be used to pay for any tax debt (federal, state, or municipal).

- Non-profit organizations that have received CBS funds as part of the General Fund Budget are ineligible to receive monies from this General Fund Non-profit Organization Grant program.

- Non-profit organizations can only receive one General Fund Non-profit Organization grant during the same fiscal year, either an annual grant or a special emergency grant.

- Grant monies not awarded or used during the fiscal year will rollover as non-profit grant funds for the next fiscal year. Any rollover monies will be counted towards the total grant funds to be appropriated for the next fiscal year toward any of the grant categories.

- Grant monies not spent during the awarded fiscal year must be returned to the CBS.

- Grant monies may not be reallocated for another project not specific to what the organization originally applied for without Municipal Administrator approval.

A Progress and Financial Report must be submitted to Administrative Coordinator Renee Wheat at renee.wheat@cityofsitka.org no later than March 1, 2021. If all grant funds have not been spent and accounted for in the March 1, 2021 report, a supplemental report must be filed by July 21, 2021. Failure to timely submit complete reports may result in the non-profit organization being ineligible in the next fiscal year for general fund grants for non-profit organizations.

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: _____

- Property Tax

  _____
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  _____
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  _____
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  _____
  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  _____
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

FY21 Non-Profit Grant Requests

	Applicant	FY21 Requests & Funds Available	FY21 Assembly Approved
	Human Services		
1	Brave Heart Volunteers	$15,000	
2	Sitka Counseling and Prevention Services	$10,000	$ -
3	Sitka Ham Amateur Radio Klub	$8,321	
4	Sitka Pregnancy Center	$1,000	
5	Southeast Alaska Independent Living	$ 16,000	
	Subtotal	$ 50,321	
	Funds Available FY21	$ 25,000	
	Cultural & Educational Services		
6	Alaska Arts Southeast (Sitka Fine Arts Camp)	$ 7,500	
7	Civil Air Patrol	$800	
8			$ -
	Subtotal	$ 8,300	
	Funds Available FY21	$ 10,000	
	Community Development		
9	Sitka Trail Works	$ 10,000	
	Subtotal		
	Funds Available FY21	$ 10,000	
		$ 10,000	
	Special Emergency		
	Funds Available FY21	$ 5,000	
	Total FY21 Funds Requested	$68,621	
	Total FY21 Funds Available Including Special Emergency Fund	$50,000	
	TOTAL		

Renee Wheat

From: Angie DelMoral <angie@braveheartvolunteers.org>
Sent: Monday, August 17, 2020 2:11 PM
To: Renee Wheat
Subject: CBS General Fund Grant Application
Attachments: C&BS General Fund Grant 2020 BHV.pdf

Hi Renee,

I am attaching our application for the City & Borough of Sitka General Fund Grant. Please let me know if you have any questions or need any additional information.

Thank you!
Angie

Angie DelMoral, Executive Director
(907) 747-4600
PO Box 6336, Sitka, Alaska 99835
Office location: Manager's House at the Sitka Pioneers Home

*****The information contained in this transmission may contain privileged and confidential information, including patient information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

City and Borough of Sitka
ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Brave Heart Volunteers (BHV)

Alaska State Business License Number (if applicable): [redacted]

Name of Contact Person: Angie DelMoral, Executive Director

Phone: (907) 747-4600 Email: angie@braveheartvolunteers.org

Mailing address: P.O. Box 6336, Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ✔ Annual Grant:
  - ✔ Human Services or
  - ☐ Cultural and Educational Services
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $15,000

Match Dollars Committed: $15,000 Percentage: 100%

Sources of Matched Dollars: Individual/Business Donations, Pick.Click.Give., Tongass Threads earnings, Fundraisers, and Grants. Grants include: Sitka Rotary Club, Sitka Legacy Foundation, Foundation for End of Life Care, Sitka Alaska Permanent Charitable Trust, Holland America

Brief Description of the Purpose of the Grant: Brave Heart Volunteers requests support to fund the day-to-day management and oversight of volunteer visiting, respite, grief support and education, end-of-life services, training and support for volunteers, end-of-life training for volunteers, health professionals and community members. All services are provided free-of-charge and are not duplicated or offered by another organization in Sitka.

I, Michele Friedman, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Michele Friedman

Title: BHV Board Chair Date: 8/14/20

Detailed Project Description Overview

What grant category are you applying for?
Brave Heart Volunteers (BHV) is applying for an annual Human Services grant.

What will be done with these funds?
BHV requests $15,000 to help support the sustainability of our organization and provide core community-based services in four main areas: 1) Volunteer Visiting; 2) Caregiver Respite & Support; 3) Grief/Bereavement Support & Education; and 4) End-of-Life Support.

What will be done with funds?	Who will do it?	Who will be served?	When will this service be provided?
Volunteer Orientations	BHV staff, Board members, volunteers, and local professionals	Interested Sitkans are oriented to the organization and policies to provide confidential volunteer visiting with elders	Ongoing; referrals are received throughout the year
Ongoing Volunteer Support and Education	BHV staff and Board members	Active volunteers	Monthly volunteer potlucks, quarterly check in
Volunteer Visiting and Respite Support	BHV staff, Board members and volunteers	Sitkans who are volunteer visitors, or who receive care from family members	Daily, weekly, monthly, all year
Caregiver Support Group and Caregiver Education	BHV staff, Board members and local professionals	Sitkans who are caregivers for elders with dementia, illness, or end-of-life challenges	Monthly support group all year
Adult Grief Education and Grief Support Group	BHV staff, Board members, and local professionals	Adult Sitkans who are experiencing grief and loss	Support groups as-needed; personal Grief Buddies
Annual Compassionate Care at End-of-Life Trainings	BHV staff, Board members, volunteers, and local professionals	Current BHV volunteers and interested Sitkans are trained to serve care receivers at the end of life	6-week sessions offered in spring and fall
End-of-Life Services	BHV staff and volunteers	Sitkans at the end of life, their families, and other caregivers	Ongoing, as needed
Communitywide Education and Trainings	Staff, Board members, experts, and others	Community members	Once or twice yearly

Has the agency received CBS General Fund Grants previously? If so, how many, which years, and for what amount?
BHV submitted its first grant application in 2005 and received an award of $8,000.00. BHV has received funding for the past 15 years with award amounts ranging from $8,000.00 to $30,000.00. In 2019, BHV was awarded $10,142.

Expected Outcomes

How will the project be measured as successful?
Indications of success for Brave Heart Volunteers include:

- Participants and families provide formal (evaluations and surveys) and informal (letters, phone calls, conversations) feedback regarding program service delivery. Our goal is for all participants to express satisfaction in the areas of volunteer visiting, end-of-life care, companionship, caregiver support groups, bereavement support, and training/education programs. All feedback is reviewed by staff and the necessary changes are implemented based on the information provided.
- Attendees of support groups and educational trainings/workshops return for future events.
- We continue to see high levels of engagement from participants, families, and volunteers through contributions of time, donations, materials and creativity.
- Community businesses and individuals continue to make significant donations to help sustain the organization financially.

What will the tangible community benefit be?
In 2019, 70 volunteers visited weekly with 41 Sitkans to offer social and emotional support. 55 volunteers attended to 4 individuals during their end of life transition and provided respite relief to their families and friends, along with bereavement support after their loved one's death. 11 Sitkans attended grief support groups led by 3 volunteer facilitators. BHV also provided end-of-life care training to 21 participants, dementia care training to 11 participants, and offered nine different educational luncheons to 96 total attendees.

The most important benefit to the community is the continual, free of charge provision of compassionate care-based services and support. Grief support group participants also benefit from a confidential, facilitated, and safe setting to share their stories and connect with others. Additionally, we offer excellent and comprehensive educational workshops for community members about death, dying, hospice, palliative care, advanced directives, illness, dementia, grief, caregiving, and volunteering. Economically speaking, the number of donated volunteer hours has an enormous financial value and positive impact for the whole community of Sitka. Our organization also brings people together from all walks of life, with the overall effect of creating a diverse network of support, sharing, and strengthening the community.

What are some benchmarks during the project that indicate things are going in the right direction?
Our program effectiveness and success are measured by tracking outreach data and numbers in all service areas, then compare data and factor in feedback. The areas we track and report on include: 1) number and types of services offered to meet community needs; 2) number and types of trainings offered; 3) number of persons receiving services; 4) number of persons attending trainings and support groups; 5) number of persons using the resource library; 6) number and types of new volunteers and participants; 7) number of care receivers cared for by volunteers; 8) number of new referrals; 9) number and type of community groups; tribal citizens; civic groups; faith groups; health, service and medical organizations our volunteers are affiliated with; and 10) total donations given by community-based individuals and businesses.

Statement of Need

How does this project align with the funding category that you are applying for?
Without a formal hospice organization and very few hospice-trained medical personnel, BHV-trained volunteers are the core providers of those services in Sitka. End-of-life care and social companionship are vital human services for those who are facing death or experiencing isolation.

What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?
Brave Heart has experienced exponential growth in the organization's capacity to carry out our mission. BHV continues to sustain a steady number of volunteers and care receivers. Our Board and staff know the importance of building and maintaining a strong foundation to perpetuate the organization's ability to not only address this increase, but continue growing. The primary population we serve is elders, and according to both the *McDowell Group 2019 Sitka Economic Plan* and the *Sitka Comprehensive Plan for 2030*, the population of those age 65 and older—especially those over age 80—is expected to "grow rapidly" and will constitute nearly a quarter of Sitka's population in 2030. Supportive care for our elders and providing them opportunities for social engagement is always a critical element for allowing them to "comfortably and safely age in place."

Does the funding from this request leverage other funds for the project? How?
The demonstration of local government support is essential to our sustainability and ability to apply for local, state and/or national grants. Consistent funding from the CBS demonstrates ongoing community commitment to serving a vulnerable population. Support from the CBS, combined with the generosity of individual donors and local businesses, is also reassuring to those who receive our services. Our essential program services make significant contributions to managing elder and family care, and resolving caregiving dilemmas.

Organizational Capacity

Track record (this or similar project delivery and management)
Since 2001, BHV has provided compassionate care, companionship, respite, and education to elders and other Sitkans facing chronic or terminal illness, isolation, end of life and grief. Through collaborations with numerous service agencies, civic groups, faith groups, health organizations, and other nonprofits, BHV has created an outstanding network of caring volunteers (currently 191) to provide services completely free of charge. We also offer critical end-of-life and respite care that is not available from any other source in the community with a growing aging population and no formal hospice. For nearly two decades, we have served hundreds of citizens, through tens of thousands of hours, donated by hundreds of trained volunteers. We are a prime model of how a small, rural community can take care of its residents during the most challenging times of life.

We have successfully refined our mission, strengthened our core programs, and perfected our education services, which are respected throughout Alaska. While we are currently facing temporary program pauses and restrictions due to COVID-19, we eagerly anticipate the day we can resume *in-person* training, grief support, comfort to those at the end of life, and visits with our care receivers, who rely on our contact for their emotional wellbeing. In the meantime, we aim to meet these needs through indirect connections with volunteers. We are also developing a new online course for our End of Life Care Training (to be offered locally and regionally), as well as more online support groups and discussions about grief, loss, and isolation.

Community Support
The community's responsiveness and generous support for BHV remains strong and steady. As BHV provides individuals with immediate and essential support, many of their friends and families become donors or volunteers themselves. Also, Sitka has a high number of nonprofits vying for the same funding resources, but because of our longevity and the unique vital services we provide, BHV is able to maintain a significant level of community support.

Board Attendance
The BHV Board of Directors has eight members and attendance rate is 87.5%. Traveling is the main reason members miss monthly meetings.

List of Board Members and Officers

Board Officers:	Michele Friedman, President
	Samuel Pointer, Vice President
	Gloria Pies, Treasurer
	Jenny Kejka, Secretary
Members:	Sherie Mayo, Fred Olsen, Shauna Thornton, and Jerrod Galanin
Honorary Members:	Father Dave Elsensohn, Aleeta Bauder, and Jean Frank
Staff:	Angie DelMoral, Executive Director
	Anna Roy, Program Manager

Attachments

- Budget Attachments
  - Statement of assets, revenues, and expenditures for previous year.
  - Detailed budget for current year, including funds for this project.
  - Include itemized list of grants received or pending for prior and current years.
- Required Documentation Attachments
  - Copy of nonprofit documentation such as IRS 501c3 designation.
  - Current State of Alaska nonprofit organization's business license.
  - CBS Liabilities Form.

Brave Heart Volunteers
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget
Ordinary Income/Expense		
Income		
Donations		
4001 · Board Members	750.00	2,500.00
4002 · Business	5,035.83	6,000.00
4003 · Donations Other	77,892.90	
4004 · Faith Groups	600.00	1,000.00
4006 · Individuals	47,784.42	13,000.00
4009 · Pick, Click, Give	5,115.00	4,000.00
Total Donations	137,178.15	26,500.00
Fundraisers		
4021 · Alaska Airlines Raffle	6,661.00	
4022 · Alaska Day	2,030.05	2,300.00
4024 · Braveheart Bowls		
Brave Heart Bowls	-500.00	
4024 · Braveheart Bowls - Other	27,301.50	15,000.00
Total 4024 · Braveheart Bowls	26,801.50	15,000.00
4027 · Other	450.00	
Fundraisers - Other	150.00	
Total Fundraisers	36,092.55	17,300.00
Grants		
4041 · Grant Income	37,700.00	13,000.00
Total Grants	37,700.00	13,000.00
Interest Income		
4071 · Checking Interest Income	27.89	12.00
4072 · Savings Interest Income	85.22	38.00
Total Interest Income	113.11	50.00
4900 · Unknown Deposit	150.00	
Total Income	211,233.81	56,850.00
Gross Profit	211,233.81	56,850.00
Expense		
Contracted Staffing		
5409 · Volunteer Stipend	4,900.20	
Contracted Staffing - Other	1,376.70	6,175.00
Total Contracted Staffing	6,276.90	6,175.00
Merchant deposit fees	592.37	
Payroll Expenses		
Salary & Wages		
5001 · Director	40,747.50	39,000.00
5002 · Interim Director Salary	3,939.00	
5004 · Volunteer/Office Manager	10,174.00	
Total Salary & Wages	54,860.50	39,000.00
5092 · Payroll Taxes	4,777.06	3,900.00
Payroll Expenses - Other	0.00	
Total Payroll Expenses	59,637.56	42,900.00
Program Expense		
5600 · Companionship Program	303.60	
5602 · Support Program	598.74	
Total Program Expense	902.34	

Brave Heart Volunteers
Profit & Loss Budget vs. Actual
January through December 2019

	Jan - Dec 19	Budget
Supplies		
5302 · Office Supplies	2,805.93	1,100.00
5303 · Postage and Delivery	699.65	250.00
5304 · Training Supplies	-20.00	100.00
Total Supplies	3,485.58	1,450.00
Travel, Conference & Training		
5101 · Conference and Training	1,118.73	
5104 · Travel	459.10	
Total Travel, Conference & Training	1,577.83	
Volunteer Expenses	33.90	
5201 · Telephone, Internet, Fax	3,047.09	3,000.00
5401 · Accounting	3,583.02	2,500.00
5402 · Insurance	7,966.00	4,500.00
5403 · Contracted/Professional	7,848.00	1,000.00
5404 · Technical Support	0.00	100.00
5405 · Post Office Box Rent	168.00	175.00
5406 · Memberships and Dues	365.00	450.00
5407 · Printing - Newsletter/Envelopes	505.50	1,200.00
5408 · Advertising & Promotion	786.93	200.00
5410 · Fundraiser Expense	3,179.20	3,000.00
5411 · Bank Service Charges	847.09	200.00
5426 · Indirect O/H	90.00	
5499 · Other Expense	265.59	
5500 · Contribution to Endowment 10%	0.00	3,000.00
Total Expense	101,157.90	69,850.00
Net Ordinary Income	110,075.91	-13,000.00
Other Income/Expense		
Other Income		
Unrealized Gain/Loss on investm	48,712.00	
Total Other Income	48,712.00	
Net Other Income	48,712.00	
Net Income	**158,787.91**	**-13,000.00**

Brave Heart Volunteers
Balance Sheet
As of December 31, 2019

	Dec 31, 19	Dec 31, 18
ASSETS		
Current Assets		
Checking/Savings		
1001 · Northrim Checking-228	76,344.92	36,141.32
1002 · Northrim Savings-031	29,642.18	29,556.96
1003 · Petty Cash	28.02	28.02
Total Checking/Savings	106,015.12	65,726.30
Other Current Assets		
1004 · Ameritrade investment account	295,085.33	171,739.43
Total Other Current Assets	295,085.33	171,739.43
Total Current Assets	401,100.45	237,465.73
TOTAL ASSETS	**401,100.45**	**237,465.73**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	383.25	0.00
Total Accounts Payable	383.25	0.00
Other Current Liabilities		
2001 · Payroll Liabilities	2,981.18	897.15
2110 · Direct Deposit Liabilities	0.00	-2,379.53
Total Other Current Liabilities	2,981.18	-1,482.38
Total Current Liabilities	3,364.43	-1,482.38
Total Liabilities	3,364.43	-1,482.38
Equity		
3101 · Retained Earnings	-56,137.22	81,764.79
3110 · Total Reserve Funds		
3102 · Endowment Reserve	295,085.33	116,102.40
3103 · Operating Funds Reserve	0.00	34,527.06
Total 3110 · Total Reserve Funds	295,085.33	150,629.46
Net Income	158,787.91	6,553.86
Total Equity	397,736.02	238,948.11
TOTAL LIABILITIES & EQUITY	**401,100.45**	**237,465.73**

08/14/20
Accrual Basis

BRAVE HEART VOLUNTEERS
Profit Loss Full Year Budget
January through December 2020

	January-December 2020 Budget
Ordinary Income/Expense	
Income	
4000 · Donations	
4001 · Individuals	30,000
4002 · Businesses	5,000
4003 · Faith Groups	1,500
4004 · Pick. Click. Give.	5,000
4005 · Donations Other	1,000
4000 · Donations - Other	
Total 4000 · Donations	42,500
4010 · Fundraising	
4011 · Alaska Airline Raffle	3,000
4012 · Alaska Day	2,500
4013 · Bowls	25,000
4015 · Fundraisers Other	10,000
4010 · Fundraising - Other	
Total 4010 · Fundraising	40,500
4020 · Grants	
4021 · Foundation Grants	50,000
4020 · Grants - Other	
Total 4020 · Grants	50,000
Total Income	133,000
Cost of Goods Sold	
4100 · Credit Card Merchant Discount	
Total COGS	
Gross Profit	133,000
Expense	
5100 · Payroll Expenses	
5101 · Salaries & Wages	91,600
5102 · Payroll Taxes	8,061
5103 · Direct Deposit Fees	
5100 · Payroll Expenses - Other	
Total 5100 · Payroll Expenses	99,661
5300 · Professional Fees	
5301 · Contracted Support	3,500
5304 · Accounting	3,500
5300 · Professional Fees - Other	
Total 5300 · Professional Fees	7,000
5302 · Insurance	8,700
5303 · Telephone, Internet, Fax	1,800
5400 · Supplies	
5401 · Office Supplies	1,300
5402 · Companionship Supplies	

08/14/20
Accrual Basis

BRAVE HEART VOLUNTEERS
Profit Loss Full Year Budget
January through December 2020

	January-December 2020 Budget
5404 · Education	
5405 · Fundraiser Expense	1,000
5400 · Supplies - Other	
Total 5400 · Supplies	2,300
5500 · Training and Development	
5502 · Travel	1,000
5505 · Conference & Training	1,000
Total 5500 · Training and Development	2,000
5600 · Promotion	
5503 · Membership and Dues	300
5601 · Postage	1,175
5602 · Printing	500
5603 · Advertising & Promotion	1,000
Total 5600 · Promotion	2,975
Total Expense	124,436
Net Ordinary Income	8,564
Other Income/Expense	
Other Income	
4040 · Ameritrade Unrealized Gain/Loss	
4050 · Ameritrade Dividend Income	
4092 · Interest Income	
4095 · Ameritrade Investment Fees	
Total Other Income	
Other Expense	
Unknown Transaction	
5700 · Other Expense	300
5901 · Bank Service Charges	1,000
Total Other Expense	1,300
Net Other Income	-1,300
Net Income	7,264

Brave Heart Volunteers
Grants Received or Pending

2020			
Name	**Value**	**Date Closed**	**Status**
Foundation for End of Life Care	$5,000	1/21/20	Awarded
Sitka AK Permanent Charitable Trust	$8,750	4/13/20	Awarded
Federal PPP Loan (Grant)	$11,545	5/17/20	Awarded
Sitka Legacy Foundation	$1,500	5/28/20	Awarded
Foundation for End of Life Care	$4,000	6/17/20	Awarded
Sitka Rotary Club	$1,000	6/26/20	Awarded
Holland America (CAB)	$2,000	1/9/20	Awarded (Pending)
2019			
White Elephant	$565	2/21/19	Awarded
US Coast Guard Wives & Spouses Assn	$700	5/22/19	Awarded
Sitka Pioneers Home Resident's Council	$5,000	5/31/19	Awarded
Sitka AK Permanent Charitable Trust	$2,743	7/23/19	Awarded
AK Community Foundation—Douglas-Dornan	$1,300	7/31/19	Awarded
Rasmuson Foundation	$20,000	8/25/19	Awarded
City & Borough of Sitka	$10,142	9/1/19	Awarded
Sitka Legacy Foundation	$1,000	12/10/19	Awarded

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: [redacted]
Apr. 10, 2012 LTR 4168C EO
[redacted] 000000 00
[redacted]
BODC: TE

BRAVE HEART VOLUNTEERS INC
% DENNIS LONGSTRETH
PO BOX 6336
SITKA AK 99835-6336

405

Employer Identification Number: 73-1639840
Person to Contact: MR. PATTERSON
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Mar. 30, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in OCTOBER 2010.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Alaska Business License #[redacted]

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

BRAVE HEART VOLUNTEERS, INC.

PO BOX 6336, SITKA, AK 99835-9560

owned by

BRAVE HEART VOLUNTEERS, INC.

is licensed by the department to conduct business for the period

October 7, 2019 to December 31, 2021
for the following line(s) of business:

62 - Health Care and Social Assistance

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

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: Brave Heart Volunteers

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  8/4/2020

  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

Renee Wheat

From: Kerry Tomlinson <ktomlinson@scpsak.org>
Sent: Monday, August 17, 2020 2:46 PM
To: Renee Wheat
Subject: FY21 CBS Grant Application
Attachments: FY21 CBS grant application.pdf

Please find attached our grant application.

Thank you,

Kerry Tomlinson
Finance Director

Sitka Counseling

113 Metlakatla St.
Sitka, AK 99835
907-966-8227 direct line
907-738-5060 cell
907-747-3636
907-747-2702 fax
www.sitkacounseling.org
Like us on Facebook
Follow us on Instagram

'Promoting Wellness in our Community'

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Counseling

Alaska State Business License Number (if applicable): [redacted]

Name of Contact Person: Amy Zanuzoski

Phone: 907-747-3636 X237 Email: amyz@scpsak.org

Mailing address: 113 Metlakatla St. Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
  - ☒ Human Services or
  - ☐ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $10,000.00

Match Dollars Committed: $10,600.00 Percentage: 106%

Sources of Matched Dollars: Medicaid

Brief Description of the Purpose of the Grant: Increase prevention related Services and support especially during this time of COVID-19

I, Amy Zanuzoski, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: [signature]

Title: Executive Director Date: 8/4/2020

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations
Applicant: Sitka Counseling/HOPE Coalition

Sitka Counseling is applying for the annual CBS grant in the Human Services category.

The grant will help offset additional and unexpected costs, not built into current grant budgets, of the COVID-19 pandemic and help increase behavioral health related support, prevention and treatment efforts within Sitka.

Sitka Counseling provides in and out of school support, guidance and counseling to students and families of students experiencing mental health and substance misuse issues. With students spending more time out of the classroom due to the COVID-19 pandemic, we are providing additional out of school services at our Family Center site. In addition, we are supporting more adults with mental health issues through our Harbor Lights drop-in center program and our outpatient center has increased its client load. All of this has placed additional strain on already tight budgets with the unexpected costs for additional cleaning and sanitization of our facilities in order to keep clients and staff safe as well as increased technological needs for "distance" programming, support and counseling.

Our prevention department is also increasing out of school support for students through developing prevention and health related training and activities which students and parents can access via on-line formats and (hopefully) in-person delivery. Parents are struggling to balance work needs and childcare/supervision needs. Providing additional support through community programming is in demand. Sitka Counseling is committed to providing this additional support. Again additional safety precautions are needed which increases the cost of delivery. Technical support is also needed which increases costs. These additional costs were not built into the grants received.

With regard to prevention, most Federal and State grants require documented local governmental support and involvement. Receiving this grant would help meet that requirement. We also use the CBS grant to leverage funding from state and national sources based on local support. Since 2016 we have received the Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Grant which allowed us to address prescription opioid and heroin related issues/misuse in our community. We partnered with several community organizations to develop and distribute pamphlets and posters to raise awareness of the proper storage and disposal of prescription medications and have distributed over 380 opioid/heroin overdose response kits (@~$130.00/kit) as well as 260 medication disposal bags (@~$6.00/bag). This grant ended this year.

In 2017 we received a Federal Drug Free Communities Grant with funding being shared with community partners to address youth tobacco, alcohol and marijuana misuse through the coalition structure. The DFC grant is a 5 year non-competitive grant with a potential competitive grant application process for an additional 5 years. Utilizing this grant, we purchased two medication disposal boxes and placed them at the Sitka Police Department and Whites Pharmacy/AC Lakeside. We also purchased a portable incinerator to destroy unused medications locally, a task which our partner, the Sitka Police Department, has agreed to take on. Since the incinerator was purchased, the Police Department has destroyed over 115 pounds of unused and/or expired medications and helped keep these medications out of the wrong hands, out of our landfill and out of our waterways. We have also partnered with SPD and Public Health to provide twice a year prescription drug take back days to help reduce access to medications. The number one place youth and others get non-prescribed medications is from their home.

In July, 2019 we were awarded the Comprehensive Behavioral Health Prevention and Early Intervention Services (CBHPEIS) Grant through the State of Alaska. The focus of this grant and overall goal is "To Promote a Healthy Community Utilizing Effective Practices and Partnership." The grant will be used to identify strategies and achieve outcomes related to: 1. All Alaskan communities, families and individuals are free from the harmful effects of substance use/ misuse, dependency and addiction. 2. Alaska children, youth and adults are mentally healthy and

living successfully. 3. All community members are connected, resilient and have basic life skills. Much of this grant is "flow through" dollars which go to community partners. Key partners in this grant are the Sitka High School and the Sitka Tribe of Alaska.

As alluded to above, these funds will help offset additional costs required (due to COVID-19) to keep staff and service users safe (masks, gloves, hand sanitizer, disinfectant, cleaning supplies, etc.), increase technology based support for treatment and prevention efforts within the community, support community assessment and evaluation of community health needs and fill in other gaps not covered in the grants. The city grant will also expand/sustain the community wide data gathering and evaluation system developed over the past few years. Sitka Counseling is one of the very few organizations consistently collecting data/information. This data has been shared with community partners and other organizations to raise community readiness and awareness as well as providing information to guide programs and use in writing grants.

Administration of the grant award will be done through Sitka Counseling in conjunction with HOPE Coalition members and partners. Staff will perform the "day to day" work necessary to achieve desired outcomes. The Finance Director of Sitka Counseling will assure funds are utilized appropriately, track all expenses and insure all local, state and national grant requirements are met.

It is often said "an ounce of prevention is worth a pound of cure" Investing in prevention and community support, now more than ever, makes sense. Keeping people healthy instead of responding to disability is key to keeping our community healthy and it is cost effective. Multiple studies indicate for every dollar spent on prevention, an average of $10.00 is saved in long-term spending.

Prevention efforts are well established in our community via CBS grant funding, Sitka Counseling funds, the State of Alaska SPF-PFS, DFC, and CBHPEI grants. A core group of 10-24 community members of the HOPE Coalition have met regularly for the last five years and delivered several prevention programs. The coalition has been involved in a number of community initiatives such as Kick Butts Day, Recovery Month, Red Ribbon Week, Sitka Health Summit, Town Halls on Underage Drinking, Town Halls on Misuse and Abuse of Prescription Medications, Mt. Edgecumbe High School Health Fair, prevention displays at local schools and throughout the community, providing Youth and Adult Mental Health First Aid and Prime for Life (DUI training) training, Teen Nights, support for the Teen Center, support to establish the Cycling Center at the Hames Center. With this CBS Grant, the state SPF-PFS grant, the DFC grant and the CBHPEIS grant, prevention efforts in our community will be expanded, better coordinated and more effective. A growing need, especially during the present pandemic. Sitka Counseling/HOPE Coalition is one of the only organizations to collect and share data regarding substance use patterns and trends in Sitka. We monitor national, state and local information and share that information with the community. Through our statewide partnerships we are able to bring additional resources into the community.

Sitka Counseling received previous CBS grants in Fiscal Year 2005($23,449.00), 2006($15,000.00), 2007($15,000.00), 2008($5,000.00), 2009($20,000.00), 2010($7,000.00), 2011($5,000.00), 2012($3,000.00) then in 2015($7,714.00), 2016 ($7,581.00), 2017 ($4,692.00), 2018 ($4,638.00), and 2019 ($4,714.00).

Process related outcomes would be linked to the number of community members served through our various programs, the number of presentations, workshops and community events provided as well as documented involvement in the HOPE Coalition activities. Each state and federal grant has additional outcome requirements which would also need to be met. These outcome measures would be documented through coalition meeting sign-in sheets and an "Outputs Log" maintained by coalition staff.

Indirect benefits would be less medical emergencies/strain on medical/emergency services, fewer law

enforcement calls and increased community health. Since substance misuse and mental health is related to community disorganization, domestic violence and adverse childhood experiences, these would also be long range benefits. Long term, our community would be a healthier, safer, trauma informed place to live.

Some of the benchmarks which would indicate things are going in the right direction are as follows:

Assessment Related:

- Ongoing committee attendance/involvement for data gathering and evaluation implementation
- Increased capacity (ongoing) in 2019 we partnered with the Sitka HS to complete a substance use survey whose results were shared with the school as well as the community. Plans have been completed to do this again. We also have made plans to survey the Middle School this year.

Programmatic related

- Increased use of services
- HOPE Coalition membership
- Presentations/reports to community organizations (number)
- Development and delivery of community wide PSA's (number)
- Partner with a minimum of three partners on their projects/programs (by 5-28-2021)
- Continued distribution of medication disposal brochures and bags (number distributed)
- Continued distribution of opioid overdose prevention (NARCAN) kits. We have seen an increase in demand during the COVID-19 pandemic. (number distributed)

The continued growth of an Alcohol, Tobacco and Other Drug Coalition as well as increased AODA treatment and support services is in alignment with the Human Services category, by establishing a mechanism to promote a drug free community and the communities focus on health and wellness. The focus on alcohol, tobacco and other drug prevention would increase both individual and community health. Discussions with the Chief of Police indicate drug use/misuse are rising in the community. By addressing the issues surrounding this misuse early on, the community can reduce the long term negative impacts.

According to the latest CBS Comprehensive Plan found (2007), the following sections pertain to the need for substance use/misuse prevention and education activities:
2.2.5. Protect the health and well-being of local people and their surroundings;
2.10.1. To actively promote and seek funding for services and activities which facilitate the well-being of the community and all its members,
2.10.5. To commit to the following prevention and early intervention programs which will reduce social problems in the community:
E. Community wide substance-abuse awareness education.
2.11. The City and Borough Assembly encourages healthy lifestyles and activities within the community, and will strive to work towards the provision of human services for all members of the community. Health needs and community services may include but not be limited to the items listed below:
A. Health and social services, Behavioral health services
    2. Substance abuse services – alcohol, other drugs, and tobacco products
    3. Other behavioral health services
C. Healthy youth and elder activities and services
D. Educational and community forums and programs to promote healthy activities and recreational opportunities, safety, and healthy nutrition options in schools and in the community

City and Borough of Sitka: General Fund Grants For Nonprofit Organizations
Applicant: Sitka Counseling/HOPE Coalition

Preliminary information from across the country suggests stress levels, for all age groups, have gone up, as have the misuse of substances and other negative coping mechanisms, mental health issues have increased and all of these being exacerbated by the loss of personal and community connectedness due to COVID-19. The prevention, treatment and support services provided by Sitka Counseling is in greater need now than ever before. Substance misuse and mental health issues cut across many other health related issues such as domestic violence, suicide, bullying, and the very broad arena of just health and wellness. Although this funding request is not identified for a specific "project" it goes a long way in supporting ongoing services to our community and keeps the expanded services viable during this time of COVID-19.

Does the funding from this request leverage other funds for the project? How?

Yes, it already has. By leveraging previous year's funds, we applied and were granted an Alaska State grant to respond to prescription drug and heroin misuse. Continued documented support also allowed us to re-apply for the DFC grant and the CBHEIS Grant. Continued support will allow us to apply for additional grants. In addition Sitka Counseling contributes significant funding and in-kind support for prevention efforts and will continue this support.

Organizational Capacity

Sitka Counseling, formed through the merger of services of Sitka Prevention & Treatment Services and Sitka Mental Health Clinic, dba Islands Counseling Services. Sitka Counseling has provided behavioral health prevention, treatment and counseling services to Sitka for over 39 years and has proven itself capable of delivering and managing grants for the community's prevention, treatment and counseling needs. Sound financial practices are in place, confirmed by annual outside audits. The Coalition Director has a Master's Degree in guidance and counseling with concentrations in substance abuse, and family systems counseling. He was a Prevention Fellow through the Substance Abuse and Mental Health Services Administration/US Department of Health and Human Services for three years and was trained extensively in coalition building, community assessment, prevention strategies and evaluation techniques. He worked for and helped grow a highly successful community coalition in the State of Nevada and while there developed a social norm campaign which has been adopted state wide and is still being utilized. He also was one of 32 individuals selected nationally to participate in a yearlong "Addressing Health Disparities Leadership Program" sponsored by the National Council for Behavioral Health. Three additional staff members have been hired to assist in prevention activities. Sitka Counseling, through the HOPE Coalition is committed to establishing and coordinating community wide partnerships and processes which address substance use, misuse and abuse across the lifespan.

Community Support:

As mentioned above, Sitka Counselling (in one form or another) has been around for over 39 years. The HOPE Coalition has been in existence for over five years and has had a consistent membership of between 10-24 people representing 12 sectors of the community and good diversity. The Health Needs and Human Services Commission supports the coalition as has the City and Borough of Sitka in the past. Strong partnerships exist with SEARHC, Youth Advocates of Sitka, St. Peters Episcopal Church, Brave Heart Volunteers, Sitka Counseling, Lakeside-Milam Recovery Centers, Sitka Police Department, Sitka School District and Student Government, Sitka Public Health Department, Sitka Health Summit and other community and state organizations and businesses.

Board Attendance/ Board Members and Officers

Sitka Counseling's board members include Stan Filler-President, Ken Davis-Vice President, Vicki Keele-Secretary/Treasurer, Antonio Rosas, Nathaniel Bean, Julie Platson and Robert 'Chip' Korngiebel Jr.. Our board has longevity, with some members standing for more than twenty years. They attend monthly policy and direction meetings and special purpose committees.

City and Borough of Sitka Annual Grants from General Fund
Application packet

Attachment - Detailed Budget for the Project FY2021

Cost Category	FTE	CBS AWARD	MATCH CASH	PROJECT TOTAL
Personnel				
Program Coordinator	1.00		$5,000	$ 5,000
Fringe Benefits at 26%			$ 2,600	$ 2,600
Total Personnel	1.00		**$7,600**	**$ 7,600**
Facility Rent		$ -	$ 3,000	$ 3,000
Total Facility			**$ 3,000**	**$ 3,000**
Supplies				
Program Supplies		$ 3,000		$ 3,000
Cleaning Supplies		$ 3,400		$ 3,400
Technology Supplies		$ 1,600		$ 1,600
Total Supplies		**$ 8,000**		**$ 8,000**
Other				
Printing/Advertising		$ 2,000		$ 2,000
Total Other		**$ 2,000**		**$ 2,000**
TOTAL DIRECT COSTS		**$ 10,000**	**$ 10,600**	**$20,600**

Itemized list of grants:

Department of Behavioral Health CBHTR – Outpatient Treatment $705,889.95
Department of Behavioral Health CBHTR – Residential Substance $303,200.60
Department of Behavioral Health Rural Human Services $65,000.00
Department of Behavioral Health Bring the Kids Home $100,000.00
Department of Health and Social Services, Strategic Prevention $46,821.40
SAMSHA, Drug Free Communities Support Program $125,000.00
Department of Health and Social Services, Comprehensive Behavioral Health Prevention and Early Intervention Services Grant $150,000.00

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0752257577
Mar. 08, 2019 LTR 4168C 0
[redacted] 000000 00
00023814
BODC: TE

SITKA COUNSELING & PREVENTION
SERVICES INC
113 METLAKATLA ST
SITKA AK 99835-7666

021970

Employer ID number: [redacted]
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Feb. 27, 2019, about SITKA COUNSELING & PREVENTION SERVICES INC

We issued you a determination letter in April 2004, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752257577
Mar. 08, 2019 LTR 4168C 0
[redacted] 000000 00
00023815

SITKA COUNSELING & PREVENTION
SERVICES INC
113 METLAKATLA ST
SITKA AK 99835-7666

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Teri M. Johnson
Operations Manager, AM Ops. 3

Alaska Business License #[redacted]

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

SITKA COUNSELING AND PREVENTION SERVICES, INC

113 METLAKATLA ST, SITKA, AK 99835

owned by

SITKA COUNSELING AND PREVENTION SERVICES, INC.

is licensed by the department to conduct business for the period

October 8, 2019 to December 31, 2021
for the following line(s) of business:

62 - Health Care and Social Assistance

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

SITKA COUNSELING AND PREVENTION SERVICES, INC
113 METLAKATLA ST
SITKA, AK 99835

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: Sitka Counseling

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

Renee Wheat

From: Darryl AL7BW <sitkashark@yahoo.com>
Sent: Friday, August 21, 2020 3:32 PM
To: Renee Wheat
Subject: CBS Grant Application
Attachments: Completed CBS Liabilities Form - Sitka Ham Amateur Radio Klub.pdf; SHARK budgets and financials-2.pdf; KLUB 501 (c) (3).pdf; CBS Grant app.pdf; Grant App 1-2.docx; FY21Grantapp_000.pdf

Good afternoon Renee

Attached are the documents for the grant.
If you need anymore information don't hesitate to contact me

Thank you

Darryl Ault President
SHARK-SITKA HAM AMATEUR RADIO KLUB
907-738-4539

Sent via the Samsung Galaxy S® 5 ACTIVE™, an AT&T 4G LTE smartphone

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: SHARK-SITKA HAM AMATEUR RADIO KLUB

Alaska State Business License Number (if applicable): _____

Name of Contact Person: DARRYL AULT

Phone: [redacted] Email: sitkashark@yahoo.com

Mailing address: PO BOX 1963 SITKA, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
  - ☒ Human Services or
  - ☐ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $8320.55

Match Dollars Committed: 0 Percentage: 50%

Sources of Matched Dollars: GRANTS, LOCAL FUNDRAISING

Brief Description of the Purpose of the Grant: SHARK proposes to build a Mobile Cammand Post Trailer to aid in Emergency/Disaster communications and educate the public about wireless technology.

I, Darryl Ault, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Darryl Ault

Title: President Date: 8/20/2020

Sitka Ham
KL7SRK Amateur Radio Klub

Alaska State Business License Number (if applicable):

Name of Contact Person: DARRYL AULT

Dollars Requested: $ 8,320.55

Match Dollars Committed: $0

Percentage: 50%

Sources of Matched Dollars: grants, local fundraising

Brief Description of the Purpose of the Grant: *2-3 sentences max*

Sitka Ham Amateur Radio Klub proposes to build a Mobile Command Post Trailer to aid in emergency communications and educate the public about wireless technology.

Detailed project description overview (one page only) – total pts 10

What grant category are you applying for?

Annual Grant: Human Services

What will be done with these funds?

Sitka SHARK will build a Disaster/Emergency Mobile Command Post Trailer for communications in the event of a Disaster/Emergency in the City and Borough of Sitka, Alaska. Funds from this program will go to purchasing a trailer, procuring transceivers and antennas that operate on multiple frequency bands, setting up an electrical infrastructure with a stand-alone generator, and sourcing provisions (like masts, microphones, etc.) that make this a functioning center of operations.

Who will do it?

SHARK members, local volunteers and contractors in Sitka.

Who will be served?

Broadly, this project serves people living in Sitka, Alaska. During emergencies, the Sitka Ham Amateur Radio Klub partners with local authorities, and serves the communication needs of response personnel. The Mobile Command Post also serves a purpose outside of emergencies; it is an educational facility for anyone interested in learning and practicing the science of radio operation.

When will this service be provided?

When the project is completed (approx 6-7 months after being funded)

Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?

NO

Expected Outcomes (one page only) – total pts 10

How will the project be measured as successful?

The SHARK Mobile Command Post will be considered successfully completed once it is built and functional.

What will the tangible community benefit be?

The community benefits from the Mobile Command Post in multiple ways.

When disaster strikes, the Mobile Command Post can help restore communications to areas that need it the most. Enabling as many layers of connectivity as possible makes Sitka more resilient to local emergencies. In times of crisis, SHARK can relay important messages. This post can also serve as meeting points for strategy discussions and tactical operations for emergency response in conjunction with health and safety officials. Amateur radio operators step up to assist a number of organizations with public service communications

Before a crisis, the Mobile Command Post is a critical part of a community's emergency preparedness. Like many ham radio clubs, SHARK is dedicated to educating community members on the fundamentals of radio and wireless technology. Using the Mobile Command Post to demonstrate use cases and promote interest in amateur radio benefits the community by increasing the number of radio users distributed in the community. The more ham radio operators there are, the more responsive different neighborhoods will be - especially when those neighborhoods are cut off from the rest of town.

The Mobile Command Post promotes technology literacy. In an increasingly technological world, knowing the many types, capabilities, and limitations of wireless technology benefits users across generations. Students learning about amateur radio can apply many of the scientific principles to any number of STEM topics.

What are some benchmarks during the project that indicate things are going in the right Direction?

Purchasing the trailer and equipment will serve as the baseline for our progress. Once SHARK can do that, Klub members will begin the process of wiring and outfitting the trailer for basic use. We anticipate being able to complete the project within 6-7 months of getting it fully funded. We hope to have the Mobile Command Post ready for deployment by our next contesting event - potentially Field Day 2021.

Sitka Ham
KL7SRK Amateur Radio Klub

Statement of Need (one page only) – total pts 10

How does this project align with the funding category that you are applying for?

As a disaster response tool, the SHARK Mobile Command Post promotes resilience of individuals, children, families, and communities impacted by disasters and public health emergencies. Communication is a fundamental part of human services, and ham radio is an essential tool for communication.

Alaska ham operators have a proven record of assisting in disaster response. In recognition of amateur radio importance in the 1964 Alaska earthquake the state of Alaska issues free licenses plates to residents for their critical service of providing the only communications service to the lower 48. Local hams relayed info on mudslides and the Katlian air crash.

Ham radio is an official part of the Red Cross, dealing specifically with human services during emergencies.

What documented needs (ie McDowell Reports, the Comprehensive Plan, Youth Risk Behavior Survey, etc.) does this project address?

Developing Sitka's amateur radio network bolsters our community's ability to respond to emergencies. Several SHARK members are members of the Local Emergency Planning Commission, and Sitka's Emergency Operations Plan contains provisions around communications. Building a resilient communications infrastructure is an important part of pre-disaster preparedness.

Does the funding from this request leverage other funds for the project? How?

NO

Organizational Capacity (one page only) – total pts 10

Track record (this or similar project delivery and management).

N/A

Community Support.
FUNDRAISER ELKS LODGE 9/10/2017 $1542.00
WHITE ELEPHANT SHOP GRANT 2/16/2018 $2400.00
WHITE ELEPHANT SHOP GRANT 2/20/2019 $1500.00
MEMBERSHIP DUES Approx $1500.00 yr

Board Attendance.

SHARK-SITKA HAM AMATEUR RADIO KLUB has 2 Board meetings a year with an attendance of 90+% of Board Members

List of Board Members and Officers.

DARRYL AULT PRESIDENT
BEN DOWNING VICE PRESIDENT
APRIL AULT SECRETARY
BECKY MEIERS TREASURE
PAUL ARVIN BM
VERN CULP BM
DAVID LOWRANCE BM
RICHARD SMITH BM
AL STEVENS BM
MIKE SULLIVAN BM

Budget – total pts 10

Statement of assets, revenues, and expenditures for previous year.

See Attached Document

Detailed budget for current year, including funds for this project.

See Attached Document

Include itemized list of grants received or pending for prior and current years.

Grant Name/Funder	Amount	Status
City and Borough of Sitka: CARES Funding	$2500	pending
AK Can Do CARES Funding	$5000	pending

Required Documentation – total pts 10

Copy of nonprofit documentation such as IRS 501c3 designation.

See Attached Document

Current State of Alaska nonprofit organization business license.

See Attached Document

CBS Liabilities Form

See Attached Document

SHARK Budget

Spending budget					
Item	**Cost Monthly**	**Annual Cost**	**One Time Cost**	**Duration**	**Note**
Refreshments Meetings		$280.00		Monthly + 2	Average $20 for fruit, cookies, coffee, water, cups, cream, sugar, sugar substitute, stirrers
Refreshments Field Events				undetermined	Water, energy bars, donated
Reciept Book		$8.67		Long time	
Avery 2 Pocket folders (x50)		$17.00		As needed	For New Member Package
Box Printer Paper		$45.73		Yearly	Hammermill Paper 10 ream case
Printer Ink Color		$24.00		Yearly	Printer Ink @$12 each
Printer Ink Black		$60.00		Yearly	Printer Ink @$60 each
Misc Stationary		$4.50		Yearly	Pens, pencils
Card Stock		$15.00		Yearly	Thank you Cards
Postal Expenses		$9.80		Yearly	Using Ault's PO Box / Stamps
Roll 100 Raffle Tickets (x4)		$24.95		Yearly	Raffles
SHARK Gifts/Raffle/DoorPrizes		$34.00		Yearly	SHARK USB
SHARK Gifts/Raffle/DoorPrizes		$48.00		Yearly	SHARK Nylon cases
SHARK Gifts/Raffle/DoorPrizes		$50.00		Yearly	Other Gifts
Web Page		$179.88		Yearly	GoDaddy First year 143.88
Domain Name		$2.15			sitkasharks.com $128.80 GoDaddy 5 year subscription
Domain Name (2)		$1.95			GoDaddy 5 year subscription 2 Domains .net .com 117.23
Maintenance					None currently required
Mast (x6)			$480.00		6 20' Masts $20 per 5' section
HF/VHF/UHF/ Amateur Radio			$1,550.00		Mobil Yaesu FT-991A
Power Supply			$50.00		40Amp
HF Antenna			$100.00		Mobil
Portable Generator (1)			$1,200.00		Honda @ Tyler's
Gas Can (1)			$15.00		NAPA
Car Battery (1)			$120.00		Petro Marine
	0.00	$805.63	$3,515.00		

SHARK Mobile Command Unit Budget

		Expenditures			
PROJECT BUDGET	**LINK TO ITEM**	**Quantity**	**Unit Price**	**Amount**	**Total Expense**
Antenna					$ 477.00
DIAMOND X50A Base antenna, 2m/70cm	https://www.ebay.	1	$ 110.00	$ 110.00	
Ham Radio Antenna SE HF-360 FIBRE GLASS VERTICAL RADIAL FREE 80 TO 6 METERS	https://www.ebay.com/itm/Ham-Radio-Antenna-SE-HF-360-	1	$ 202.00	$ 202.00	
		0	$ -	$ -	
Antenna Mast 10'x1" dia schedule 80 Aluminum		2	$ 20.00	$ 40.00	
Guy Line 200'		1	$ 75.00	$ 75.00	
Coax 50' with PL259 connectors		2	$ 25.00	$ 50.00	
		0	$ -	$ -	
		0	$ -	$ -	
Furniture/Storage/Structure					$ 2,219.99
Electrical: Bus Bars, Power Strips (Surge Protectors), 12ga wire, connectors, Breaker/Fuse Boxes, Breakers/Fuses(assorted amps), Receptacle Boxes, Receptacle Plugs (GFI), Light Switches, Cover Plates, LED Lights (4' Shop Lights and Bulbs),		1	$ 600.00	$ 600.00	
[totes]		0	$ -	$ -	
Cosco Vinyl Folding Chair Black (4pack)	https://www.amazon.	1	$ 119.99	$ 119.99	
[tables]		0	$ -	$ -	
[lights]		0	$ -	$ -	
[clocks]		0	$ -	$ -	
[racks]		0	$ -	$ -	
Building Materials		1	$ 1,500.00	$ 1,500.00	
[signage]		0	$ -	$ -	
Trailer					$ 5,780.00
6 X 12 Carry-On Enclosed Cargo Trailer	https://www.trailersplus.	1	$ 5,780.00	$ 5,780.00	
[registration]		0	$ -	$ -	
[insurance]		0	$ -	$ -	
Onboard Radios					$ 1,765.90
Kenwood TM-V71		1	$ 550.00	$ 550.00	
Icom IC-7300	https://www.gigaparts.com/icom-	1	$ 1,100.00	$ 1,100.00	
DC 12V 60A Amp 110V 220V Power Supply	https://www.ebay.com/itm/DC-	2	$ 57.95	$ 115.90	
[component]		0	$ -	$ -	
[component]		0	$ -	$ -	
		0	$ -	$ -	
Tools					$ -
[box]		0	$ -	$ -	
[tool or kit]		0	$ -	$ -	
Exterior					$ 3,070.00
[wrap/vinyl signs]		0	$ -	$ -	
[spare tires]		0	$ -	$ -	
5 gal Gas Cans		2	$ 35.00	$ 70.00	
Honda EU2200i 2200-Watt 120-Volt Super Quiet Portable Inverter Generator	https://www.homedepot.com/p/Hon	2	$ 1,050.00	$ 2,100.00	
Thule Awning	https://www.moosejaw.	1	$ 900.00	$ 900.00	
[furniture]		0	$ -	$ -	
[cooler]		0	$ -	$ -	
[first aid kit]					
				SUBTOTAL	$ 13,312.89
Shipping Costs (to AK, calculated at flat 10% of equipment subtotal)		0.10	$ 13,312.89	$ 1,331.29	
Administrative costs, purchase overages and substitutions (if there are unanticipated global outages, etc.)		0.15	$ 13,312.89	$ 1,996.93	
				GRAND TOTAL	$ 16,641.11

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 01-01-2019 to 01-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$154.76		$0.00		$0.00		$0.00		$0.00		$154.76

Another postal stamp increase! As of Jan. 27, stamps jumped a nickel each. Avoid the high cost of postage by paying bills online - it's easy and you can cut the cost of postage!

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 02-01-2019 to 02-28-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$154.76		$1,550.00		$0.00		$0.00		$0.00		$1,704.76

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
02-13	50.00	02-20	1,500.00				

Total Deposits: $1,550.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 02-01-2019			**$154.76**
02-13	Deposit		50.00	204.76
02-20	Deposit		1,500.00	1,704.76
	ENDING BALANCE ON 02-28-2019			**$1,704.76**

Is your business ready for the upcoming summer season? Be prepared with a Business Line of Credit! Up to $100,000 is available for all those expected and unexpected expenses that are part of running a business. Stop by a branch, or apply online at www.FirstBankAK.com

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 03-01-2019 to 03-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,704.76		$430.56		$0.00		$1,062.65		$0.00		$1,072.67

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
03-04	125.00	03-20	4.80	03-20	13.74	03-22	274.87
03-20	10.05	03-20	1.37	03-20	0.73		

Total Deposits: $430.56

CHECKS CLEARED

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
128	03-06	125.00						

* Indicates a break in check sequence
"E" denotes an electronic check

Total Checks: $125.00
Check Count: 1

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
03-05	POS Debit Amazon.com[redacted] Amzn.com/billWA US	28.78
03-05	POS Debit Amazon.com[redacted] Amzn.com/billWA US	100.82
03-05	POS Debit AMZN Mktp US[redacted] Amzn.com/billWA US	18.95
03-07	POS Debit Amazon.com[redacted] Amzn.com/billWA US	288.61
03-11	POS Debit PETRO MARINE SERVICES SITKA AK US	182.08
03-12	POS Debit AMZN Mktp US[redacted] Amzn.com/billWA US	226.43
03-18	POS Debit PAYPAL *EUROXPRESSC[redacted] CA US	91.98

Total Misc. Debits: $937.65

Is your business ready for the upcoming summer season? Be prepared with a Business Line of Credit! Up to $100,000 is available for all those expected and unexpected expenses that are part of running a business. Stop by a branch, or apply online at www.FirstBankAK.com

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 04-01-2019 to 04-30-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,072.67		$400.00		$0.00		$179.88		$0.00		$1,292.79

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
04-18	50.00	04-24	100.00	04-25	200.00	04-29	50.00

Total Deposits: $400.00

Automated Clearing House (ACH) Transaction Summary

ACH Credits

Date	Amount	Date	Amount	Date	Amount	Date	Amount
04-24	100.00	04-25	200.00	04-29	50.00		

Total [redacted] Credits $350.00

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
04-16	POS Debit DNH*GODADDY.COM [redacted] AZ US	179.88

Total Misc. Debits: $179.88

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 04-01-2019			**$1,072.67**
04-16	POS Debit DNH*GODADDY.COM [redacted] AZ US	-179.88		892.79
04-18	Deposit		50.00	942.79
04-24	External Deposit PAYPAL - TRANSFER		100.00	1,042.79
04-25	External Deposit PAYPAL TRANSFER - TRANSFER		200.00	1,242.79
04-29	External Deposit PAYPAL TRANSFER - TRANSFER		50.00	1,292.79
	ENDING BALANCE ON 04-30-2019			**$1,292.79**

Summer is calling! Let us help you get out on the water with a new boat loan. You can apply online at www.FirstBankAK.com

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 05-01-2019 to 05-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,292.79		$50.00		$0.00		$0.00		$0.00		$1,342.79

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
05-06	50.00						

Total Deposits: $50.00

Automated Clearing House (ACH) Transaction Summary

ACH Credits

Date	Amount	Date	Amount	Date	Amount	Date	Amount
05-06	50.00						

Total ACH Credits $50.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 05-01-2019			**$1,292.79**
05-06	External Deposit PAYPAL TRANSFER - TRANSFER		50.00	1,342.79
	ENDING BALANCE ON 05-31-2019			**$1,342.79**

Are you thinking of finally leaving rental life behind and moving into a home of your own? First Bank offers a variety of affordable mortgages tailored to fit your specific needs. It's easy with our online mortgage applications. Or call and speak with one of our mortgage experts today! Find more information at www.FirstBankAK.com. Equal Housing Lender.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 06-01-2019 to 06-30-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,342.79		$425.00		$0.00		$0.00		$0.00		$1,767.79

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
06-12	375.00	06-19	50.00				

Total Deposits: $425.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 06-01-2019			**$1,342.79**
06-12	Deposit		375.00	1,717.79
06-19	Deposit		50.00	1,767.79
	ENDING BALANCE ON 06-30-2019			**$1,767.79**

Bank Anywhere with Mobile Banking! From your smart phone, you can deposit checks, check balances, view transactions, transfer funds between First Bank accounts, pay bills and view cleared checks. You can also send SMS text messages to First Bank and receive balance and transaction inquiries in a matter of seconds! You must be enrolled in Online Banking to use this service. Cellular and texting rates may apply.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 07-01-2019 to 07-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,767.79		$0.00		$0.00		$0.00		$0.00		$1,767.79

Send your student off to school this year with the security of a First Bank debit card. They're safer than carrying cash when students travel, and parents can monitor account balances online. These are available for youth ages 14 and older.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 08-01-2019 to 08-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID 901790

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,767.79		$0.00		$0.00		$63.80		$0.00		$1,703.99

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
08-23	POS Debit eBay 800-456-3229 San Jose CA US	63.80
	Total Misc. Debits:	$63.80

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 08-01-2019			**$1,767.79**
08-23	POS Debit eBay 800-456-3229 San Jose CA US	-63.80		1,703.99
	ENDING BALANCE ON 08-31-2019			**$1,703.99**

PAYING BILLS JUST GOT EASIER - just snap a photo of the bill with your phone and the character recognition feature will capture all the pertinent details and make your payment from the account you choose!

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 09-01-2019 to 09-30-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,703.99		$0.00		$0.00		$4.19		$0.00		$1,699.80

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
09-05	POS Debit ALASKA COMPUTER CENTER SITKA AK US	4.19
	Total Misc. Debits:	$4.19

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 09-01-2019			**$1,703.99**
09-05	POS Debit ALASKA COMPUTER CENTER SITKA AK US	-4.19		1,699.80
	ENDING BALANCE ON 09-30-2019			**$1,699.80**

It's tempting to splurge when the Permanent Fund Dividends show up, but do consider setting some money aside for a rainy day, a home improvement project, or a college fund with a First Bank savings or investment account.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 10-01-2019 to 10-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,699.80		$0.00		$0.00		$0.00		$0.00		$1,699.80

Due to changes in customer traffic, we are temporarily suspending Saturday branch hours for the winter for our Sitka and Mendenhall branches on Saturday, Dec. 7, 2019. We will resume previous Saturday branch and drive through hours on May 2, 2020. Our ATM and Night Depository services will be available at our branches during this time.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 11-01-2019 to 11-30-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,699.80		$175.00		$0.00		$219.55		$0.00		$1,655.25

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
11-01	100.00	11-13	75.00				

Total Deposits: $175.00

Automated Clearing House (ACH) Transaction Summary

ACH Credits

Date	Amount	Date	Amount	Date	Amount	Date	Amount
11-01	100.00						

Total ACH Credits $100.00

CHECKS CLEARED

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
114	11-29	130.00						

* Indicates a break in check sequence
"E" denotes an electronic check

Total Checks: $130.00
Check Count: 1

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
11-04	POS Debit SITKA MOTOR SUPPLY INC SITKA AK US	22.74
11-27	POS Debit AMAZON.COM*[redacted] AMZN.COM/BILLWA US	66.81

Total Misc. Debits: $89.55

We're sending out best wishes, to all of our valued customers, for a happy holiday season!

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 12-01-2019 to 12-31-2019

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,655.25		$0.00		$0.00		$0.00		$0.00		$1,655.25

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 01-01-2020 to 01-31-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,655.25		$0.00		$0.00		$0.00		$0.00		$1,655.25

IS YOUR BUSINESS READY for the upcoming summer season? Be prepared with a Business Line of Credit! Easily access funds for all those expected and unexpected expenses that are part of running a business. Stop by a branch, or apply online at FirstBankAK.com.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 02-01-2020 to 02-29-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,655.25		$40.00		$0.00		$0.00		$0.00		$1,695.25

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
02-07	40.00						

Total Deposits: $40.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 02-01-2020			**$1,655.25**
02-07	Deposit		40.00	1,695.25
	ENDING BALANCE ON 02-29-2020			**$1,695.25**

Effective April 1, 2020, the fee for courtesy loan signings on all non-First Bank loans will be $200.00 plus sales tax.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 03-01-2020 to 03-31-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,695.25		$0.00		$0.00		$0.00		$0.00		$1,695.25

During these times we strongly encourage all of our customers to leverage all of the available tools and resources for self-service banking. These include mobile, online and telephone banking services, and access to cash with an ATM or debit card.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 04-01-2020 to 04-30-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,695.25		$250.00		$0.00		$240.00		$0.00		$1,705.25

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
04-07	250.00						

Total Deposits: $250.00

Automated Clearing House (ACH) Transaction Summary

ACH Credits

Date	Amount	Date	Amount	Date	Amount	Date	Amount
04-07	250.00						

Total ACH Credits $250.00

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
04-15	POS Debit DNH*GODADDY.COM [redacted] AZ US	240.00

Total Misc. Debits: $240.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 04-01-2020			**$1,695.25**
04-07	External Deposit PAYPAL TRANSFER - TRANSFER		250.00	1,945.25
04-15	POS Debit DNH*GODADDY.COM [redacted] AZ US	-240.00		1,705.25
	ENDING BALANCE ON 04-30-2020			**$1,705.25**

Effective July 1, 2020, First Bank is changing its funds availability policy. In general, our policy has always been to make funds available to you on the first business day after we receive your deposit (received prior to the close of the business day), this is not changing. However, effective July 1, 2020, if we determine a hold on the funds you deposited is necessary, we will provide you next day availability on the first $300 ($6,000 for some types of checks). We will continue to inform you, at the time of the deposit, or within 24 hours after receiving your deposit, if a delay in availability will occur. Additionally, for better clarity, the Consumer Liability Section of the Deposit Account Agreement, provided at account opening, was enhanced to note "consumer accounts only." You can view the Deposit Account Agreement in its entirety by visiting www.firstbankak.com/disclosures-and-policies.html.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 05-01-2020 to 05-31-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID [redacted]

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,705.25		$50.00		$0.00		$0.00		$0.00		$1,755.25

DEPOSIT SUMMARY

Date	Amount	Date	Amount	Date	Amount	Date	Amount
05-26	50.00						

Total Deposits: $50.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 05-01-2020			**$1,705.25**
05-26	Deposit		50.00	1,755.25
	ENDING BALANCE ON 05-31-2020			**$1,755.25**

We'd like to thank all of our customers who have been so patient through the circumstances surrounding the onset of COVID-19 in Alaska. More than ever before we appreciate the people we serve, and we hope everyone continues to stay safe.

FIRST BANK

MEMBER FDIC

www.firstbankak.com

2030 Sea Level Drive
Ketchikan, AK 99901

Toll Free 800-478-6101
Local 907-228-4241

ACCOUNT STATEMENT

Statement Period: 06-01-2020 to 06-30-2020

Account Number: [redacted]

Bank Anywhere, Anytime with Mobile Banking

www.FirstBankAK.com

[redacted]

Sitka Ham Amateur Radio Klub
PO Box 1963
Sitka, AK 99835-1963

ACCOUNT SUMMARY FOR Small Business Checking - ID

Starting Balance	+	Credits	+	Interest Paid	-	Withdrawals	-	Service Charge	=	Ending Balance
$1,755.25		$0.00		$0.00		$40.00		$0.00		$1,715.25

MISCELLANEOUS WITHDRAWALS

Date	Description	Amount
06-05	POS Debit CHARITABLE ORG REGIS [redacted] AKUS	40.00
	Total Misc. Debits:	$40.00

TRANSACTION SUMMARY

Date	Description	Checks/Debits	Deposits/Credits	Balance
	BALANCE FORWARD ON 06-01-2020			**$1,755.25**
06-05	POS Debit CHARITABLE ORG REGIS [redacted] AKUS	-40.00		1,715.25
	ENDING BALANCE ON 06-30-2020			**$1,715.25**

The good news these days is interest rates on loans continue to hover at low levels. If you're thinking about the need for any kind of a loan – mortgage, boat, car or truck – this could be the time to do it. Visit one of our loan specialists at our branches or apply online at FirstBankAK.com today to see how we might be able to help you!

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 22 2017

SITKA HAM AMATUER RADIO KLUB -
SHARK
PO BOX 1963
SITKA, AK 99835-1963

Employer Identification Number:
[redacted]
DLN:
[redacted]
Contact Person:
CUSTOMER SERVICE ID# [redacted]
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 1, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

SITKA HAM AMATUER RADIO KLUB -

Sincerely,

Stephen a. Martin

Director, Exempt Organizations
Rulings and Agreements

From:	DARRYL AULT
To:	Renee Wheat
Subject:	Fw: Alaska Department of Law Registration
Date:	Thursday, September 10, 2020 8:28:55 AM

----- Forwarded Message -----
From: DoNotReply@Alaska.gov <donotreply@alaska.gov>
To: "sitkashark@yahoo.com" <sitkashark@yahoo.com>
Sent: Thursday, June 4, 2020, 11:47:17 AM AKDT
Subject: Alaska Department of Law Registration

Dear DARRYL AULT,

Your Charitable Organization Registration/Renewal has been submitted for SITKA HAM AMATEUR RADIO KLUB - SHARK.

Your confirmation number is: [redacted]
You will need this confirmation number to renew your registration next year.

The Department of Law will review your registration and send notice by mail when your registration is complete.

Thank you,
State of Alaska Department of Law

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: SHARK-SITKA HAM AMATEUR RADIO KLUB

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

An official website of the United States government info

THE OFFICIAL U.S. TIME

ALASKA DAYLIGHT TIME
AKDT (UTC-8)

03:30:21 P.M.

PACIFIC DAYLIGHT TIME
PDT (UTC-7)

04:30:21 P.M.

MOUNTAIN DAYLIGHT TIME
MDT (UTC-6)

05:30:21 P.M.

CENTRAL DAYLIGHT TIME
CDT (UTC-5)

06:30:21 P.M.

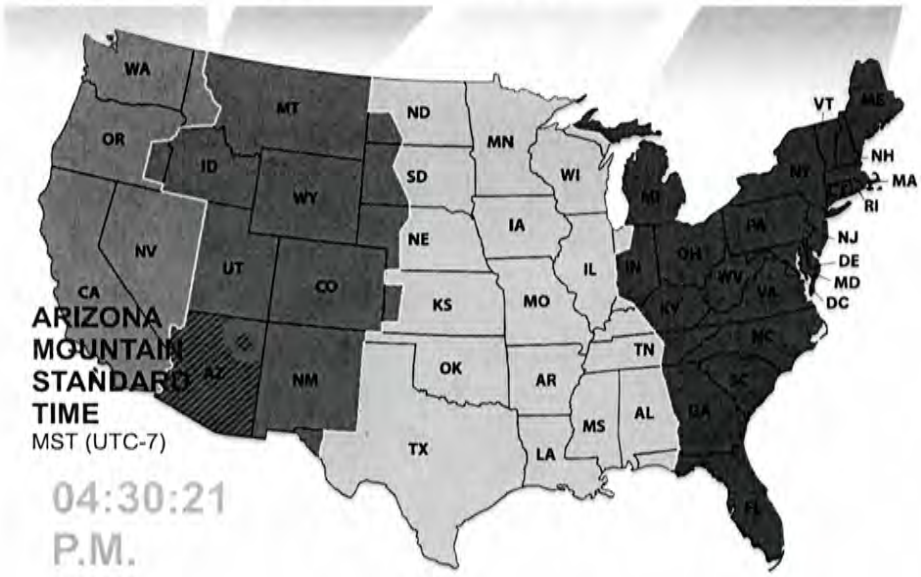
EASTERN DAYLIGHT TIME
EDT (UTC-4)

07:30:21 P.M.

24 Hour Clock Display

Coordinated Universal Time (UTC)
23:30:21

UTC TIME IS ALWAYS DISPLAYED AS 24 HR.



ALEUTIAN DAYLIGHT TIME
HADT (UTC-9)

02:30:21 P.M.

ARIZONA MOUNTAIN STANDARD TIME
MST (UTC-7)

04:30:21 P.M.

Your Device's Clock (UTC-8)

Today: 08/21/2020

03:30:21 P.M.

HAWAII STANDARD TIME
HST (UTC-10)

01:30:21 P.M.

Your clock is off by: +0.201 s

Recvd by: RDW
FY 21 Non-Profit Grant
Sitka Pregnancy Center

PUERTO RICO ATLANTIC STANDARD TIME
AST (UTC-4)

07:30:21 P.M.

SAMOA STANDARD TIME
SST (UTC-11)

12:30:21 P.M.

CHAMORRO STANDARD TIME
CHST (UTC+10)

About/Contact

FAQ

09:30:21
A.M.

// = DAYLIGHT SAVING TIME NOT OBSERVED

CLOCKS ARE CORRECTED FOR NETWORK DELAY

Privacy Statement | Privacy Policy | Security Notice | Accessibility Statement | NIST Privacy Program | No Fear Act Policy | Disclaimer | FOIA | Environmental Policy Statement | Cookie Disclaimer | Scientific Integrity Summary | NIST Information Quality Standards | Business USA | Commerce.gov | Healthcare.gov | Science.gov | USA.gov

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Sitka Pregnancy Center

Alaska State Business License Number (if applicable): [redacted]

Name of Contact Person: ANN L. BILLS

Phone: (907) 747-8023 Email: annbills@gci.net

Mailing address: 415 Arrowhead St., Sitka, AK.

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☑ Annual Grant:
  - ☑ Human Services or
  - ☐ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $1,000.00

Match Dollars Committed: _____ Percentage: _____

Sources of Matched Dollars: _____

Brief Description of the Purpose of the Grant: (Welcome Baby Tubes) Project The center is supplying newborn bathtubs at SEARHC/Mt. Edgecumbe Hospital to ladies who have just given birth. The tub contains newborn diapers, wipes, clothes, & misc items needed for a new baby.

I, Ann L. Bills, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Ann L. Bills

Title: Treasurer of Board of Directors

Date: 8/21/2020

Renee Wheat

From: ann bills <annbills@gci.net>
Sent: Friday, August 21, 2020 4:43 PM
To: Renee Wheat
Subject: Application Content for General Fund Grant for Non-profit organization/Sitka Pregnancy Center
Attachments: FED EIN.pdf

Dear Administrative Coordinator Renee Wheat,

The following is a detailed project description overview, expected outcomes, Statement of need, Organizational capacity, & Budget:

The Sitka Pregnancy Center is applying for an annual grant. We will use the Grant money to buy more Baby Bathtubs to fill with newborn items to give to new parents at SEARHC/Mt Edgecumbe Hospital. The items in the tub's (pink or blue as needed) will consist of newborn diapers, baby wipes, newborn clothing, baby products, other items as appropriate. We have not received CBS General Fund Grants previously. We have carried the cost of this project for a year and need the $1,000.00 Grant to buy more product's, as the "Tub's" have become a requested item by new mothers. We have provided 23 tub's so far this year. It is our hope to let Mother's to be know we are available to help them with this project. The Board of Directories has recently hired an Executive Directory to help oversee the Center's needs and outreach.

We are expecting this project to grow as news gets out of this effort. The project will be judged on it's success by the number of "Tub's" given out to new Mothers. Often times these new Mother's are helped financially by the items provided in the bath tubs. One of the ways we are aware of it's growing, is the request we receive from the Staff at SEARHC for more Bath Tubs, accompanied with a color designation (pink or blue).

This project can be aided by a one time Grant. The the funding would provide enough bath tubs for the projected births in Sitka for 2021.

The immediate needs of a new born infant are provided.. Provides new parents with a feeling of support from the Sitka Community.

Rotary has been asked for additional funding. The Center has the support of the SEARHC O/B Staff and we have received very positive feedback from the parents who have received these Bathtubs.

Seven member Board of the Sitka Pregnancy Center meets monthly, with the exception of December, July thru Sept. A majority membership is at every meeting.

Chairman: Larry Jester, Vice-Chair: Julie Stroemer, Secretary: Denise Klinger, Treasurer: Ann L . Bills. Board Director: Al Hass, Board Director: Sam Pointer: Board Director: Ron Matthews. Executive Director: Verna Petersen

Copy of nonprofit documentation EIN: [redacted]

Copies of Budget, etc. coming in separate e-mail forwarded from our Board Secretary Denise Klinger.

Respectfully submitted,

Ann L Bills, SPC Treasurer

Sitka Pregnancy Center

New Parent Baby Bathtubs

Contents:	Cost:
Baby Bathtub	$19.99
Handmade Baby Blanket or Quilt	Donated
2 Receiving Blankets	Donated
1 Dozen Size 0 Diapers	$3.11
1 Dozen Size 1 Diapers	$1.93
1 Pkg Diaper Wipes	$1.82
1 Swaddling Wrap	$5.00
1 Handmade Burp cloth	Donated
1 Handmade Bib	Donated
2 Pair of socks sizes Newborn & Infant	Donated
3 "Onesies" sizes Newborn,	Donated
1 Month, & 3 Month	Donated
1 Pair Booties	Donated
1 Hat	Donated
1 Stuffed Animal	Donated
Information on Sitka Pregnancy Center Services & Earn While You Learn Program	
Wrapped up and tied with a beautiful Handmade Bow	

Total Cost per Bathtub: $31.85

Goal:

Sitka Pregnancy Center would like each baby born in Sitka to receive a welcoming gift of one of these bathtubs. We began distributing bathtubs in 2019 to new parents giving birth at SEARHC hospital. So far in 2020 we have given 23 bathtubs to these new families. The bathtubs full of needed items let new parents know their community stands with them as they begin this new life adventure.

How you can help:

Sitka Pregnancy Center has been able to cover the cost of the bathtubs to date through our yearly fundraisers. However with Covid 19 these fundraisers did not happen in 2020. We are asking for your financial help to continue this Bathtub gifting. Thank you for your consideration.

Sitka Pregnancy Center

180 Price St Mountain View Estates #25
PO Box 6215
Sitka, Alaska 99835
(907) 623-0965

Sitka Pregnancy Center 2019 Budget
Review/Proposed 2020 Budget

EXPENSES:

Trailer/Space Rent	(monthly $618.00)	$7,416.00
City & Borough of Sitka Utilities	(avg. monthly $245.27)	$2,943.33
GCI Phone/Internet	(avg. monthly $184.52)	$2,214.26
Propane	(avg. monthly $54.52)	$654.32
Storage Unit * start 12/2019	(monthly $147.00)	$1,764.00
Insurance		
Patriot		$2,087.50
CHUBB		$300.00
Heartbeat International Dues		$250.00
Postal		
Box Rental		$168.00
Mailing		$20.50
AK Dept. of Commerce 2019 Biennial Report		$25.00
Accountant Service/Tax filing		$500.00
Office/Center Supplies		$167.18
Coast Guard Welcome Bag Clips		$132.05
Thank you Gifts for volunteers		$250.00
Advertising		
Movie Theater Ad 1year		$1,942.00
Chamber of Commerce/Visit Sitka		$850.00
AK Peace Officers/ Ad in Directory		$325.00
Coast Guard Directory		$25.00
Printing of Rack Cards (200 Brochures)		$232.50
AK State Fair		$300.00
Sitka Sentinel monthly ads		$292.43
Total Expenses:		**$22,859.07**

INCOME:

Donors:	
Private Donors	$4,622.00
Churches	
Grace Harbor	$650.00
First Baptist	$600.00

FUNDRAISERS:	
GALA INCOME:	**$8,665.00**
Expenses:	
Building Rental	$346.50
Advertising	$389.34
Silent Auction Items	$198.20
Event Planner & Food	$1,505.98
Gift Cards * Auctioneer & Helper	$50.00
Total Expenses:	$2,490.02
Net Income:	**$6,174.98**
FOURTH OF JULY INCOME:	**$809.00**
Expenses:	
Advertising	$19.39
Prizes	$178.66
Total Expenses:	$198.05
Net Income:	**$610.95**
GARAGE SALE	
Expenses: All items donated	
Net Income:	**$2,028.00**
BABY BOTTLE BANKS	
Net Income:	**$288.00**
LAKESIDE RECEIPTS	
Net Income:	**$160.37**
AMAZON SMILE	
Net Income:	**$69.19**
Total Income:	**$15,202.51**

Sitka Pregnancycenter

180 Price St Mountain View Estates #25
PO Box 6215
Sitka, AK 99835
(907) 623-0965
sitkapregnancycenter@gmail.com

2019 Year End Service Summary

Total Number of Client Visits:	21
Number of New Clients:	7
Total Number of Clients:	12
(2 Male Clients, 2 Clients referred by WIC)	
Total Number of Pregnancy Tests:	1
Total Number of Educational Classes (i.e. Earn While You Learn)	39
Total Number of Material Resources given to Clients:	
(Includes Bathtubs & Bassinette)	
Diapers	8 dz.
Wipes	5 pkg
Baby Clothing	20 sets
Strollers	3
Walkers	1
Pack-n-Play	1
Bassinettes (filled with diapers, wipes, clothes, toys, etc)	1
Baby Bathtubs (filled with diapers, wipes, clothes, toys, etc)	3
Total Number of Regular Volunteers at Center:	13
Total Volunteer Hours	934

2017

Total number of Client visits	32
Total number of New Clients	10
Total number of Clients	12
Total number of Regular Volunteers	9

2018

Total number of Client visits	52
Total number of New Clients	2
Total number of Clients	9
Total number of Regular Volunteers	12

February 17, 2020

Alaska Business License #[redacted]

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

SITKA PREGNANCY CENTER

180 PRICE ST #25, SITKA, AK 99835

owned by

SITKA PREGNANCY CENTER

is license by the department to conduct business for the period

October 8, 2018 to December 31, 2020
for the following line of business:

61 - Educational Services; 81 - 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

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 30 2015

SITKA PREGNANCY CENTER
415 ARROWHEAD STREET
SITKA, AK 99835-7214

Employer Identification Number:
[redacted]
DLN:
[redacted]
Contact Person:
[redacted]
ID# [redacted]
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 1, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

X

IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 06-19-2014

Employer Identification Number:
[redacted]

Form: SS-4

Number of this notice: CP 575 E

003650.458343.111173.8454 1 MB 0.435 530

SITKA PREGNACY CENTER
909 HALIBUT POINT RD APT 35
SITKA AK 99835

003650

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [redacted] This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

ANNUAL FILING REQUIREMENTS

Most organizations with an EIN have an annual filing requirement, even if they engage in minimal or no activity.

A. If you are tax-exempt, you may be required to file one of the following returns or notices:

Form 990, Return of Organization Exempt From Income Tax
Form 990-EZ, Short Form Return of Organization Exempt From Income Tax
Form 990-PF, Return of Private Foundation
Form 990-N, e-Postcard (available online only)

Additionally, you may be required to file your annual return electronically.

If an organization required to file a Form 990, Form 990-PF, Form 990-EZ, or Form 990-N does not do so for three consecutive years, its tax-exempt status is automatically revoked as of the due date of the third return or notice.

Please refer to www.irs.gov/990filing for the most current information on your filing requirements.

EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ **5. EIN Confirmation**

Congratulations! The EIN has been successfully assigned.

EIN Assigned: [redacted]

Legal Name: **Sitka Pregnacy Center**

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN. Continue >>

Help Topics

Can the EIN be used before the confirmation letter is received?

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: Sitka Pregnancy Center

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843

- Loan/Promissory Note

  Larry Fitzsimmons, Senior Accountant
  747-1801

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

Renee Wheat

From: Rick Petersen <rpetersen@sailinc.org>
Sent: Thursday, August 20, 2020 4:07 PM
To: Renee Wheat; Sierra Jimenez; Book Keeping
Subject: SAIL's FY21 application for CBS General Fund Grants for Non-Profit Organizations
Attachments: SAIL City of Sitka Grant narrative FY21.pdf; SAIL 501c3 status.pdf; SAIL 2020-2021 Business License.PDF; SAIL_CBS Liabilities form_FY21.jpg

Good afternoon, Renee

Please accept the attached documents as SAIL's application for the CBS General Fund Grants for Non-Profit Organizations.
There are 4 attachments including the application, including documentation of non-profit status, our business licence, and our CBS Liabilities form.

Thank you for your many years of past support and for continued opportunities to apply for support. We appreciate this program.

Best regards,

Rick Petersen, Sitka Program Director
SAIL - Southeast Alaska Independent Living
514 C Lake Street
Sitka, AK 99835
907-747-6859

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Southeast Alaska Independent Living, Inc. (SAIL)

Alaska State Business License Number (if applicable): [redacted]

Name of Contact Person: Rick Petersen

Phone: 747-6859 Email: rpetersen@sailinc.org

Mailing address: 514 Lake Street, Suite C, Sitka, Alaska 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

X Annual Grant:
  X Human Services

Dollars Requested: $16,000

Match Dollars Committed: $178,594 Percentage: 91% committed; 9% requested

Sources of Matched Dollars: US Dept. of Ed, AK Dept. of Health and Social Services, Sitka Charitable Trust, White Elephant, Donations, In-kind, Fundraising, Fees for Service

Brief Description of the Purpose of the Grant: SAIL's request to provide essential, often urgent services and support to seniors and/or people with a disability. Additionally for SAIL to engage the community through accessibility assessments and education to increase inclusion of disabilities.

I, Rick Petersen, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name:

Rick Petersen

Title: Sitka Program Director Date: August 18, 2020

1. Project Description - Grant Category: Human Services

Southeast Alaska Independent Living (SAIL)'s mission is simple. It is to *Inspire Personal Independence*. The SAIL Sitka Program empowers seniors and people with disabilities by promoting options to live as active, productive, and involved citizens. SAIL does this by providing services and supports necessary for independent living including home modifications, assistive devices, emergency financial assistance, loans of assistive devices and durable medical equipment, peer support groups, recreation and inclusion activities, and providing educational and outreach programs to the Sitka community.

SAIL does not duplicate services provided by other agencies in a service area, instead it collaborates with existing agencies and attempts to pick up what is 'falling through the cracks.' Our collaborative efforts with local organizations such as Alaska Division of Vocational Rehabilitation, Center for Community, Brave Heart Volunteers, Sitka Tribe of Alaska, Baranof Island Housing Authority, Alaska Housing Finance Corporation, SEARHC, Youth Advocates of Sitka, Sitkans Against Family Violence, Sitka School District, Sitka Counseling & Prevention, Sitka Public Library, Southeast Senior Services, Hames PE Center, CBS departments and many other agencies are a key to our success.

What will be done with the funds and who will do it: The nature of our work and mission requires SAIL services to be extremely personnel intensive—in Sitka, personnel costs account for 72% of the operating budget. Our services are delivered by a Program Director/Independent Living Advocate, an Independent Living Advocate Jesuit Volunteer, an Employment Specialist and a part-time assistant. We are currently recruiting for a new position: a Developmental Disability Resource Center Coordinator and Aging and Disability Resource Connections Specialist.
This proposal requests $9,589 for personnel expenses to serve our consumers and to provide disability awareness presentations to the broader community and $2,991 for operating costs necessary to deliver essential services. Although this request for $16,000 represents only 9% of our annual budget, support by the City is a vital piece in demonstrating community buy-in, which is critical to leveraging outside dollars to fund our core programs here in Sitka.

Who will be served: SAIL Sitka serves seniors and people of all ages and all disabilities including: physical, cognitive, neurological, and mental health disabilities. Thanks to funding received from the City and Borough last year, SAIL Sitka provided Independent Living Services to a total of **156** active consumers. Furthermore, **37** consumers met their goals for independent living and completed use of SAIL's services during the FY20. **168** individuals acquired necessary Assistive Technology and durable medical equipment through our loan closet, with another **12** individuals receiving goods and services through our Last Resort Fund. **25** local high school students have received special services to help them transition into adulthood after a school career with supports from special education teachers. **7** young adults participated in SAIL's first Summer Work Program in partnership with the Division of Vocational Rehabilitation and Youth Advocates of Sitka.

In all, these services dramatically impact the safety, independence, and quality of life of local residents in need. We collaborated with numerous local agencies to ensure success for these individuals as well as share education and awareness to increase understanding of disabilities and foster acceptance of all people.

Disability Awareness and Americans with Disabilities Act (ADA) presentations will continue to be offered to community groups as requested. Last year SAIL provided presentations to **11** local businesses & community groups.
When will service be provided: Project services and expenses will be conducted throughout FY21.

CBS General Fund Grants previously received:

FY 2005 $5,000;	FY 2006 $5,000;	FY 2007 $4,000;	FY 2008 $8,850;
FY 2009 $7,500;	FY 2010 $5,000;	FY 2011 $7,500;	FY 2012 $5,000;
FY 2013 $10,000;	FY 2014 $10,000;	FY 2015 $8,357;	FY 2016 $4,833;
FY 2017 $8,835;	FY 2018 $7,529;	FY 2019 $6,500;	FY2020 $7,742

2. Expected Outcomes

Measurement of Success: The success and community benefit of this project will be measured by comparing stated objectives and outcomes (table below) against actual results. Obtaining these objectives or "outputs" is quantifiable, tangible and easily measured. Outcomes such as maintaining or increasing independence, improvement in attitudes and quality of life improvements, by nature are more difficult to measure. Therefore, pre- and post-service surveys and comparison of individual goals to post-service results will be used.

Tangible Community Benefits:

Objective	Outcome
Empower two hundred (200) Sitka residents by providing Independent Living services for individualized requests (e.g. assistance securing essential life services such as housing, employment, transportation, and benefits such as Social Security, Medicaid, Alaska Public Assistance, etc.)	Sitka residents with disabilities or seniors will increase or maintain independence; increase self-esteem; become active, productive and involved citizens. Bettering the entire community.
Twenty-five (25) Sitka local high school students will receive support to help them prepare for the transition to employment and adulthood. Ten (10) local businesses or groups will receive disability awareness/ADA training and/or education.	Young adults who experience disabilities will be able to become more independent as they leave the supportive special education program and move into adulthood. A greater understanding and inclusion of seniors and people with disabilities. Local businesses voluntarily become more accessible after learning the direct benefits of removing both architectural and attitudinal barriers.
Help one hundred (150) individuals acquire necessary Assistive Technology, home modifications, durable medical equipment or funding through the Loan Closet and Last Resort Fund.	Provide more accessibility, safer environments and reduce health disparities in the home, community and workplace. Allow individuals to remain in their home and community.

Evaluation/Benchmarks- SAIL maintains complete records for all services and programs both to ensure we meet the needs of our consumers and the community and to provide accurate and timely reports. We use a number of methodologies to evaluate programs and services, ascertain the project is going in the right direction, and adjust services accordingly, as noted below:

- Consumers identify specific individual goals during the original point of program entry; progress and goal attainment monitored
- All individualized and community services are documented in MiCIL, a database designed specifically for Independent Living Centers such as SAIL
- Teachers, students and businesses are surveyed before and after disability awareness training
- Quarterly and annual fiscal & narrative reporting comparing proposed to actual results
- Yearly consumer satisfaction surveys mailed to consumers and results are collated
- Website feedback links. Annual fiscal audits by the firm of Elgee, Rehfeld and Mertz CPAs. Regular site reviews by Alaska Department of Health and Social Services and the US Dept. of Education-Rehabilitation Services Administration

3. Statement of Need

Funding Category: This proposal aligns with the **Human Services** Category.

Documented Need:

According to the State of Alaska Governor's Council on Disabilities and Special Education, "it is generally accepted that 1 in 7 people have some sort of disability according to the definition used in the American with Disabilities Act." Roughly 1,300 Sitka residents experience a disability. We also offer our services, as Sitka's Aging and Disability Resource Center, to everyone over 60. In Sitka there are over 1,800 seniors.

Healthy People 2020, a joint project of the US Department of Health and Human Services, Centers for Disease Control and Prevention, and the US Department of Education-National Institute on Disability and Rehabilitation Research, reported, "People with disabilities play an important and valued role in every community. All people, including people with disabilities, must have the opportunity to take part in important daily activities that add to a person's growth, development, fulfillment, and community contribution. The Disability and Health objectives highlight areas for improvement and opportunities for people with disabilities:

1- Reduce the proportion of people with disabilities who report barriers to obtaining the assistive devices, service animals, technology services, and accessible technologies that they need.

2- Reduce the proportion of people with disabilities who encounter barriers to participating in home, school, work, or community activities.

Without these opportunities, people with disabilities will continue to experience disparities, compared to the general population. The 2020 objectives were developed with extensive input from disability communities, and this partnership between the public health and disability communities must continue over the decade in order to meet the *Healthy People 2020* objectives."

The need for disability awareness education is expressed well by Judy Heumann, former Assistant Secretary at the Office of Special Education and Research Services at the United States Department of Education, when she said: "When I speak out about the oppression of people with disabilities, some professionals will ask, 'Is she bitter about being handicapped?' The answer is yes, I am bitter

about being handicapped, but not about having a disability for **it is not my disability that handicaps me. It is society that handicaps me**, and my brothers and sisters, handicaps us by building inaccessible schools, theaters, buses, houses, and the list goes on. All this helps keep us in our place."

As individuals age (and we know Sitka is the fastest aging community in the state, per capita) they more often than not have need for adaptive equipment, including durable medical equipment to live more independently and safely in their homes. SAIL's Loan Closet and HomeMAP assessments are available to assist with needed accommodations so seniors can live safely and independently in their home and community of choice.

This proposal directly addresses the documented need for assistive technology, accessibility modifications, and social participation for seniors and people with disabilities and the need for education and public awareness about the subject of 'disability.'

Funding Leverage: This proposal will most definitely help SAIL Sitka leverage additional program support. Most grant applications SAIL puts forward look for demonstration of community support. Funding provided by the City of Sitka is a proven commitment to our services and to the city's support of and belief in, the necessity of our programs.

4. Organizational Capacity (track record, community support, Board attendance)

Track Record – SAIL has enjoyed an impeccable record for grant management and service delivery since its inception. The State Independent Living Council conduct an annual consumer satisfaction survey throughout the state and results show an overwhelming enthusiasm for SAIL. The agency and staff have received local, state, and national recognition for excellence. The Alaska Legislature has honored SAIL with a proclamation for providing "people with disabilities the chance to work for self-determination, equal opportunities and self-respect." SAIL has demonstrated success for the last twenty five years, managing literally dozens of grants every year—every one, without exception, completed successfully.

Community Support – One of the agency's biggest strengths is our ability to collaborate with others by leading and participating in community coalitions. Currently SAIL has active partnerships with numerous agencies in Sitka including the Alaska Division of Vocational Rehabilitation, Center for Community, Sitka Tribe of Alaska, Southeast Alaska Regional Health Consortium, Sitka School District, Southeast Senior Services, Brave Heart Volunteers, Sitka Pioneer Home, Hames PE Center, Youth Advocates of Sitka, Veterans Administration, and others. In addition to agency support, SAIL is supported financially by individual and business donors.

The support of the City and Borough of Sitka is a very important factor in our ability to leverage additional funds. The Last Resort Fund (LRF) is a fund of last resort and has a proven success rate at seeking out other agencies and alternative funding before the LRF kicks in. Most often this leads to a collaborative effort with different agencies, businesses and individuals. Though the successes we witness at SAIL could appear minor to some, for those we serve they are major.

Here's one example of the services that SAIL provides: We have been working with an elder who experiences challenges with mobility and vision. He has experienced an amputation and is legally

blind due to diabetes. This elder is a veteran. In partnership with the Veterans Administration and RuralCAP's Senior Access Program, we are helping him remain at home. With a healthy VA budget, we have helped him to start a business to hire personal care attendants to assist him at home. We have helped him modify his home to adapt to wheelchair use. We have lent him assistive technology to help with vision, and we have found funding for home furnishing. We will be providing training with computer apps so that he may connect to the outside world, even as his vision deteriorates. Once he relearns to walk with a prosthetic and gets comfortable using a computer while legally blind, he plans to work with us on vocational rehabilitation goals so that he may re-enter the workforce. We are also working with him on his goals to make his home more comfortable for his toddler daughter (adopted prior to his vision loss & amputation) so that he may share custody and spend more quality time with her as she grows up.

Board of Directors – SAIL is pleased to have an active, engaged Board of Directors with higher than 80% attendance. As a member of the Foraker Group, SAIL has adopted their recommendation of 100% board giving, and a tracking system endorsed by them and the Rasmuson Foundation. One-hundred percent of the Board of Directors make significant annual financial contributions to SAIL.

SAIL Board Officers: Board Chair, Norton Gregory – Douglas; Vice Chair, Jeff Irwin – Gustavus; Secretary, Suzanne Williams, Ketchikan; Treasurer Mary Gregg, Ketchikan
Members: Bob Purvis, Sitka; Cheryl Putnam, Juneau

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.
Sitka City Grant Proposal - Fiscal Year 2021
Detailed Sitka Program Budget FY21 and Actual Revenue and Expense FY20

EXPENDITURES	*FTE*	This Request	Other Funds	**TOTAL Budget FY 2021**	*TOTAL Actual FY20*
A. 100 Personnel Services					
Sitka staff	1.70	$7,246	$85,931	**$93,177**	*$77,809*
Jesuit Volunteer	1.00		$16,000	**$16,000**	*$15,000*
Fringe Benefits/Payroll taxes		$2,343	$24,418	**$26,761**	*$22,915*
TOTAL Personnel Services		**$9,589**	$126,349	**$135,938**	*$115,724*
B 200 Travel					
Staff travel		$0	$0	**$0**	*$0*
Auto gas		$0	$1,000	**$1,000**	*$829*
TOTAL Travel		**$0**	$1,000	**$1,000**	*$829*
C. 300 Facility					
Office rental		$1,190	$11,810	**$13,000**	*$12,000*
Postage		$12	$988	**$1,000**	*$900*
Telephone		$278	$2,322	**$3,100**	*$3,045*

TOTAL Facility	**$1,480**	$15,620	**$17,100**	*$15,945*
D. 400 Supplies				
Office supplies	$71	$2,129	**$2,200**	*$1,956*
Program supplies	$1,869	-$369	**$1,500**	*$1,206*
TOTAL Supplies	**$1,940**	$1,760	**$3,700**	*$3,162*
E. 500 Equipment				
Vehicle	$0	$850	**$850**	*$537*
TOTAL Equipment	**$0**	$850	**$850**	*$537*
F. 600 Other Operating Expense				
Accounting	$0	$0	**$0**	*$0*
Agency liability insurance	$0	$0	**$0**	*$0*
Advertising	$0	$0	**$0**	*$0*
Dues, fees, and licenses	$0	$0	**$0**	*$0*
Consumer Service Fund	$0	$0	**$0**	*$0*
Education & Training	$0	$0	**$0**	*$0*
Scholarships	$0	$500	**$500**	*$363*
Tech Support	$0	$0	**$0**	*$0*
Audit	$0	$0	**$0**	*$0*
Fundraising expense	$0	$2,000	**$2,000**	*$0*
Indirect Cost Rate	$2,991	$30,515	**$33,506**	*$27,585*
TOTAL Other Expense	**$2,991**	**$33,015**	**$36,006**	*$27,948*
TOTAL PROJECT COSTS	**$16,000**	**$178,594**	**$194,594**	*$164,145*

REVENUE	Project Request	Other Funds	**TOTAL Project Budget**	*TOTAL Actual FY20*
Local, State, Federal grants				
Sitka City grant	$16,000		**$16,000**	*$6,500*
DHSS STAR, ADRC AND IL		$53,000	**$53,000**	*$51,000*
HHS-ACL		$62,194	**$62,194**	*$57,466*
DHSS OBA grant		$15,000	**$15,000**	*$11,000*
Fundraising and Support				
White Elephant		$3,000	**$3,000**	*$3,000*
Sitka Charitable Trust		$6,400	**$6,400**	*$3,679*
Donations		$5,000	**$5,000**	*$3,500*
Fundraising		$4,000	**$4,000**	*$3,000*
Fees for service		$30,000	**$30,000**	*$25,000*
TOTAL PROJECT REVENUE	**$16,000**	**$178,594**	**$194,594**	*$164,145*

Non-profit Documentation Attached Separately as a PDF

CBS Liabilities Form Attached Separately as a PDF

SAIL Business License Attached Separately as a PDF

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: [redacted]
Mar. 28, 2016 LTR 4168C 0
[redacted] 000000 00
00029548
BODC: TE

SOUTHEAST ALASKA INDEPENDENT LIVING
INC
SAIL
3225 HOSPITAL DR UNIT 300
JUNEAU AK 99801-7863

054989

Employer ID Number: [redacted]
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Feb. 29, 2016, regarding your tax-exempt status.

We issued you a determination letter in February 1993, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

[redacted]

Mar. 28, 2016 LTR 4168C 0
[redacted] 000000 00
00029549

SOUTHEAST ALASKA INDEPENDENT LIVING
INC
SAIL
3225 HOSPITAL DR UNIT 300
JUNEAU AK 99801-7863

Sincerely yours,

Jeffrey I. Cooper
Director, EO Rulings & Agreement

Alaska Business License #[redacted]

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

SAIL

3225 HOSPITAL DR UNIT 300, JUNEAU, AK 99801-7863

owned by

SOUTHEAST ALASKA INDEPENDENT LIVING, INC.

is licensed by the department to conduct business for the period

October 31, 2019 to December 31, 2021
for the following line(s) of business:

62 - Health Care and Social Assistance

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

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: SAIL (Southeast Alaska Independent Living)

- Property Tax
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org
- Sales Tax
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org
- Municipal Leases
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org
- Loan/Promissory Note
  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org
- Utilities
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

Renee Wheat

From: Rhiannon Guevin <rhiannon@fineartscamp.org>
Sent: Friday, August 21, 2020 1:10 PM
To: Renee Wheat
Subject: Alaska Arts Southeast FY21 Nonprofit Grant Application
Attachments: AASE FY21 Grant Narrative and Supporting Docs.pdf; AASE FY21 Grant Application.pdf

Hi Renee,

I hope that you are doing well. Attached is an electronic copy of Sitka Fine Arts Camp's Annual Grant application.

Please let me know if you need any other information or if anything looks amiss.

Best,
Rhiannon

--
Rhiannon Guevin
Operations Director
Sitka Fine Arts Camp
907-747-3085
www.fineartscamp.org
www.facebook.com/sitkafineartscamp

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp

Alaska State Business License Number (if applicable): [redacted]

Name of Contact Person: Roger Schmidt

Phone: 907-747-3085 Email: rschmidt@fineartscamp.org

Mailing address: 110 College Drive, Suite 111, Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☒ Annual Grant:
  - ☐ Human Services or
  - ☒ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $7,500

Match Dollars Committed: $30,000 Percentage: 75%

Sources of Matched Dollars: Grants, contributions, and earned income

Brief Description of the Purpose of the Grant: The purpose of this grant is to provide need-based financial aid for Sitka students to attend our programs.

I, Roger Schmidt, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Roger Schmidt

Title: Executive Director Date: 8/21/20

PROJECT OVERVIEW

Sitka Fine Arts Camp is seeking an annual Cultural and Educational Services Grant, which will provide need-based financial aid for Sitka students to attend our summer programs.

Covid-19 has been catastrophic for our organization and we need the support of the City of Sitka more than ever. For the first time in 20+ we were forced to cancel our summer programs safe to keep our community safe. It will be more vital than ever to provide financial aid to Sitka students during summer 2021 due to the financial and emotional trauma that students have suffered from the pandemic. We need to get kids back to school, after school programs, and summer programs.

Our financial aid program directly targets high-risk students in the Sitka community who need highly engaging, healthy, and meaningful educational experiences in order to succeed. Evaluations have consistently shown that students who attend our programs see enormous growth, increased self-confidence, and improved performance in school. We believe that the arts are the fastest and most effective way to make better citizens and we hope to provide access to our programs for any student in the Sitka community who wishes to attend.

Sitka Fine Arts Camp (SFAC) and the City of Sitka represent a mutually beneficial partnership with a positive impact on both partners. SFAC is a driving educational and economic force in the Sitka community. Evidence of City support is a vital lever to bring outside money into our organization and community. Large funders look at City support when evaluating their contribution.

In addition to the financial benefits that our organization brings to the community, SFAC's mission contributes to the quality of life in Sitka and the education of its youth. Sitka Fine Arts Camp is a multi-disciplinary arts camp that offers high-quality arts education to students of all ages. During the summer, we provide over 140 classes in the disciplines of dance, theater, creative writing, Alaska Native Arts, visual arts, and music. The Camp has a huge impact on its students. In the words of one camper: ""I used to think SFAC was a special event in the middle of the summer...But I've begun to see it as more of a fuel to last me all year long. SFAC motivates me to create and connect with others. It is a place where I am allowed to be confident in my abilities and learn by leaps and bounds at the same time."

Our classes are taught by over 70 nationally recognized teaching artists from around the country and Alaska. Many of the faculty, staff, and counselors are from Alaska, allowing students to be exposed to and build ties with local artists from around the state and from their own community. With national and state recognition including the 2015 Governor's Award of Arts Organization of the Year Award, and a 2007 Coming Up Taller Award from the White House, the Camp demonstrates that it is an exemplary summer program in the arts.

During Summer 2019, our 44th season, the Sitka Fine Arts Camp welcomed almost 1,000 students from around the world. They came together from 39 Alaskan communities, 27 states, and six countries participating in a total of 27 camps and workshops over the course of the summer. 226 of our students came from the Sitka community (19% of the students in the Sitka School District). The Camp is proud of its role in developing community among Alaska's youth by bringing together students from all over Alaska.

With funds from the City of Sitka, Sitka Fine Arts Camp will provide need-based financial aid to make camp possible for all Sitka students. In 2019, with a grant from the City of Sitka, we were able to provide full or partial scholarships to 15 Sitka students to attend our programs. We are committed to making attendance at the Camp an option for Sitka families regardless of means; it is our goal to ensure that no student is prevented from attending the Sitka Fine Arts Camp by financial obstacles. In the summer of 2019, 22% of our students received need-based financial aid amounting to over $90,000 in distributed funds. 45% of these funds went to Sitka students. Tuition covers approximately half the total costs associated with our summer programs. Donations, grants, and in-kind support help to subsidize the other half.

EXPECTED OUTCOMES

Evaluations have consistently shown that students who attend our programs see enormous personal growth, increased self-confidence, and improved performance in school. Especially during Covid-19, which has been emotionally difficult for kids and families in Sitka, the arts and high-quality education will be more important to students than ever.

Starting in 2005 as a NEA pilot program, SFAC has measured growth in knowledge and skills in alignment with national and state arts standards through pre and post testing, classroom observations, surveys, focus groups, and rubrics. Starting in Summer 2018 we expanded our evaluation to focus on student impact. Working with an evaluator from WestEd we began to explore the following questions:

1. What is the extent of SFAC's impact?
2. What (and how) is the enduring impact of SFAC on student learning, engagement, and college/ career goals in the arts?

During summer 2018, we embarked on this ambitious program of data collection aimed at assessing the impact of SFAC on student engagement and learning and investigating how the SFAC model and instruction influence these student outcomes.

Findings to date: As in the past, the overwhelming majority of our campers report that camp increases their confidence, gives them opportunities they don't have at home, and that they'd come back given the opportunity. However, additional compelling themes have emerged from our in depth individual interviews and observations. These include: the importance of faculty turning over the intellectual and creative work to students; the skill of faculty to leverage student thinking and creativity in the service of deepening their understanding and performance of the arts; camp (and the arts more generally) as a refuge from pressures, problems, and personal crises; faculty moves that invite and support diverse participation; the role of peers in student engagement and learning; etc. We plan to continue to systematically interrogate these rich data.

STATEMENT OF NEED

This project aligns directly with the Culture and Educational Services funding category because it increases access to high quality arts education for Sitka students of lesser economic status.

This project will directly address needs within the Sitka School District and the Sitka community. Sitka School District and School Board Strategic Planning documents identify the need for Sitka students to have quality educational experiences at all levels. Culturally diverse opportunities are cited. Reference is also made to healthy after school activities. SFAC meets these objectives with high quality and diverse arts educational experiences that allow students to participate at every grade level. SFAC adds to the diversity and quality of education available to the young people in our community. 17% of Sitka School District students participated in our Camps this summer. In addition to our summer programming, SFAC provides artist-in-the-schools programs during the school year, which further increases the impact of this funding.

The Camp leverages economic goals described in City and SEDA planning documents, by providing an economic return to Sitka through another type of "business", thus contributing to Sitka's diverse and vital local economy. Local wages, revenue from out of town Camp fees, and the City sales tax revenue from Camp visitors contribute to overall community health. Support from the Sitka City and Borough Annual Grants program is important for our organization. Financial support from the City demonstrates to other grantors the importance the City places on having the Sitka Fine Arts Camp in our community. The City's contribution is an important indicator of local support for the Camp's programs and mission.

Due to Covid-19, our financial need is greater than ever before. In March our Board of Directors, recognizing Sitka Fine Arts Camp's responsibility to the safety of our small community and state, made the difficult but ethical decision to cancel our essential programs including our nationally acclaimed statewide summer camp which serves 1000 students annually. We also closed the Hames Fitness Center which serves as Sitka's only public gym and has an important role in our community with an annual membership of 600. We also saw a significant reduction to contributed income as many of our annual donors, reacting to the chaos of the pandemic and market, did not contribute and as larger funders shifted their priorities toward direct pandemic responses.

Although the decision to close the Sitka Fine Arts Camp 2020 has been catastrophic to our organization, we recognize that the Board's decision most likely played a critical role in the life-safety of our small community as more and more reports emerge of massive spikes in covid-19 cases due to summer camps. Ultimately, our organization gave up over $1 million of potential revenue to keep our communities safe.

The impact to our budget can be measured in:
-A loss of over $750,000 in tuition for our spring and summer programming
-A loss of over $220,000 in event revenue
-A loss of $57,000 in ticket sales for our Performing Arts Series
-A loss of approximately $177,000 in Hames Center revenue

After massive cuts to our organization including furloughing staff for 3 months, temporarily shutting down utilities to buildings, cancelling insurance, and cancelling capital construction and maintenance work on the campus, we are anticipating net loss of over $500,000 for FY20.

SFAC 2021 will be more important than ever for kids in Sitka. The negative effects of the pandemic on youth have been enormous and Sitka's students, particularly those from low-income households, will need high-quality educational programming more than ever. A grant from the City of Sitka will expand our ability to support these students.

ORGANIZATIONAL CAPACITY

SFAC has a great track record of city, state, and national recognition for its work. In the last nineteen years, Camp has successfully transformed itself from a virtually bankrupt camp serving 60 kids, to an organization with a three million dollar budget that manages and oversees a variety of programs including the Sitka Fine Arts Camp, teacher training programs, artist residency programs, management of the Sitka Performing Arts Center, the Hames Center, and a Performing Arts Series. In addition, our organization has developed strong partnerships and working relationships with many other organizations in our community, especially with the Sitka School District. These partnerships have allowed us to expand our reach and impact more students within the Sitka community.

Our staff and board has worked hard to focus on organizational resiliency and sustainability. Each year, our board has raised and added money to our Operating Reserve. At the end of the last fiscal year, we reached the goal of $745,000 in our reserve fund to use in the case of unexpected emergencies around the liabilities of running a summer camp and managing a historical campus with 20 buildings, many over 100 years in age.

Community Support: Since January 2011 we have had over 1000 individual volunteers contribute over 40,000 volunteer hours. We have raised over 4 million dollars in individual and business donations. Our organization is fortunate to have amazing community support that has attracted national coverage amongst national funders like ArtPlace America and the National Endowment for the Arts. Our financial aid program for students is currently supported by individual donors, arts councils, businesses, and organizations all over Alaska including the Coast Guard Spouse's and Women's Association, the Greater Sitka Legacy Fund, ALPS Credit Union, the White Elephant, the Atwood Foundation, Juneau Arts and Humanities Council, Ocean Wave Quilters, Sitka Charitable Trust, the Ketchikan Arts and Humanities Council, Northrim Bank, and Sitka Counseling and Prevention Services.

2020-21 Board of Directors
Sitka Fine Arts Camp has a highly engaged board:
Sam Skaggs, President
Mollie Kabler, Vice President
Sue Litman, Treasurer
Martha Pearson, Secretary
Wendy Alderson
Marya Pillifant
James Poulson
Amy Rhyneer

Board Emeritus (retired from board but still active in our organization): Lauren Allen, Peter Apathy, Thor Christianson, Karen Grussendorf, Mary Hames, Kathryn Snelling, Kris Fulton, Mary Goddard

Itemized list of major grantors this year:
Anonymous Foundation: $446,068
Alaska State Council on the Arts: $18,000
City of Sitka: $3,967
Ciri Foundation: $12,000
Crossett Fund: $10,000
National Endowment for the Arts: $40,000
Sigrid Rausing Trust: $115,000
Sitka Charitable Trust: $7,929
State of Alaska: $19,000

Alaska Arts Southeast, Inc. FY20 Budget (10/1/2019-9/30/2020)			
Note: FY21 has many uncertainties. We based many of the numbers off of our FY20 original budget numbers, however with the pandemic there is little certainty in these numbers			
Support	**FY 20 Original (10/1/19-9/30/20)**	**FY 20 Revised for Covid Impact (10/1/19-9/30/20)**	**FY21 (10/1/20-9/30/21)**
Grants and Corporate Contributions	$ 678,546.00	$ 600,683.00	$ 304,000.00
Individual Contributions	$ 311,853.00	$ 188,370.00	$ 150,000.00
Revenue	**FY 20 Original (10/1/19-9/30/20)**	**Revised for Covid-19**	**FY21 (10/1/20-9/30/21)**
Tuition	$ 784,218.00	$ 30,000.00	$ 751,085.00
Ticket Sales	$ 105,200.00	$ 48,079.00	$ 20,000.00
Concession Sales	$ 24,100.00	$ 17,800.00	$ 12,000.00
Event Revenue	$ 366,839.00	$ 145,000.00	$ 250,000.00
Longterm Rental Income	$ 280,393.00	$ 227,391.00	$ 270,000.00
Hames Center Revenue	$ 424,849.00	$ 240,925.00	$ 240,000.00
Total Revenue	**$ 2,975,998.00**	**$ 1,498,248.00**	**$ 1,997,085.00**
Expenses	**FY 20 Original (10/1/19-9/30/20)**	**Revised for Covid-19**	**FY21 (10/1/20-9/30/21)**
Salaries & Wages	$ 1,234,053.00	$ 700,000.00	$ 1,200,000.00
Travel	$ 94,536.00	$ 43,464.00	$ 20,000.00
Rent Expense	$ 15,600.00	$ -	$ -
Utilities	$ 257,668.00	$ 220,000.00	$ 250,000.00
Office Supplies	$ 27,800.00	$ 25,000.00	$ 15,000.00
Art Supplies	$ 48,670.00	$ 16,000.00	$ 35,000.00
Food Supplies	$ 112,075.00	$ 30,000.00	$ 112,000.00
Postage & Shipping	$ 1,040.00	$ 1,500.00	$ 1,000.00
Concession Supplies	$ 15,800.00	$ 5,000.00	$ 9,000.00
Miscellaneous Supplies	$ 5,900.00	$ 6,000.00	$ -
Custodial Supplies	$ 12,800.00	$ 25,000.00	$ 20,000.00
Gas	$ 3,000.00	$ 5,000.00	$ 3,000.00
Maintenance & Repairs	$ 61,490.00	$ 75,000.00	$ 60,000.00
Equipment Purchases	$ 34,800.00	$ 50,000.00	$ 10,000.00
Capital Construction	$ 788,161.00	$ 650,000.00	$ 80,000.00
Contract Fitness Instructors	$ 18,000.00	$ 12,500.00	$ 10,000.00
Artist Stipends	$ 24,500.00	$ 15,000.00	$ 10,000.00
Professional Services	$ 33,300.00	$ 28,000.00	$ 10,000.00
Grant Institute Fees	$ 39,618.00	$ -	$ 40,000.00
Insurance	$ 60,516.00	$ 58,000.00	$ 61,000.00
Licenses & Dues	$ 1,500.00	$ 1,000.00	$ 1,000.00
Advertising	$ 8,440.00	$ 4,500.00	$ 5,000.00
Property Taxes	$ 6,585.00	$ 6,585.00	$ 6,585.00
Bank Fees	$ 37,370.00	$ 20,000.00	$ 37,000.00
Meals & Entertainment	$ 5,250.00	$ 1,500.00	$ 1,500.00
Miscellaneous Expense	$ 27,526.00	$ 1,789.00	$ -
Total Expenses	**$ 2,975,998.00**	**$ 2,000,838.00**	**$ 1,997,085.00**
Change in Net Assets	**$ -**	**$ (502,590.00)**	**$ -**

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: October 17, 2001

Person to Contact:
[redacted]

Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500

Fax Number:
513-263-3756

Federal Identification Number:
[redacted]

Alaska Arts Southeast, Inc.
P. O. Box 3086
Sitka, AK 99835-3086

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1975 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Alaska Arts Southeast, Inc.
[redacted]

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of $20 a day for each day you do not make these documents available for public inspection (up to a maximum of $10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

John E. Ricketts

John E. Ricketts, Director, TE/GE
Customer Account Services

Alaska Business License #[redacted]

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

Alaska Arts Southeast, Inc. dba Sitka Fine Arts Camp dba Hames Center

PO Box 3086, Sitka, AK 99835

owned by

ALASKA ARTS SOUTHEAST, INC.

is licensed by the department to conduct business for the period

March 5, 2020 to December 31, 2021
for the following line(s) of business:

53 - Real Estate, Rental and Leasing; 61 - Educational Services; 71 - Arts, Entertainment and Recreation

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

List of Grants Pending and Received:

FY20:
Alaska Cares Grant: $100,000 (received)
Alaska State Council on the Arts: $18,000 (received)
Anonymous Foundation: $185,000 (received)
Anonymous Foundation: $250,000 (received)
City of Sitka: $3,697 (received)
Crossett Fund: $10,000 (received)
National Endowment for the Arts: $90,000 (received)
Sigrid Rausing Trust: £90,000 (received)
State of Alaska: $19,000 (received)

FY21:
Alaska State Council on the Arts: $18,000 (received)
Alaska State Council on the Arts Covid Relief Grant: $16,500 (received)
Anonymous Foundation: $270,000 (received)
City of Sitka: $7,500 (pending)
Murdock Charitable Trust: $300,000 (pending)
National Endowment for the Arts: $75,000 (pending)

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: Alaska Arts Southeast, Inc.

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

City and Borough of Sitka

ANNUAL GRANTS FROM GENERAL FUND

SUMMARY SHEET

Name of Organization: CIVIL AIR PATROL

Alaska State Business License Number (if applicable): N/A

Name of Contact Person: MAJ. ANDY COYKENDALL

Phone: [redacted] Email: BLASTINATOR@HOTMAIL.COM

Mailing address: 407 VERSTOVIA

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
  - ☐ Human Services or
  - ☒ Cultural and Educational Services or
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: $800.00

Match Dollars Committed: N/A Percentage: —

Sources of Matched Dollars: N/A

Brief Description of the Purpose of the Grant: VEHICLE FUEL, CADET SUPPLIES & UNIFORM ITEMS, FINANCIAL AID for CADETS

I, [signature], do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

RECEIVED
AUG 21 2020
City & Borough of Sitka-
Clerk's Office

Name: ANDREW B. COYKENDALL

Title: MAJOR, C.A.P. Date: 8/21/20

The Alaska Wing of the Civil Air Patrol is a diverse group of cadet and adult volunteers that serve our communities, the State of Alaska and our nation. We are truly "Citizens Serving Communities" through a wide variety of methods, from conducting search and rescue for the US Air Force to assisting local Emergency Management Agencies. We are the civilian arm of the US Air Force– the Air Force Auxiliary. We have an award-winning youth program that promotes self-initiative, discipline, leadership and personal growth and development. We perform over 95% of all aircraft search and rescue missions for the Air Force, and have saved thousands of lives by providing well-trained, qualified air crews.

Chartered by Congress, we work closely with federal, state and local governments, providing a wide range of much-needed services, and all of this without fanfare or financial reward. Local Civil Air Patrol Squadrons are all across the state, serving our communities, the State of Alaska, and America. We are a 501c3 "not for profit" that does all of this using dedicated volunteers from all over the state of Alaska.

Southeast Composite Squadron, Sitka (formerly Baranof Composite Squadron), Civil Air Patrol has, since 1976, provided Sitka with an outstanding program for both adults and cadets. Our cadet program teaches youth from 12 - 18 years of age Aerospace Education, leadership, Character Development, military customs and courtesies and physical fitness. One of the highlights is our Cadet Flight Orientation Program which authorizes each cadet five instructional flights in C.A.P. aircraft during which basic piloting skills are taught, with cadets actually handling the flight controls. These flights are provided free for the cadets, fully funded by National Headquarters Civil Air Patrol. Flight simulators are also used to further enhance this learning experience.

Through our model rocketry course our cadets learn about the science, physics and chemistry of rocketry, as well as the construction, engineering and flight of their own rockets. They also learn about the history and current events of the American space program.

Aerodynamically, everything that applies to full - sized aircraft also holds true for model aircraft. Therefore, we also build and fly radio control aircraft to further explore the science of aerodynamics and aircraft engineering.

Our cadets also provide a professional military color guard that local organizations routinely utilize to commence/conclude their meetings and memorial events.

Many Sitka cadets have gone on to serve in all branches of the armed forces, as well as pursue successful civilian aviation careers. Currently, two cadets are enrolled in the FAA ground school for Private Pilot with the goal of becoming Alaska Airline pilots. One recent cadet is now on active duty in the U.S. Air Force undergoing training at Tinker A.F.B. to become an Airborne Combat Controller.

Last year the C.A.P. Alaska Wing lost our funding from the State of Alaska. All Squadrons must now raise their own financial support to continue functioning. Since we lost our airport building years ago to a private hangar building enterprise (it still remains a crater in the ground, with no hangar ever built), we have no need to pay utilities, etc. However we still have some operational costs; the main one being fuel for our van and supplies/uniform items for cadets. Cadets' families also are expected to provide most costs for uniform items but a pair of boots can be as much as $100.00. I feel very strongly that financial need should never be an obstacle for a new cadet, so being able to pitch in with squadron money to help defray costs is a "must". We would also like to help financially to send cadets to the 2021 Alaska Wing Glider academy in Clear, Alaska.

I believe the benefits to our community, state and nation and most importantly, to our young people through the cadet program are immeasurable and worthy of support from the City of Sitka, and would be greatly appreciated.

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248230137
Oct. 18, 2018 LTR 4168C 0
[redacted] 000000 00
00012151
BODC: TE

CIVIL AIR PATROL
% DONNA BASS
105 S HANSELL ST BLG 714
MAXWELL AFB AL 36112

022380

Employer ID number: [redacted]
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Oct. 09, 2018, about your tax-exempt status.

We issued you a determination letter in August 1947, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific

0248230137
Oct. 18, 2018 LTR 416BC D
[redacted] 000000 00
00012152

CIVIL AIR PATROL
% DONNA BASS
105 S HANSELL ST BLG 714
MAXWELL AFB AL 36112

time).

Thank you for your cooperation.

Sincerely yours,

Kim A. Billups, Operations Manager
Accounts Management Operations 1

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: CIVIL AIR PATROL

- Property Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853

- Sales Tax

  Justin Harris, Supervisory Senior Accountant
  747-1853

- Municipal Leases

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843

- Loan/Promissory Note

  Larry Fitzsimmons, Senior Accountant
  747-1801

- Utilities

  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.

Renee Wheat

From: Lynne Brandon <trail@sitkatrailworks.org>
Sent: Monday, August 17, 2020 11:31 AM
To: Renee Wheat
Subject: 2021 CBS Non-Profit Grant application
Attachments: 2021 CBS Grant Application FINAL.pdf

Good Morning, Renee,

Please see the attached 2021 CBS Nonprofit Grant application for Assembly consideration.

Has the meeting at which the applications will be considered been scheduled yet?

Thank you!

Best,

Lynne Brandon
Executive Director
Sitka Trail Works
801 Halibut Point Rd.
Sitka, Alaska 99835
907.747.7244

City and Borough of Sitka
FY 2021 ANNUAL GRANTS FROM GENERAL FUND
SUMMARY SHEET

Name of Organization: **SITKA TRAIL WORKS INC.**

AK Certificate of Good Standing	[redacted] AK DCED Non-Profit Corporations Section
AK Business License	Forestry
AK Business License	Construction
AK Business License	Specialty Contractor – Landscaping, Rough Carpentry

Name of Contact Person: LYNNE BRANDON, EXECUTIVE DIRECTOR
BRIAN HANSON, PRESIDENT

Phone: (907) 747-7244 Email: Office: trail@sitkatrailworks.org
President: beh@alaska.net

Mailing address: 801 HALIBUT POINT ROAD SITKA, AK 99835

Grant Category: Annual Grant: **Community Development**

Dollars Requested: $10,000

Match Dollars Committed: $2,178,500 for Cross Trail Construction & Maintenance Grants
$ 81,800 in 2020 Operational Funding
$2,260,300

Percentage: **.4% matching funding from CBS**
($10,000/$2,260,300)

Sources of Matched Dollars: US DOT Western Federal Lands, Recreation Trails Grant Program, Individual and Business Contributions, Earned Income from hikes.

Brief Description of the Purpose of the Grant: The CBS grant will allow Sitka Trail Works to continue MOU partnership work with CBS on the local trail system according to the Sitka Trail Plan. This includes capital construction and maintenance projects, and completion of the annual goals adopted by the Board of Directors in support of the nonprofit mission of Sitka Trail Works. The CBS grant is integral to leveraging additional grant funds for local trail maintenance projects and local trail development efforts.

I, *Lynne Brandon*, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

Name: Lynne Brandon Title: Executive Director Date: August 11, 2020

Detailed project description overview – Total pts 10

• **What grant category are you applying for?** Community Development – Sitka Trail system maintenance and development and on-going work on City trails program according to the goals set forth in the 2003 Sitka Trail Plan to which the City and Borough of Sitka is a MOU partner. Funds will also be used for a statewide trail initiative planning effort for increasing Sitka outdoor recreation/trail use tourism dollars & trail development. https://www.alaska-trails.org/alaska-trails-initiative

• **What will be done with these funds and who will do it?** The FY 2020 $9,000 grant made to STW from the CBS Non-Profit Grants fund was applied to meet the 2019 STW $84,110 annual budget or 11% of operational expenses. The 2021 grant will allow STW to continue working to advance CBS projects in the Sitka Trail Plan and pay for approximately 12% of the budgeted 2020 annual operating expenses ($81,800). The grant will be used for employee expenses for the office staff (Executive Director and Assistant) to continue to apply for and raise additional trail grant funding, leveraging funding that directly support the maintenance and development of CBS trails. Additionally, these funds allow for staff to manage and direct development and construction of the Sitka Cross Trail project, continue trail maintenance projects for all Sitka trails, and to achieve the Annual Goals set by the Board. Currently, the Director is working on the Statewide Trails Initiative planning effort that is producing a plan to improve trail information, expand trail funding resources and marketing information to visitors regarding hiking. This fall the Director will be working collaboratively with ATI on a trail plan specifically highlighting trails for SE Alaska.

All grant application preparation time is paid for by the operating budget. The Recreational Trails program grant for the Sea Lion Cove Trail Maintenance Grant (Alaska State Parks' trail) required 50 hours of grant preparation for the State Funds. No grant program reimburses time invested in the grant application preparation prior to award. The CBS contribution towards maintaining operational staff is critical for STW to successfully demonstrate local support and to subsidize the cost of preparing grant applications for new capital funds.

The CBS non-profit grant supports staff time to prepare the applications for federal money for local trail and recreation projects including the Federal Lands Access Program, Land and Water Conservation Fund, Pittman-Roberts or Recreational Trails program grants. The CBS grant support has been key to STW's acquiring grant funds from foundations like the Rasmuson grant for the match for Cross Trail Phase 6 construction and for smaller Tier One grants. Another example of projects paid from the operations budget is the expense related to the 2020 Volunteer Trail Maintenance Event on the City's Cross Trail. All project work was completed by STW staff and volunteers.

• **Who will be served? And when?** All 8,532 Sitka residents and all visitors have access to the trail system and benefit from the trails and pathways. The trails have been planned and built to cover a wide range of users, from the most fit to deconditioned individuals and/or the physically challenged. The Alpine Adventure Run, Sitka Bike and Hike, Sitka Tours and Sitka Sound Ocean Adventures all bring visitors to town and conduct activities on the trail system. SAIL invites seniors on hikes and senior use of the trail system is increasing with the availability of safer places to walk. The projects are on-going, and services are provided year-round.

• **Has the (Agency) Non-Profit received grants previously?** *Yes, see table below. Thank you for your support. This has been a great partnership that has yielded great benefits to the community.*

Date	Account	Amount	Date	Account	Amount
07/08/2008	4130 · Municipal	10,000.00	09/15/2014	4130 · Municipal	8,166.00
08/25/2009	4130 · Municipal	10,000.00	09/15/2015	4130 - Municipal	8,400.00
08/30/2010	4130 · Municipal	30,000.00	09/26/2016	4130 - Municipal	7,428.00
10/03/2011	4130 · Municipal	10,000.00	09/16/2017	4130 - Municipal	7,000.00
09/16/2012	4130 · Municipal	10,000.00	09/21/2018	4130 - Municipal	8,714.00
09/24/2013	4130 · Municipal	10,000.00	09/21/2019	4130 Municipal	9,000.00

Expected Outcomes – total pts. 10

• How will the project be measured as successful?
Community members participate in trail maintenance activities. Free community hikes, led by STW Board members, will continue. Trail maintenance will continue for Indian River, Mosquito Cove, Herring Cove, Thimbleberry-Heart Lake, Cross Trail and Sea Lion Cove trails. Phase 6 Cross Trail construction has been underway since December 2019. CBS grant monies support administrative activities associated with grant writing and fundraising for the project's match. On-going efforts through the Alaska Trail Initiative (ATI), a coalition of Statewide partners with leaders in government, businesses and non-profits advocating for better support of trails and outdoor recreation economy are also supported. ATI's primary focus is to increase independent visitors and local spending through smart marketing and improved access to outdoor recreation and trail opportunities…a big picture community development goal and effort! This successful effort has resulted in the interest by the Forest Service in completing a similar effort next year to promote trails in Tongass communities in SE Alaska. STW will take a lead role in this planning process.

• What will the tangible community benefit be?
The most obvious benefit is the expanded and improved quality of life in Sitka. The health and recreation benefits of the trail system to Sitka residents are undeniable, especially during the pandemic. Being healthy reduces the severity of the coronavirus and improves outcomes. The 2014 MAPP community health survey identified Sitka's trail system as contributing to improved health conditions in Sitka's adults.

Sitka has a reputation as a great town for visitors to hike. The February 2015 issue of Alaska Magazine cover feature article, "5 GREAT PORT TOWNS" and listed Sitka FIRST among places to visit. The article extolled Tlingit culture, Russian history, diversified activities and "*easy-access hiking is a big draw in Sitka." "Enter the trail system via Baranof Street just a few blocks from downtown… (the trails are) "all well marked with quick access back to town. Regardless of your chosen route, you'll walk a fairly level path through forest lands and muskegs. More dedicated hikers can…"* This is the type of recognition Sitka Trail Works has tried to bring to the community since 1999! Through the Alaska Trail Initiative, we hope to have Sitka identified as a "Trail Town." Sitka's varied trail system is set up to have broad appeal and get visitors to stay longer or "one more day" which would be a significant contribution to Sitka's economy.

• What are some benchmarks during the project that indicate things are going in the right direction?

- The City and Borough, with STW assistance, completed all agreements with Western Federal Lands for $250,000 in design funds for Phase 6 of the Cross trail and 1.9 million in construction funds. Design and NEPA is complete, via STW management, and STW submitted Army Corps permits for the project for CBS.
- Project construction contract, using grant and match funds acquired by STW, signed for 2.0 million, 12/19. STW is administering fish habitat permits, Storm Water Pollution Prevention Plan and Corps wetland mitigation on the City's behalf, as well.
- Currently 5,884 lineal feet of rough trail surface constructed of the 14,000 lf total with 730 lineal feet complete.
- A 2020 Recreation Trails Program (RTP) grant for $51,000 was applied for Alaska State Parks' Sea Lion Cove repair work awarded and then delayed until 2021 due to COVID-19.
- The Alaska Trails Initiative report and Trails Investment Strategy complete. Advocacy related to improving policies and funding for Alaska and Sitka trails underway.
- An initiative to highlight SE Alaska community trails with SE specific trails projects, policy and funding recommendations is being undertaken because of the statewide ATI process and will complement the existing ATI work. This will be an 18 month public process.

Statement of Need – total pts. 10

• How does this project align with the funding category that you are applying for?
Planning, building and maintaining a beautiful, integrated and diversified trail system for the community of Sitka is truly community development. Sitka trails are low-maintenance and high-use recreation infrastructure that make Sitka a good place to live, work and play. They are good for business, the economy and for health. Sitka Trail Works helps our community to grow and develop by creating trails which attract a talented work force and visitors and help sustain a healthy economy. Sitka recreational infrastructure, including trails, result in improved quality of life and outdoor recreation, and are community values. The Sitka Trail Plan, 2011 Sustainable Outdoor Recreation Plan and CBS Comprehensive Plan 2030 support trails.

• What documented needs does this project address?

The project supports the goals of the Sitka Trail Plan, a MOU partnership document signed by CBS in 2003. The results of the CBS Comprehensive Plan 2030 public process, which will be incorporated into the plan revision, revealed support for trail maintenance and construction and even more specifically, for Sitka Trail Works' Cross Trail expansion. Local trail projects ranked highly as community priorities and also included in the 2011 Sitka Outdoor Recreation Plan and Alaska Trails Initiative report and investment strategy.

Southeast Conference's "Southeast Alaska by the Numbers, 2015" ranked "quality of life and recreational opportunities" as the region's top benefits which attract and maintain businesses and residents. *The 2010 McDowell Economic Report states that recreation and the quality of life are the primary reasons given for why people choose to live and remain in Sitka.*

The City of Sitka Parks and Recreation Committee members support the partnership effort between the City of Sitka and Sitka Trail Works to maintain and construct the Cross Trail. The Cross Trail has been a top priority in their annual ranking of goals.

Anecdotally, the Cross Trail during the pandemic has been heavily utilized by the public since it allows for social distancing. Trail use and outdoor activities are being sought out even more as healthy options since good health improves outcomes with COVID-19 patients.

• Does the funding from this request help leverage other funds for the project? How?
When Sitka Trail Works applies for grants and appropriations for trail projects we score highly and compete well because we can prove that the municipality contributes to annual operating support. This is all a critical component and requirement of grants from the Rasmuson Foundation. Their reasoning is: "If the project and organization is not financially supported by the Board members, individuals and the municipality, our Foundation is not willing to contribute."

Local trail projects receive grant funding because, in each case, they were held up high as community priorities because they are included in the Sitka Trail Plan, the 2011 Sitka Outdoor Recreation Plan, 2019 Alaska Trails Initiative and supported by the City and Borough of Sitka. So thank you…our partnership has been very effective and very good for the community.

The most recent case in point is STW tremendous collaboration with the City that has resulted in 2.0 million dollars in FY 2019 Phase 6 construction funding for the Cross Trail from the Federal Lands Access Program (FLAP) for which STW wrote the grant proposal. An additional 2014 FLAP grant of $250,000 was awarded to the City for design of Phase 6 of the Cross Trail, from the Benchlands to Old Sitka. The grant application scored very highly because of the community support, presence of the Cross Trail project on the AK DOT STIP, and the demonstrated work efficiencies of the CBS collaboration with Sitka Trail Works.

Organizational Capacity – total pts 10

• Track record

Successfully completed 19 Trail Projects include planning, permitting, construction and maintenance of trails, trailhead parking and signs in twenty years:
Thimbleberry-Heart Lake, Herring Cove, Sea Lion Cove, Path of Hope, Baranof Lake Trail, Cross Trail Phase I through V, new Indian River Trail access, Fort Rousseau Causeway State Historical Park. STW collaborated and supported CBS on all 3 Phases of the Sawmill Creek Multiuse Pathway improvements, including successful lobbying for supplemental legislative funding. More recently, the 2016/17 maintenance and repairs to Mosquito Cove, 2015 Trail Storm damage repairs, Indian River maintenance (2018), and design, funding and permitting for Phase 6 construction complete, Phase 6 construction and match funding complete and construction contract signed with 5,884 feet of trail constructed.

• Community Support

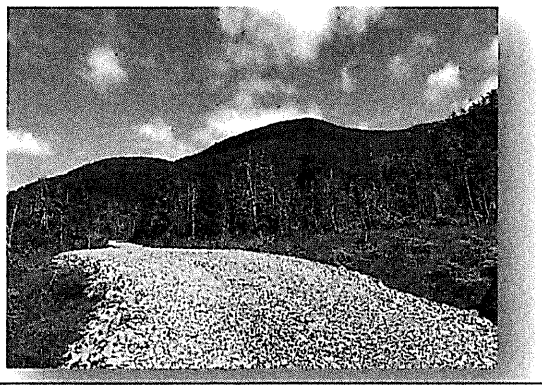
Sitka Trail Works is very widely supported in the community. From July 1, 2019 – June 30, 2020 Sitka Trail Works has received $34,386.60 in donations from 259 households and businesses. In 2018 we secured $25,596 in local support of the Phase 6 Cross Trail project. The trail users vote with their wallets in support of the trail system. Allen Marine helps us with off-island hikes each year which allows us to net an addition $9,680 in support. This year due to COVID-19 precautions the Board of Directors decided to cancel these off-island hikes which will result in a loss of program service revenue for 2020.

• Board Attendance – Executive Officer

The nine-member board meets monthly (except December) and there has never been a case when a quorum was not present. As a general rule, eight or nine members are usually present and Board members only miss meetings because they are travelling out of town. All the Board members hold full time jobs in the community and attend meeting over their lunch hours and donate at least two weekend days per year to lead the hikes. Attendance at Board meetings is consistently high. Board members receive a written report and board packet prior to each meeting and the President Brian Hanson runs a great meeting. The Sitka Trail Works Director is Lynne Brandon, the former CBS Parks Manager.

• List of Board Members and Officers

President Brian Hanson (CBS Municipal Attorney)
Vice President Don MacKinnon (CBS Information Technology)
Secretary Dawn Johnson (Operations Manager, Northline Seafoods)
Treasurer Roslyn MacKinnon (Samson Tug and Barge, CFO)
Nicole Duclos (Instructional Designer, AK. Native Tribal Health Consortium)
Lee House (Owner and Creative Lead at House Creative)
Jill Johnson (Self-employed: Uproar Consulting – Nonprofit support)
Doug Osborne (Health Educator, SEARHC)
Jim Rogers (Sitka Counseling, DSP)



Completion of Phase 6 of the Sitka Cross trail in 2021 will extend this popular non-motorized multiuse pathway from Kramer Drive to the Old Sitka Boat Launch parking lot. The pathway will support 4-wheelers and light trucks, in the event of a tsunami or other emergency. This vehicle access makes maintenance tasks much easier and less costly. Photo taken of Starrigavan end of Cross Trail, May 2020.

Budget – total pts. 10

• Statement of assets, revenues, and expenditures for previous year
• Detailed budget for current calendar year (FY 2020) Operating Budget.
• Include itemized list of grants received or pending for prior and current years.

Required Documentation – total pts 10

• Copy of nonprofit documentation (IRS 501c3 designation) – 1st page Compliance Letter from IRS.
• Current State of Alaska nonprofit organization business license – State of AK Certificate of Compliance and Business Licenses.
• CBS Liabilities Form

Sitka Trail Works, Inc.
Statement of Assets
As of August 11, 2020

	Aug 11, 20
ASSETS	
Current Assets	
Checking/Savings	253,143.96
Accounts Receivable	91,732.20
Other Current Assets	5,813.06
Total Current Assets	350,689.22
TOTAL ASSETS	**350,689.22**
LIABILITIES & EQUITY	0.00

Sitka Trail Works, Inc.
Statement of Financial Income and Expense CBS Grant
January through December 2019

	STW Admin	TOTAL
Ordinary Income/Expense		
Income		
4000 · Contributions & Donations (header)		
4031 · Pet Contributions	300.00	300.00
4050 · Temporarily Restricted (Donor designated)		
4051 · Temp restricted - Benches (Donations for benches)	10,819.33	10,819.33
Total 4050 · Temporarily Restricted (Donor designated)	10,819.33	10,819.33
4010 · Corporate/BusinessContributions	1,935.67	1,935.67
4020 · Private Foundation	3,398.60	3,398.60
4030 · Individual Contributions	24,435.00	24,435.00
4040 · Board	916.60	916.60
Total 4000 · Contributions & Donations (header)	41,805.20	41,805.20
4200 · Earned Income (header)		
4220 · Sales		
4223 · Promotional & Educational	932.80	932.80
Total 4220 · Sales	932.80	932.80
Total 4200 · Earned Income (header)	932.80	932.80
4900 · Other Income		
4910 · Interest and dividends	147.50	147.50
Total 4900 · Other Income	147.50	147.50
Total Income	42,885.50	42,885.50
Gross Profit	42,885.50	42,885.50
Expense		
5000 · Personnel		
5011 · Salaries & Wages		
5012 · Office staff	33,667.97	33,667.97
5013 · Trail crew/other	345.00	345.00
Total 5011 · Salaries & Wages	34,012.97	34,012.97
5100 · Payroll Taxes		
5101 · FICA	2,521.35	2,521.35
5102 · FICAMED	494.26	494.26
5103 · AK-ESC	369.45	369.45
Total 5100 · Payroll Taxes	3,385.06	3,385.06
5200 · Fringe Benefits		
5210 · Health Insurance	1,652.48	1,652.48
5221 · Workers Compensation	-262.50	-262.50
Total 5200 · Fringe Benefits	1,389.98	1,389.98
Total 5000 · Personnel	38,788.01	38,788.01
6000 · Contractual/Consulting		
6010 · Accounting & Audit	1,852.10	1,852.10
6050 · Fundraising	482.75	482.75
6000 · Contractual/Consulting - Other	200.00	200.00
Total 6000 · Contractual/Consulting	2,534.85	2,534.85
6100 · Travel		
6110 · Travel & Per Diem	330.50	330.50
6120 · Training & Conferences	1,148.02	1,148.02
6130 · Meetings, Meals, Retreats	796.24	796.24
Total 6100 · Travel	2,274.76	2,274.76
6200 · Occupancy		
6230 · Communications	1,389.99	1,389.99
Total 6200 · Occupancy	1,389.99	1,389.99
6300 · Vehicles & Local Transportation		
6320 · Gas & Oil	79.89	79.89
6330 · Vehicle Repairs and Maintenance	20.47	20.47
6340 · Vehicle Insurance	225.98	225.98
Total 6300 · Vehicles & Local Transportation	326.34	326.34
6500 · Supplies		
6510 · Office Supplies	1,053.55	1,053.55
6515 · Technology (Software, Hardware, Internet)	278.82	278.82
6520 · Ed/Promo Program supplies	71.46	71.46
6530 · Printing	825.39	825.39
6540 · Postage	421.78	421.78
6550 · Trail Program Supplies		
6554 · Materials/Supplies (Gravel, lumber, misc hardware, crew supplie, food, safety)	443.90	443.90
6558 · Safety Gear	4.99	4.99
Total 6550 · Trail Program Supplies	448.89	448.89

Sitka Trail Works, Inc.
Statement of Financial Income and Expense CBS Grant
January through December 2019

	STW Admin	TOTAL
Total 6500 · Supplies	3,099.89	3,099.89
6700 · Insurance/Other		
6720 · Insurance	3,277.72	3,277.72
6730 · Dues/Subscriptions/Fees/Permits		
6731 · Banking Fees	367.52	367.52
6730 · Dues/Subscriptions/Fees/Permits - Other	2,402.50	2,402.50
Total 6730 · Dues/Subscriptions/Fees/Permits	2,770.02	2,770.02
Total 6700 · Insurance/Other	6,047.74	6,047.74
7100 · Depreciation	1,042.71	1,042.71
Total Expense	55,504.29	55,504.29
Net Ordinary Income	-12,618.79	-12,618.79
Net Income	**-12,618.79**	**-12,618.79**

	2020 BUDGET	2019 Actual	2019 BUDGET	2018 Actual	2018 BUDGET
Income					
4000 · Contributions & Donations					
4010 · Corp/Bus Contr	$2,500	$1,936	$2,500	$2,105	$4,500
4020 · Private Foundation	$3,400	$3,399	$4,000	$4,498	$2,500
4030 · Individual Contributions	$24,000	$24,435	$24,000	$23,975	$27,000
Benches	$5,000	$5,819	$5,000	$0	$5,000
4031 - Pet Contributions	$250	$300	$250	$250	$575
4040 · Board	$1,000	$917	$1,250	$1,262	$1,500
Total 4000 · Contribs & Dons	$36,150	$36,806	$37,000	$32,090	$41,075
4100 · Grants					
4140 · CBS Nonprofit Organiz Grant	$10,000	$9,000	$7,500	$8,714	$7,000
Total 4100 · Grants	$10,000	$9,000	$7,500	$8,714	$7,000
4200 · Earned Income					
4210 · Fees / Program Service	$1,000	$500			
4213 · Equipment Rental	$7,500	$0	$10,000	$0	$150
Total 4210 · Fees & Prog Serv	$8,500	$500	$10,000	$0	$150
4220 · Sales					
ZERO due to Covid 4223 · Allen Marine Hikes	$9,680	$10,173	$9,460	$9,751	$9,460
4225 · Firewood/Trail Materials	$0		$0	$0	$0
Total 4220 · Sales	$9,680	$10,173	$9,460	$9,751	$9,460
Total 4200 · Earned Income	$18,180	$10,673	$19,460	$9,751	$9,610
4900 · Other Income					
4910 · Interest and dividends	$150	$147	$150	$41	$150
(G/L# 8290, 6793, 8300,8310) 4915 · Administration Recovery CBS/FLAP	$20,000	$6,872	$20,000	$3,001	$5,500
Total 4900 · Other Income	$20,150	$7,019	$20,150	$3,042	$5,650
4990 · Uncategorized Income (Savings)			$0 see note	$2,302	$0
Total Income $74,800 due to Covid	$ 84,480	$ 63,497	$ 84,110	$ 55,899	$ 63,335
Expense					
5000 · Personnel					

Total 5012 · Salaries & Wages - Office Staff		$47,500	$42,286	$47,500	$42,358	$47,500
5100 · Payroll Taxes						
Total 5100 · Payroll Taxes		$4,750	$4,168	$4,750	$3,918	$4,750
Total 5200 · Fringe Benefits		$3,133	$2,212	$4,500	$2,950	$4,500
Total 5000 · Personnel		$55,383	$48,666	$56,750	$49,226	$56,750
6000 · Non-Personnel Expenses						
Total 6000 · Contractual/Consulting		$3,000	$2,535	$3,000	$5,468	$3,450
Total 6100 · Travel/Training		$2,275	$2,275	$2,215	$1,208	$1,450
Total 6200 · Occupancy		$1,535	$1,390	$1,450	$1,387	$1,200
Total 6300 · Allen Marine Rental & STW Vehicle		$7,232	$6,526	$6,300	$4,758	$4,500
Total 6500 · Supplies		$6,000	$3,372	$4,560	$2,137	$4,000
Total 6600 · Equipment lease and repair		$0	$0	$115	$0	$115
Total 6700 · Other (6715,6710,6720,6730) + 6690		$6,375	$6,378	$6,472	$3,552	$3,750
Total 7100 Depreciation		$0	$1,043			
Total 6000 · Non-Personnel Expenses		$26,417	$23,519	$24,112	$18,510	$18,465
Total Expense		$ 81,800	$ 72,184	$ 80,862	$ 67,736	$ 75,215
Net Income (Loss)	(7,000) due to Covid	$ 2,680	$ (8,687)	$ 3,248	$ (11,838)	$ (11,880)

Itemized list of grants received for prior and current years.

Current grants by Sitka Trail Works:

$51,000 2020 Rec. Trails Program grant for Sea Lion Cove Trail repairs, pending.
$117,000 Rasmuson Cross Trail Phase 6 construction match.
$1,930,400 2016 Federal Lands Access Grant (FLAP Phase 6 Cross Trail construction grant awarded 11/2016)

Previous Grants secured by Sitka Trail Works:

Rasmuson Foundation:
$12,020 Rasmuson Tier One Technology Grant
$18,000 Cross trail matching grant
$170,000 Herring Cove Trail and Trailhead parking area
$168,000 Thimbleberry Heart Lake Trail
$10,000 Technology grant
$20,000 Equipment grant

Federal Earmarks:
$850,000 WWII Causeway and multiuse trail (Cross Trail). 2008 Award completely spent.

Alaska Trail Initiative:
$422,000 Sitka Trail Plan Projects awarded in 2006 and completely spent.
$130,000 for WWTI Causeway

Other:
$250,000 2014 FLAP Cross Trail Phase 6 planning and design funding to CBS as a result of the partnership between the City, STW and the US Forest Service Sitka Ranger District
1.9 million Federal Lands Access funding for construction of the Cross Trail 4/5, in partnership with CBS and US Forest Service
$67,000 USFS RAC funding for Cross Trail demolition of old boardwalk, steps, etc.
$49,815 2016 Recreational Trails Program grant for State Parks Mosquito Cove Trail repairs
$51,000 2017 Rec. Trails Program grant for Phase II State Parks Mosquito Cove Trail repairs
$49,000 2015 Recreation Trails Program for Herring Cove storm repairs
$50,000 2006 Recreational Trails Program for Cross Trail upgrade near High School
$70,000 Land and Water Conservation Grant for Sea Lion Cove
$262,000 USFS Centennial of Service Grant Herring Cove Trail
$137,000 Outfitter/Guide fees for Herring Cove Trail

Matching funding campaigns:
$25,185 Local match raised for Phase 6 Cross Trail construction
$84,000 local match STW coordinated a successful effort to leverage an additional $800,000 for the Sitka Cross Trail, Planning, Design Right of Way acquisition and Construction.
$12,000 STW 2013 matching funding for the FLAP program.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 2 6 1999

SITKA TRAIL WORKS INC.
403 LINCOLN ST STE 210
SITKA, AK 99835

Employer Identification Number:
[redacted]
DLN:
[redacted]
Contact Person:
[redacted] ID# [redacted]
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

SITKA TRAIL WORKS INC.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than $25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of $20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of $20 a day for each day you do not make these documents available for public inspection (up to a maximum of $10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form

SITKA TRAIL WORKS INC.

990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

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	SITKA TRAIL WORKS, INC.

Entity Type: Nonprofit Corporation

Entity #: [redacted]

Status: Good Standing

AK Formed Date: 5/29/1997

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 7/2/2021

Entity Mailing Address: 801 HALIBUT PT RD, SITKA, AK 99835

Entity Physical Address: 801 HALIBUT PT RD, SITKA, AK 99835

Registered Agent

Agent Name: LYNNE BRANDON

Registered Mailing Address: 801 HALIBUT PT RD, SITKA, AK 99835

Registered Physical Address: 801 HALIBUT PT RD, SITKA, AK 99835

Officials

☐Show Former

AK Entity #	Name	Titles	Owned
	BRIAN HANSON	President, Director	
	DAWN JOHNSON	Director, Secretary	
	Don Mackinnon	Vice President, Director	
	Doug Osborne	Director	
	JEFF ARNDT	Director	
	JILL JOHNSON	Director	

AK Entity #	Name	Titles	Owned
	Lee House	Director	
	Nicole Duclos	Director	
	Roslyn MacKinnon	Director, Treasurer	

Filed Documents

Date Filed	Type	Filing	Certificate
5/29/1997	Creation Filing		
6/18/1999	Biennial Report	Click to View	
12/18/2001	Biennial Report	Click to View	
6/11/2003	Biennial Report	Click to View	
10/29/2004	Change of Officials	Click to View	
6/29/2005	Agent Change	Click to View	
11/21/2006	Biennial Report	Click to View	
12/04/2006	Change of Officials	Click to View	
12/04/2006	Agent Change	Click to View	
7/11/2007	Change of Officials	Click to View	
4/22/2009	Biennial Report	Click to View	
12/09/2009	Biennial Report	Click to View	
11/23/2010	Biennial Report	Click to View	
7/23/2012	Change of Officials	Click to View	
7/23/2012	Certificate of Compliance		Click to View
5/17/2013	Biennial Report	Click to View	
8/13/2014	Change of Officials	Click to View	
4/02/2015	Biennial Report	Click to View	
7/22/2015	Certificate of Compliance		Click to View
9/28/2015	Agent Change	Click to View	
11/27/2015	Change of Officials	Click to View	
4/11/2016	Change of Officials	Click to View	
4/10/2017	Biennial Report	Click to View	
5/21/2018	Change of Officials	Click to View	
5/13/2019	Biennial Report	Click to View	
2/28/2020	Change of Officials	Click to View	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT ·

State of Alaska, Department of Law

2020 Charitable Organization Registration and Renewal

General Information

Legal Name	SITKA TRAIL WORKS, INC.
Other Names	**Name**
Mailing Address	801 HALIBUT POINT RD. SITKA AK 99835-7102
Location Address	801 SITKA AK 99835-7102
Telephone Number	907.747.7244
Email Address	TRAIL@SITKATRAILWORKS.ORG
Website	SITKATRAILWORKS.ORG
Id Type	FEIN
Id	[redacted]

Is your organization incorporated?

X Yes — Year of Incorporation: 1997

No — State of Incorporation: ALASKA

Has the organization:

A. Registered to solicit charitable contributions in any other state?

Yes

X No

B. Been enjoined or otherwise prohibited by a government agency or court from soliciting charitable contributions in any state or jurisdiction?

Yes

X No

Has the organization applied for or been granted IRS tax exempt status?

X Yes	Date of determination letter:	October 26, 1999
No	If no letter, date of application:	
	501(c) Type:	501(c)(3)

Has the organization's tax exempt status ever been denied, revoked, or modified?

Yes

X No

How does the organization solicit donations? (select all that apply)

X Mail	X Email	Personal Contact
X Telephone Calls	Mobile/Text Messaging	X Internet
X Special Events	X Other (describe)	

Describe how you solicit other donations:

Amazon Smile, Pick-Click-Give

Primary purpose of the organization (select all that apply)

Arts, culture, humanities	Employment, job related	Community improvement, capacity building
Educational institutions & related activities	Food, nutrition, agriculture	Philanthropy, voluntarism and Grantmaking
Environmental quality, protection & beautification	Housing, shelter	Science and technology research
Animal related	Public safety, disaster preparedness & relief	Social science research
Health-general & rehabilative	X Recreation, sports, leisure, athletics	Public affairs, society benefit
Mental health, crisis intervention	Youth development	Religion, spiritual development
Disease, disorders, medical disciplines	Civil rights, social action, advocacy	Mutual/membership benefit
Medical research	International, foreign affairs, national security	Unknown, unclassifiable
Crime, legal related	Human services	

Describe the purposes and programs of the organization for which funds are solicited.

The Sitka Trail Works Board of Directors, staff and membership is dedicated to working efficiently and supportively with our partners to create, maintain,and promote a beautiful, diversified, and accessible trail system; our gift to future generations. These trails will provide a wide range of opportunities for physical activity, economic development, cultural enrichment and spiritual renewal.

Paid Solicitors

Did the organization use one or more paid solicitors to solicit contributions in Alaska during the past year?

Yes

X No

"Paid solicitor" means a person who is required to be registered under AS 45.68.010(b) or as defined by AS 45.68.900(4).

Financial Information

Fiscal or Accounting Year:

Start Date: January 01, 2018

End Date: December 31, 2018

Based on the organization's last fiscal or accounting year, please state:

A. Total Revenue from all sources: $139,277.00

B. Total Expenses: $125,139.00

Did the organization file a Form 990 with the IRS for the last fiscal year?

X Yes Form Type: 990 990-T:

No

For the purpose of completing this section, "Form 990" means Forms 990, 990-EZ, 990-PF, 990-N or 990-T.

Did the organization complete an audited financial statement for the last fiscal year?

Yes

X No

For the purpose of completing this section, "audited financial statement" means an independent audit, prepared in accordance with generally accepted accounting principles, and accompanied by the opinion of a certified public accountant.

License #[redacted]
Effective: 11/7/2019
Expires: 12/31/2021

State of Alaska

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing

Regulation of Construction Contractors and Home Inspectors

Licensee: **SITKA TRAIL WORKS, INC.**

License Type: **Specialty Contractor**

Status: **Active**

Doing Business As: **SITKA TRAIL WORKS, INC.**

Commissioner: Julie Anderson

Alaska Business License # [redacted]

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA TRAIL WORKS, INC

801 HALIBUT POINT RD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 04, 2018 through December 31, 2020
for the following line of business:

23 - Construction

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.

Mike Navarre

Alaska Business License # [redacted]

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

SITKA TRAIL WORKS, INC

801 HALIBUT POINT ROAD SITKA AK 99835

owned by

SITKA TRAIL WORKS, INC.

is licensed by the department to conduct business for the period

October 04, 2018 through December 31, 2020
for the following line of business:

11 - Agriculture, Forestry, Fishing and Hunting

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.

Mike Navarre

General Fund Grants for Non-Profit Organizations for Fiscal Year 2021

CBS Liabilities Form

Organization Name: Sitka Trail Works, Inc., trail@sitkatrailworks.org, 747-7244

- Property Tax

  Justin Harris
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Sales Tax

  Justin Harris
  Justin Harris, Supervisory Senior Accountant
  747-1853, justin.harris@cityofsitka.org

- Municipal Leases

  Diana Spiegle
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityositka.org

- Loan/Promissory Note

  Larry Fitzsimmons
  Larry Fitzsimmons, Senior Accountant
  747-1801, larry.fitzsimmons@cityofsitka.org

- Utilities

  Diana Spiegle
  Diana Spiegle, Utility/Harbor Billing Clerk
  747-1843, diana.spiegle@cityofsitka.org

Please have CBS Departments sign off that your organization is current on all CBS liabilities. Email addresses have been included for your convenience.

This form must be completed and submitted with your Non-Profit Grant Application.

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	ORD 20-52	Version:	1	Name:	
Type:	Ordinance			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Amending Title 2 "Administration" of the Sitka General Code Chapter 2.04 "City and Borough Assembly" by amending Section 2.04.040 "Committees"				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Ord 2020-52				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Sponsors: Mosher / Nelson

POSSIBLE MOTION

I MOVE TO approve Ordinance 2020-52 on first reading amending Title 2 "Administration" of the Sitka General Code Chapter 2.04 "City and Borough Assembly" by amending Section 2.04.040 "Committees"

Sponsors: Mosher/ Nelson

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2020-52

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 2 "ADMINISTRATION" OF THE SITKA GENERAL CODE CHAPTER 2.04 "CITY AND BOROUGH ASSEMBLY" BY AMENDING SECTION 2.04.040 "COMMITTEES"

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to establish that standing committees need only be convened and appointed at the discretion of the assembly by a majority vote of its members.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 2, entitled "Administration", be amended by editing Chapter 2.04, entitled "City and Borough Assembly", at Section 2.04.040, entitled "Committees," to read as follows (deleted language stricken, new language underlined):

Title 2
ADMINISTRATION

Chapters:

2.04 City And Borough Assembly

* * *

Chapter 2.04
CITY AND BOROUGH ASSEMBLY

Sections:

2.04.010 Agenda.
2.04.020 Meetings.
2.04.035 Introduction of ordinances and resolutions.
2.04.040 Committees.

* * *

2.04.040 Committees.

A. The assembly shall have the following standing committees:

1. Police and fire;

2. Utilities and finance;

3. Airport, harbors and transportation;

4. Streets and roads;

5. Parks and recreation;

6. Public sanitation;

7. Public health services;

and shall have such special committees as may be appointed. Any assembly~~man~~ member shall be privileged to sit with any committee at all times; such assemblyman shall have the right to participate in committee discussion except that members of the committee shall have priority to obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed. Special committees automatically terminate upon completion of the assignment given to them upon formation of the committee.

B. Selection of the Committees. Upon organization annually at the first meeting following certification of the election for assembly members, if the assembly by a majority vote of its members decides to make committee appointments to any standing and/or special committee, a committee on committees shall be appointed by the mayor to recommend committee appointments to the ~~chair~~mayor. The mayor then appoints the committees, but ~~he~~the mayor is not bound by the recommendation of the committee ~~of~~on committees. The committee appointments are subject to ratification by a majority of the members of the assembly. If appointments are not made to a standing committee or any special committee formed, such committees shall not convene or act.

C. Committee of the Whole. The presiding officer may appoint another member of the body to preside over the committee of the whole. Upon adjourning, the committee of the whole, the mayor resumes the chair and the member who acted as chairman of the committee of the whole shall make a report of the proceedings and recommendations of the committee of the whole to the assembly. Generally the rules of the assembly shall be followed in the committee of the whole except at the discretion of the chair the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member should speak shall not be in effect unless a majority of the committee orders that they be. Reasonable opportunity for the public to be heard shall be allowed.

* * *

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

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska, this 24 day of November, 2020.

_____
Steven Eisenbeisz, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st reading 11/10/2020
2nd and final reading 11/24/2020

Sponsors: Mosher and Nelson

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	RES 20-29	Version:	1	Name:	
Type:	Resolution			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Reestablishing a Climate Action Task Force to advise the Assembly on methods for planning and mitigating the impacts of climate change (1st and final reading)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Res 2020-29 Memo Res 2020-29 Res 2020-29				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Sponsors: Nelson / Mosher

POSSIBLE MOTION

I MOVE TO approve Resolution 2020-29 on first and final reading reestablishing a Climate Action Task Force to advise the Assembly on methods for planning and mitigating the impacts of climate change.

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: Assembly Members Mosher and Nelson

Date: **November 3, 2020**

Subject: **Climate Action Task Force**

Background:

In early 2020, the Assembly voted down a resolution for the creation of a Climate Action Task Force on several grounds, mainly on the basis of concerns for the staff time, cost of ideas that could have been brought forth, and the possible eventual tax burdens on Sitkans. Assembly members Nelson & Mosher promised to rework this Resolution to one that we can support, and to bring it back to the Assembly at a later date. We were prepared to do so. However, it was around this time that COVID-19 and other issues became the main focus of city business for some time.

The Assembly recently received an email from a citizen group focused on climate change asking for a commission to be established. This brought back our attention to this matter, and since Sitka has put protocols and systems in place to deal with COVID-19, we feel that now is an appropriate time to bring this Resolution for the creation of a Climate Action Task Force forward.

Analysis:

Rather than establishing a commission, we believe a special committee established under Sitka General Code 2.04.040A and 2.04.150C to be more appropriate. This task force will be responsible for studying and making recommendations to the Assembly on ways to mitigate the impacts of climate change on the City & Borough of Sitka's economy, infrastructure, and to find ways to reduce the emission of greenhouse gases. In having this task force make recommendations to the Assembly, rather than directly to staff, this will ensure an open and public process, and still accomplish the stated goals.

Fiscal Note:

New technology is being discovered every day that gives hope to the possibility of having a world with sustainable energy that provides for its people without damaging the earth's ecosystem. We firmly believe we should be encouraging our congressional delegation to make available to Sitka funds to support our aging hydropower infrastructure, as well as other sources of power, even possibly supporting electric vehicles, etc. Only by continually striving for this, will we be able to live in a world that continues to be livable in the future for us, our children, our grandchildren…and so on.

At the same time, we need to be mindful of any costs that the residents of Sitka may need to bare that are not fully supported by the state or federal government. The people of Sitka are currently under a heavy financial burden due to a variety of reasons, two of which are the debt on the Blue Lake expansion, as well as the negative financial aspects that COVID-19 has had on our economy. **During this time, we need to be especially careful not to commit ourselves to major financial and policy changes, and if we are, the process needs to be fully open and public**. We need to come to an agreement as a community as to what changes and financial burdens we are willing to accept.

Recommendation:

We recommend passing this Resolution to create a Climate Change Action Task Force. This will allow a wide spectrum of people to be involved with this process, including those from youth, science, business, construction, tribal government, energy, environmental, fishing, tourism, and economic development sectors of the community to be involved. Together we should be able to come up with environmentally and financially sustainable solutions to climate change.

Sponsors: Nelson/Mosher

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-29

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA REESTABLISHING A CLIMATE ACTION TASK FORCE TO ADVISE THE ASSEMBLY ON METHODS FOR PLANNING AND MITIGATING THE IMPACTS OF CLIMATE CHANGE

WHEREAS, we the duly elected representatives of the City and Borough of Sitka (Sitka Assembly) are concerned for the well-being of future generations; and,

WHEREAS, the Sitka Assembly is aware of the Alaska Federation of Natives declaration by resolution of “a state of emergency on climate change” and the Sitka Fish and Game Advisory Committee resolution also declaring a state of emergency; and,

WHEREAS, we believe the climate in Alaska is changing at a more rapid rate than most of the rest of the globe including alarming changes in our marine and coastal environments including fisheries, marine mammal migrations, extreme weather events, glacial melt and snow pack changes; and,

WHEREAS, we further believe the climate emergency also disproportionately impacts the indigenous people of Alaska and their traditional ways of life, which is particularly threatened due to their reliance on Alaska's natural systems, which they have been stewards of since time immemorial; a fact recognized by the Alaska Federation of Natives, the largest statewide Native organization in Alaska with a membership including tribes, village and regional corporations, and regional nonprofit tribal consortiums; and,

WHEREAS, the citizens of Sitka are reliant on our oceans and forests and the wildlife and resources contained within them, in our economies, including fisheries, and tourism, and our way of life, including subsistence food gathering, and a cultural and historical importance; and,

WHEREAS, the Sitka Assembly supports all cultural, traditional and subsistence activities historically and continually practiced by Native and non-Native peoples in the State of Alaska and these practices are being irreparably harmed by major changes in our climate; and,

WHEREAS, the Sitka Assembly established a Climate Action Plan Task Force on June 26, 2008, Resolution No. 2008-19, which was a special committee established under the Sitka General Code, Sections 2.04.040.A and 2.04.150.C, which the Sitka Assembly now desires to reestablish.

NOW, THEREFORE, BE IT RESOLVED that the Sitka Assembly declares that a climate emergency threatens our city, region, state, nation, civilization, humanity and the natural world; and,

BE IT FURTHER RESOLVED that the Sitka Assembly hereby authorizes the reestablishment of a Climate Action Plan Task Force, which shall be a special committee to be established under Sitka General Code, Sections 2.04.040A and 2.04.150C; and,

BE IT FURTHER RESOLVED that the Task Force shall consist of at least seven but no more than twelve diverse members appointed by the Sitka Assembly, which will attempt to appoint those who have climate change concerns, such as representatives from various groups including the youth, science, business, construction, tribal government, energy, environmental, fishing, tourism, and economic development sectors of the community; and,

BE IT FURTHER RESOLVED that the Task Force shall be responsible for studying and making recommendations to the Sitka Assembly on ways to plan for and mitigate the impacts of climate change on the City and Borough of Sitka's economy, infrastructure and future development, and methods the City and Borough of Sitka can employ to reduce the emission of greenhouse gasses; and,

BE IT FURTHER RESOLVED that the Task Force selection process be completed within 3 months of the signing of this resolution.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 10th day of November, 2020.

_____
Steven Eisenbeiz, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st and final reading 11/10/2020

Sponsors: Nelson and Mosher

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	RES 20-30	Version:	1	Name:	
Type:	Resolution			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Encouraging people in the City and Borough of Sitka to continue COVID-19 prevention efforts for keeping Sitka Schools open (1st and final reading)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion Res 2020-30 Res 2020-30				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Sponsors: Christianson / Mosher

POSSIBLE MOTION

I MOVE TO approve Resolution 2020-30 on first and final reading encouraging people in the City and Borough of Sitka to continue COVID 19 prevention efforts for keeping Sitka Schools open.

Sponsors: Christianson/ Mosher

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2020-30

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA ENCOURAGING PEOPLE IN THE CITY AND BOROUGH OF SITKA TO CONTINUE COVID-19 PREVENTION EFFORTS FOR KEEPING SITKA SCHOOLS OPEN

WHEREAS, the COVID-19 pandemic has generated a public health emergency that threatens to overwhelm our health care system and endangers the lives and the wellbeing of the citizens and economy of Sitka; and,

WHEREAS, the citizens of Sitka are hereby recognized and congratulated for their continued and valiant efforts by taking personal prevention actions which have kept the COVID-19 cases low in Sitka; and,

WHEREAS, due to the citizens personal prevention actions and the Municipalities mitigation efforts the Sitka School District, utilizing SMART START precautions, the Sitka Schools were able to open for the 2020-21 school year; and,

WHEREAS, for Sitka Schools to remain open for the children of Sitka, all citizens of Sitka are strongly encouraged to continue all personal prevention actions to continue to contain and keep COVID-19 cases low; and,

WHEREAS, with COVID-19 cases rising and infection rates alarmingly high throughout the State of Alaska, our open school status is in jeopardy.

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

1. All persons traveling to and from Sitka utilize the COVID-19 testing available at the Sitka Airport, whether traveling out of the State of Alaska or within the State of Alaska.

2. All persons returning to Sitka after traveling (both in state and out of state) quarantine upon return to Sitka until the results of their first test is received.

3. All persons returning to Sitka after traveling (both in state and out of state) take a second test (7 days after the first test) and continue strict social distancing until the results of their second test is received.

4. All persons wear masks or cloth face coverings over their nose and mouth when they are indoors in public settings or communal spaces outside the home.

5. All persons avoid large gatherings, reduce interactions with non-household members, keep six feet distance from anyone not in your household, and wash hands frequently.

6. All persons that have COVID-19 symptoms isolate, contact a health care provider, and get tested as soon as possible.

7. Businesses accommodate reduced interactions through curbside or delivery services.

8. Since this is a resolution, without the effect of law, it is unenforceable. The citizens are respectfully requested to comply with this resolution. Additionally, failure to comply with this resolution does not create grounds for a person to harass another person who does not comply with this resolution.

EFFECTIVE DATE AND DURATION. This resolution shall be effective immediately after its adoption. A public services announcement shall be widely distributed providing public notice of the encouragements in this resolution. This resolution shall remain in effect until COVID-19 is no longer declared a state or federal emergency, or until earlier terminated or extended by the Assembly.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 10th day of November, 2020.

_____
Steven Eisenbeisz, Mayor

ATTEST:

_____
Sara Peterson, MMC
Municipal Clerk

1st and final reading 11/10/2020

Sponsors: Christianson and Mosher

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-222	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Discussion / Direction / Decision on the Request for Proposal for the development of the 17 acre waterfront parcel at 4951 Halibut Point Road				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Discussion Direction Decision Memo RFP 4951 HPR Draft RFP_4951 HPR Background_RFI & Attachments				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Discussion / Direction / Decision
on the Request for Proposal for the development of
the 17 acre waterfront parcel at
4951 Halibut Point Road

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: **Draft RFP – 4951 HPR Development Proposal**

Background

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

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

An RFI was open for respondents from July 22 through August 21st in order to gauge market interest in the parcel and desired uses of the land. The Assembly reviewed these responses in Executive Session on September 8th. The Assembly directed staff to develop an RFP to either sell or lease the property with open development options for respondents. The draft RFP has been prepared for your review.

Analysis

The RFP was written to accommodate responses for many types of use/development, for either the sale or lease of the property. There are few key restrictions written into the RFP that the Assembly should be aware of:

- Sale is only considered for residential development. Leasing is the only option offered for recreational, commercial, and/or industrial developments.
- RFP reinforces the State required easements (to and along the shoreline) for public access to be platted and maintained.
- Proposed use of tidelands should be identified in RFP responses. If use of

municipal tidelands is desired, it shall be subject to a separate approval process.

- Property is currently zoned as R-1 (single-family and duplex residential). Proposers should include desired zoning designation to match their proposed use.
- Development, i.e. full build out of the selected proposal is expected to be completed within three years from the date of purchase/lease.
- Proposers seeking a lease are to specify the desired length of lease with justification regarding expected breakeven period and loan requirements (if applicable).

The draft RFP has five evaluation criteria (a total of 100 points possible):

1. Development dollars invested by the proposer (0 to 15 points)
2. Employment impacts (0 to 15 points)
3. Long-term, recreational benefits to the community (0 to 15 points)
4. CBS tax, utility, and special revenues (0 to 20 points)
5. CBS sale/lease revenue (0 to 35 points)

Ultimate selection of the chosen proposal will be decided by the Assembly. Staff will organize a cross-discipline review team including Administration, Planning, Finance, Public Works, Electric, and Assessing to provide scoring on all responses and present a recommendation to the Assembly.

Fiscal Note

None at this time – future costs for potential surveying and/or appraisal costs will be dependent on the RFP responses and selected proposal. Generally, buyers/lessees are wholly responsible for survey and platting costs and at least some portion (if not all) of appraisal costs. Expected revenues will be reviewed and weighed during review of RFP responses.

Recommendation

Staff recommends approval to issue an RFP for the development of 4951 Halibut Point Road.

Staff requests direction on:

1. Any requested changes and/or additions to the RFP as written
2. How long the RFP should be open (30, 45, 60 days or longer)
3. Structure of review team – any additions from Planning Commission and/or Assembly?

REQUEST FOR PROPOSALS (RFP)

Lease/Sale for Development of a portion of Lot 1, USS 3670
Physical Address 4951 Halibut Point Road, Sitka, AK 99835

Advertise Request for Proposals	**Month Day, 2020 to Month Day, 2020**
Submittals Due	**Month Day, 2020**

Request for Proposals (RFP)
by the
City and Borough of Sitka, Alaska
for
Lease/Sale for Development of a portion of Lot 1, USS 3670
Physical Address 4951 Halibut Point Road, Sitka, AK 99835

The City and Borough of Sitka (CBS) is requesting proposals from developers and qualified organizations for a portion of Lot 1, USS 3670 (physical address 4951 Halibut Point Road) to develop this parcel.

A. Property Characteristics

The property is approximately 17 acres in size and with significant waterfrontage along Sitka Sound. The parcel is heavily wooded, with sloping and varying topography, some rocky/craggy areas as well.

The land is encumbered with a 100' perpetual public access easement (50' shoreward and 50' seaward of mean high water) along the shoreline with a 50' perpetual access easement to the shoreline. These easements are not yet platted and will need to be completed and approved by the State of Alaska before execution of lease or sale. In the case of a proposed sale, the land must be formally subdivided from the rest of Lot 1, USS 3670 prior to execution of the sale. The selected proposer will be responsible for all surveying and platting expenses.

The property is currently zoned as R-1, single family and duplex residential district. Rezoning may be considered by the CBS Planning Commission and Assembly for commercial or industrial endeavors. Proposals should include the requested zoning designation. Applicants are highly encouraged to reference Sitka General Code Title 22, Zoning, to best understand the intent and limitations of each zoning district.

Leases will be considered for recreational, commercial, and/or industrial developments. Sale of the land will only be considered for residential development.

The shoreline abuts both municipal tidelands and State tidelands (see Tidelands Map in appendices). Use of municipal and/or State tidelands will require a separate leasing request and approval process through the appropriate governing body. Anticipated use of tidelands should be indicated in the proposal and represented in the submitted site plan.

B. Existing Utilities and Construction Requirements

Water, sanitary sewer, and electrical utilities are available in the area along Halibut Point Road. Three phase distribution power line runs along the front property line on Halibut Point Road. Service voltage transformers would be needed to supply power to the property.

DRAFT

Water and sanitary sewer connections are on the upland/outbound lane of Halibut Point Road. The sewer system terminates across the street at 4802 Halibut Point Road. Extensions across the highway would be needed to connect the property to these services.

CBS utility connection permitting and fees will apply. The CBS subdivision regulations require that lots in major subdivisions shall not be sold unless served by utilities and roads that are constructed to municipal standards. The municipality must also accept those roads and utilities for maintenance prior to the sale of any individual lot.

All utilities must be sized and constructed to accommodate development adequate for the proposed development. The construction of municipal utilities shall meet the standards of the CBS, the State of Alaska, Department of Environmental Conservation, and all other applicable state and federal standards and regulations. Utility and road design shall be completed by a State of Alaska licensed Civil Engineer.

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 adjacent properties. If developed, the selected proposer for this property will be required to adhere to CBS Stormwater Design Standards and may be required complete a comprehensive hydrology study completed by a State of Alaska licensed Civil Engineer and accepted by CBS Department of Public Works.

Obtaining all necessary geotechnical information and applicable permits during planning, design and construction shall be the sole responsibility of the selected proposer or its contractors.

C. Requirements for Proposals

It is the goal of CBS for the selected proposer to purchase or lease this parcel, and for its development to spur economic development for the community of Sitka. Therefore, development must occur in a timely manner with total build out of the project expected within three years from the date of purchase/lease.

Proposers 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, if applicable.
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 firm's experience working in Southeast Alaska or a similar environment.

DRAFT

6. A site plan including detailed proposed lot and structure layout with approximate dimensions of parcels, buildings, and/or improvements. Anticipated use of tidelands should also be included in the site plan.
7. Details on proposed roads, utilities, and drainage improvements to be constructed along with notations as to whether they will remain in private lands or dedicated for public use.
8. Concept narrative of your development plan for the project including estimated time of completion, operating plan, all amenities/services offered, etc. Narrative should also include desired zoning designation that would enable proposed use.
9. Sources of funding for the project and a tentative development timetable. In the event the project is contingent on funding from another public agency, the deadline for application submittals and tentative award dates shall be provided.
10. Estimated revenues (both one-time and recurring/annual) CBS could expect from accepting your proposal.
11. Proposed purchase or lease price in U.S. dollars. In the case of a lease, desired length of lease (with justification regarding expected breakeven period for investment and loan requirements) should be included.
12. Responses are limited to no more than 20 pages.

Responses to this RFP will be evaluated and ranked based on the following criteria (100 points total):

1. Development Dollars Invested by Proposer (0 to 15 points)

Investments in development ripple throughout the economy. How much investment will be made in developing the property, and what are the local benefits of that investment?

2. Employment Impact (0 to 15 points)

What employment opportunities does sale/lease/development of this parcel create? Are the jobs created year-round positions with living wages?

3. Long-term, Recreational Benefits to the Community (0 to 15 points)

Public access easements to the waterfront must be maintained. What improvements will be made to enhance the long-term, recreational benefits to the community as a whole?

4. CBS Tax, Utility, and Special Revenues (0 to 20 points)

What are the anticipated revenues from property tax, sales tax, utility usage, and any special revenues (revenue sharing, royalties, etc.) that CBS can expect as a result of the proposal? Are all assumptions and background information for calculating anticipated revenues clear, reasonable, and replicable? How vulnerable are these anticipated revenues to changes in market/economic conditions? How soon after execution of a sale or lease will CBS realize these revenues?

5. CBS Sale/Lease Revenues (0 to 35 points)

What is the proposed sale/lease price, and how does that compare to other proposals? Points in this category will be based upon the following formulas:
Proposed Sale: (Your Purchase Price/Highest Purchase Price) X 35 points
Proposed Lease: (Your Lease Price/Highest Lease Price) X 35 points

DRAFT

D. Terms and Conditions

1. CBS intends that as a result of the transaction contemplated by this RFP it will have no further responsibility of liability for the subject property. CBS intends that the selected proposer would acquire its interest in the subject property "AS IS/WHERE IS" with all faults and defects.

2. The selected proposer, in order to acquire its interest in the subject property, must acknowledge and agree that CBS has not made and does not make, and CBS specifically disclaims, any representations, warranties, covenants, agreements, or guarantees of any kind or character whatsoever, whether express or implied, oral or written, past, present, or future, with respect to the subject property, which extends to the environmental condition, including natural hazards, and regulatory status of the property.

3. The selected proposer will have the responsibility to investigate and determine existing or pending regulation, restrictions, and potential defects, including natural hazards. The feasibility and costs to remedy defects will be the sole responsibility of the selected proposer.

4. The selected proposer must acknowledge and agree that use of the subject property may be subject to regulatory action by federal, state, and municipal regulators, which is the sole responsibility of the selected proposer to determine.

H. 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 **4951 HPR Development Proposal**.

Proposals will be received until **4:00 p.m. local time XXday, Month Day, 2020**.

As a part of the review of proposals, the City and Borough 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, inquires 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.

DRAFT

The City and Borough of Sitka reserves the right to modify this Request for Proposals at any time. The City and Borough further reserves the right to evaluate the proposals in any manner the City and Borough deems appropriate.

The City and Borough of Sitka 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 respondent that best meets the selection criteria.

The materials provided in this RFP and appendices are provided for informational purposes only. Potential submitters shall take responsibility for independently verifying all information. Any sale or lease of the land will be in the condition "as is". Any buyer will assume the entire risk as to the quality and suitability of the land for their intended purpose(s).

Outline of Appendices

DRAFT

REQUEST FOR INFORMATION (RFI)

Potential Lease/Sale for Development of a portion of Lot 1, USS 3670
Physical Address 4951 Halibut Point Road, Sitka, AK 99835

Advertise Request for Information	**July 22, 2020 to August 21, 2020**
Submittals Due	**August 21, 2020**

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

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

A. Land Information

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

B. Requested Information

Interested parties are asked to include the following information:

1. A letter of interest signed by an authorized representative.

2. A narrative clearly describing ideas to use/develop the site and any lease or purchase interest of the property. A site plan depicting the use/development is highly encouraged though not required.

3. A rough order of magnitude (ROM) estimate for lease or purchase price for the parcel and any other potential municipal revenues.

4. Submit a Statement of Qualifications (SOQ) that outlines experience and background history of the company/organization relevant to the proposed development.

Based on the information received in this RFI, the CBS may release a Request for Proposals (RFP) to get firm fixed price proposals to build, lease, purchase, etc.

C. Submissions and Inquiries

Submit One (1) copy of your Proposal by email to planning@cityofsitka.org or mail hard copy to:

City and Borough of Sitka, Planning Department
100 Lincoln Street
Sitka, Alaska 99835

Proposals will be received until **August 21, 2020**.

Any questions regarding this project should be directed to Amy Ainslie, Planning Director, at planning@cityofsitka.org, (907) 747-1815.

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

Supplemental Documents

1. Aerial Imagery……. Page 2
2. No Name Mountain/Granite Creek Master Plan Excerpts….. Pages 3-8
3. Special Report to CBS Assembly…… Pages 9-14

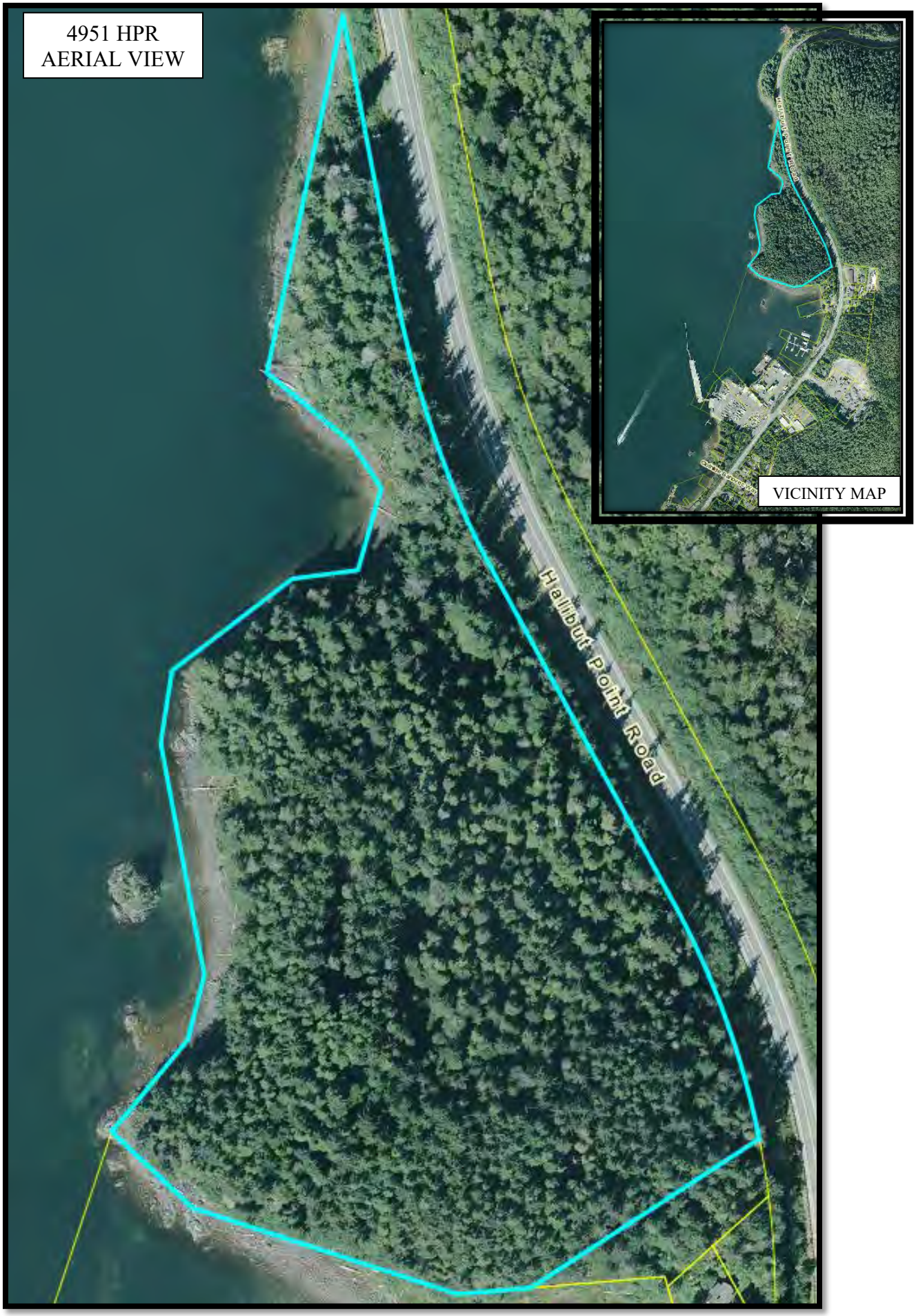
Useful Links and Resources

Full No Name Mountain/Granite Creek Master Plan Report:
https://www.cityofsitka.com/government/departments/planning/documents/NoNameMountainMasterPlanReport_June2020.pdf

City and Borough of Sitka Web GIS
http://www.mainstreetmaps.com/ak/sitka/public.asp

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.


4951 HPR
AERIAL VIEW
Halibut Point Road
VICINITY MAP

Harbor Point

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

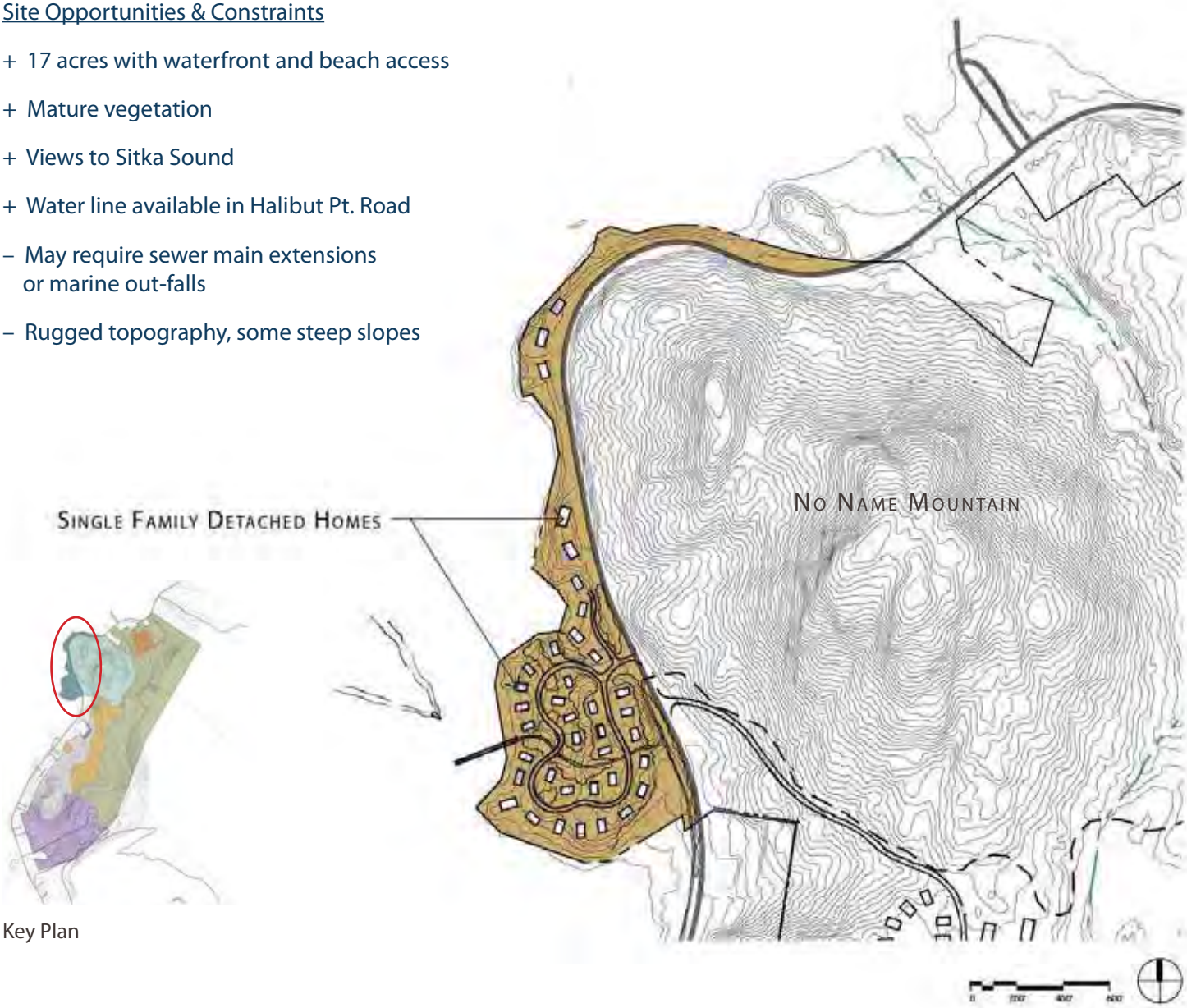
Two types of development are suggested for Harbor Point. For land use Option A (shown in Figure 11), the development of high-end, single family detached homes is proposed. The site's water access and views, proximity to Halibut Point Road and utilities, and lower elevation would promote the development of shoreline and near-shore homes on this parcel. With residential development, City revenues would be increased through outright property sale and on-going property taxes, and new home building would bolster the local construction industry and jobs.

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

Southeast Alaska waterfront home

Site Opportunities & Constraints

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



Key Plan

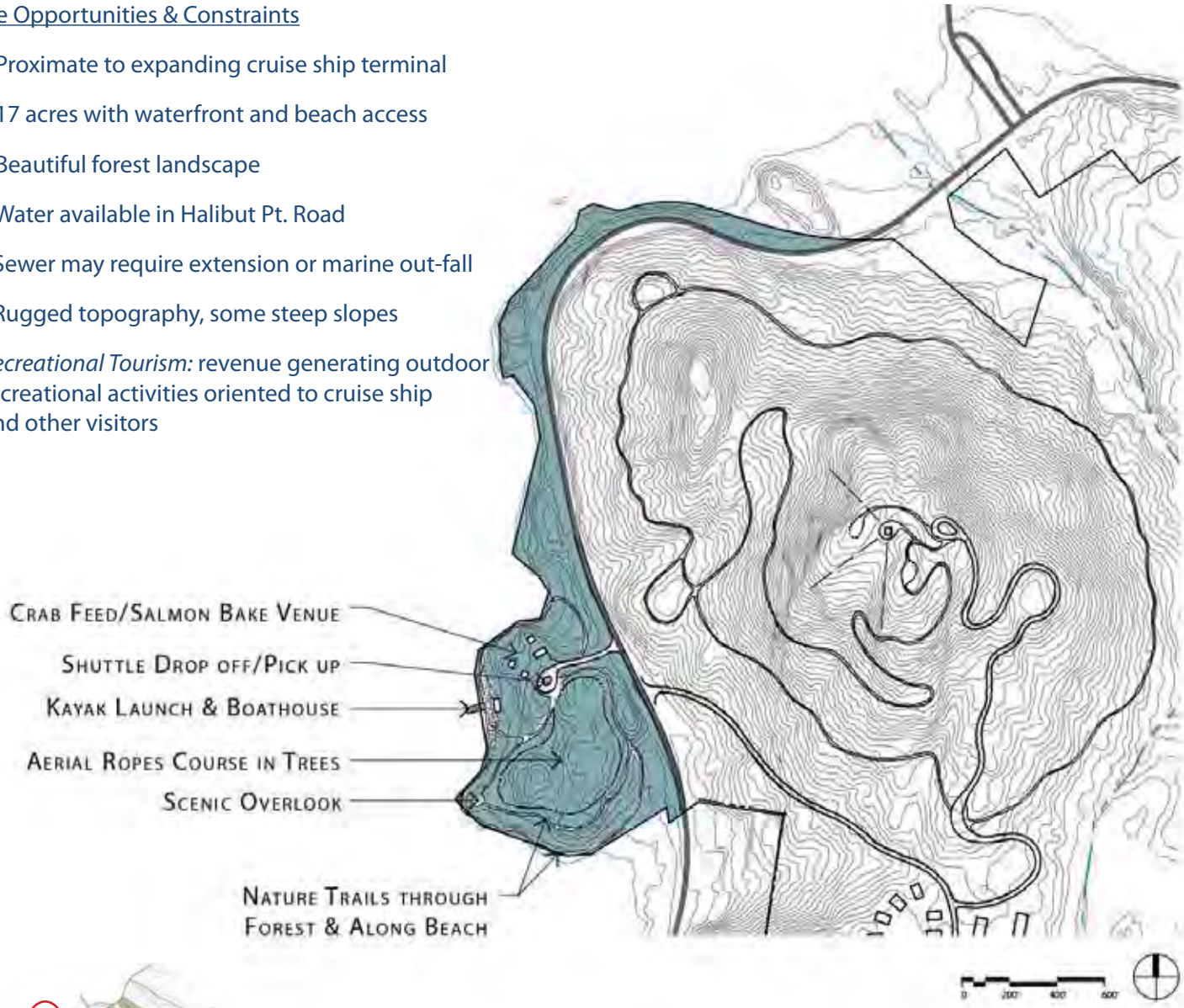
Figure 11—Harbor Point: Option A

Potential Land Use: High-End Residential

Site Opportunities & Constraints

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

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



Key Plan

Potential Activities

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

Figure 12—Harbor Point: Option B

Potential Land Use: Recreational Tourism

An alternative land use Option B for Harbor Point would be to develop it for recreational tourism. Recreational tourism is defined as revenue-generating outdoor recreational activities oriented to cruise ship visitors and other recreationists. Use of Harbor Point for recreational tourism would compliment the expanding cruise ship terminal nearby. Harbor Point's beautiful forested shoreline setting overlooking Sitka Sound could host a variety of outdoor recreational activities sought by cruise ship operators and visitors. A venue for outdoor activities here would also help to disperse cruise ship visitors to different attractions and destinations, thereby spacing out bus traffic on Halibut Point Road to and from downtown. As shown in Figure 12, outdoor recreational activities might include an aerial ropes course, nature trails, kayaking, salmon bake venue, and so on. These activities would fit with rather than damage the natural landscape. With Option B, the City would maintain ownership of Harbor Point and lease it for recreational tourism development by others.

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

Aerial ropes course in trees

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

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

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

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

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

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

Harbor Point Estimated Construction Costs for Utilities and Access Road

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

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

Professional Services

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

*Does not include wetland mitigation costs

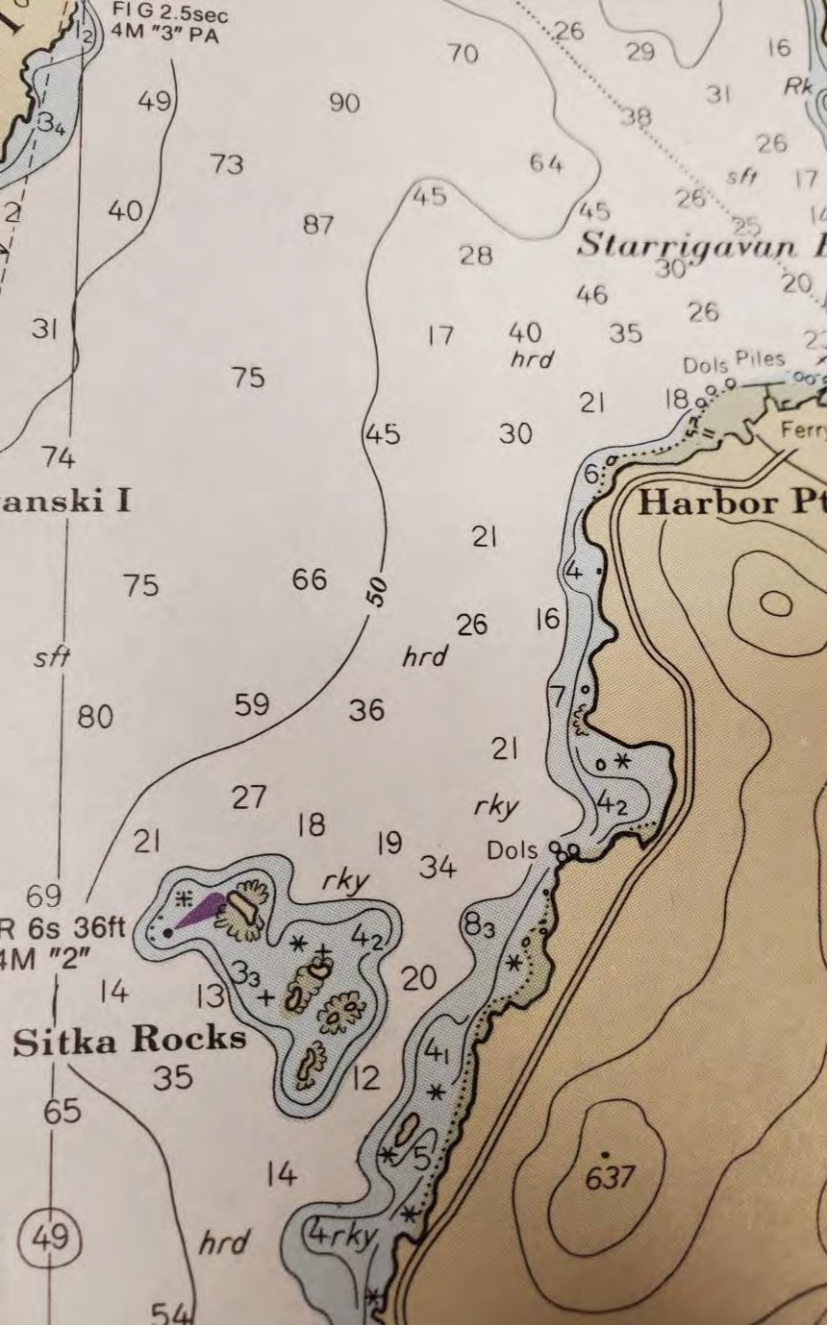
4951 Halibut Point Road

A portion of Lot 1, USS 3670

Assembly Special Report
February 25, 2020

Agenda

- Overview and description of area
- History and patent restrictions
- Current zoning
- Utility infrastructure

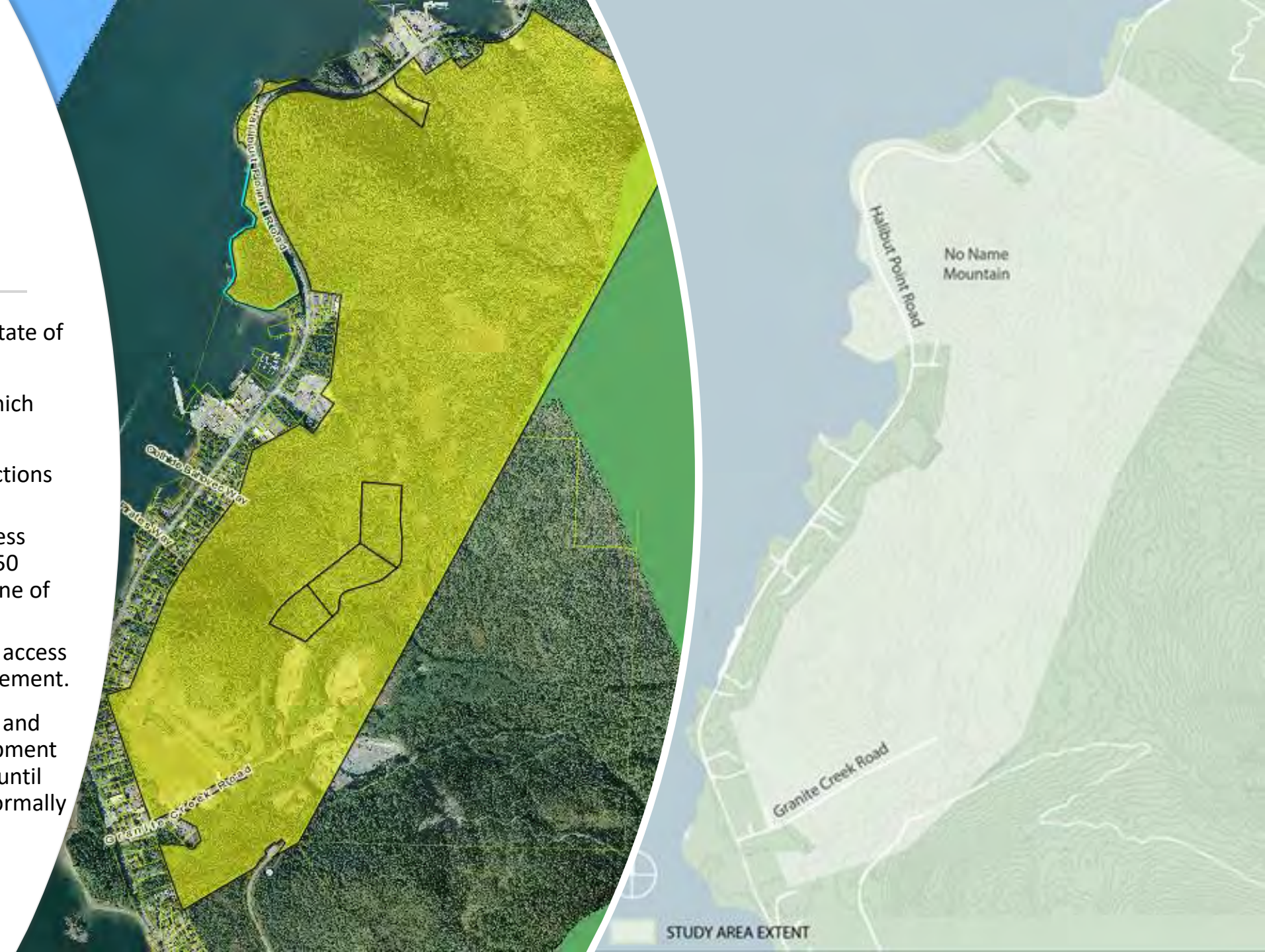


Overview and Description

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

History and Patent Restrictions

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



Current Zoning

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

Utilities

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

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-224	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Discussion / Direction on the sale of the former Sitka Community Hospital building				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Discussion Direction Assembly Memo_SCH Building Sale Attachments_SCH Building Sale				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Discussion / Direction / Decision
on the sale of the former
Sitka Community Hospital building

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

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

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

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
Imagery ©2020 CNES / Airbus, Maxar Technologies | Terms of Use Maxar Technologies

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.

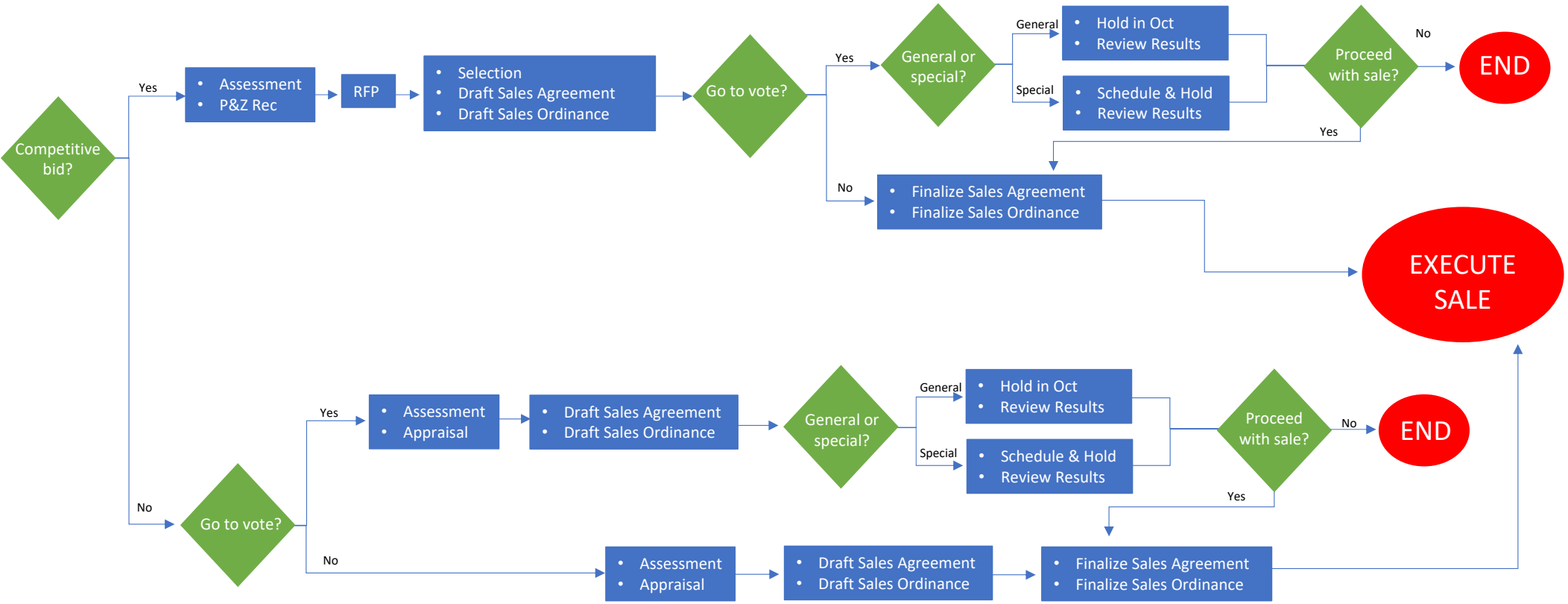
E. Sale or lease of municipal real property, including tidelands, shall be by competitive bid, unless the assembly finds that competitive bidding is inappropriate, due to the size, shape, or location of the parcel, rendering it of true usefulness to only one party, or is waived by subsection C of this 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.)

Sale process flow chart



CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-223	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Update / Discussion on the CARES Act Working Group progress (public comment to be taken)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Update Discussion Cares Act				

Date	Ver.	Action By	Action	Result

powered by Legistar™

Update / Discussion
on the CARES Act Working Group progress.
(public comment to be taken)

Note: Public comment will be taken after an update from the Municipal Administrator.

CITY AND BOROUGH OF SITKA

Legislation Details

File #:	20-225	Version:	1	Name:	
Type:	Item			Status:	AGENDA READY
File created:	11/4/2020			In control:	City and Borough Assembly
On agenda:	11/10/2020			Final action:	
Title:	Municipal Administrator Employment Agreement				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Motion				

Date	Ver.	Action By	Action	Result

powered by Legistar™

POSSIBLE MOTIONS

Step 1

I MOVE TO go into executive session to consider the terms of the Municipal Administrator'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 Administrator John Leach, and the Municipal Attorney Brian Hanson, if desired and when ready. In addition, I move to exclude the Municipal Clerk.

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.