



CITY AND BOROUGH OF SITKA

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

Meeting Agenda

City and Borough Assembly

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

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

Tuesday, July 7, 2020

6:00 PM

Assembly Chambers

SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

V. PERSONS TO BE HEARD

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

VI. NEW BUSINESS:

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

Attachments: [CARES Act packet 07.07.20](#)

VII. PERSONS TO BE HEARD

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

VIII. EXECUTIVE SESSION

Not anticipated.

IV. 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.

*Melissa Henshaw CMC, Acting Municipal Clerk
Publish: July 2, 2020*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 20-136 **Version:** 1 **Name:**

Type: Item **Status:** AGENDA READY

File created: 6/30/2020 **In control:** City and Borough Assembly

On agenda: 7/7/2020 **Final action:**

Title: Discussion / Direction / Decision on CARES Act funding program design and associated grant applications

Sponsors:

Indexes:

Code sections:

Attachments: [CARES Act packet 07.07.20](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve the budget as proposed by the CARES Act Working Group.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members
From: John Leach, Municipal Administrator
Date: July 1, 2020
Subject: CARES Act Funding Design Proposal

Background

It was proposed at the May 19th Assembly work session for a Working Group (WG) to be established that could design a funding framework for pending CARES Act funds. The framework would be presented to the Assembly for modification or approval as appropriate and would include criteria for local applicants to qualify for CARES grants. All distribution of funds will continue to be ultimately approved by the Assembly.

Analysis

The formally chartered CARES Act WG developed a budget outline which addresses six (6) specific funding categories. The proposed categories are as follows:

Category 1: Utility/Moorage Assistance

Category 2: Business and Non-profit Grants

Category 3: New City Funded Programs

Category 4: City Impact/Mitigation Spending

Category 5: Sitka School District Request

Category 6: Contingency

Fiscal Note

Sitka is scheduled to receive \$14,036,874 in CARES Act funding. This funding is Federal support to be passed through the State of Alaska.

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

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

Enclosure 1 provides slightly more detail for each category and is only intended as an initial starting point to further refine the recommended programs. The proposed budgets are as follows:

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

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

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

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

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

- **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
- **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal and pantry programs covered as well)
- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed/under-employed hired to work on projects in Sitka)

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

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

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

- Americorps volunteers and laptop purchases. See attached request letter.
- SSD has requested that they return the Secure Rural Schools funding for FY20 (\$229K) to the CBS, and we increase their CARES request by an equivalent amount to ~\$660K.

Category 6: Contingency - \$627,653

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

Recommendations

I recommend the Assembly approve the budget as proposed by the CARES Act WG with any necessary modifications following this meeting. Funding will occur only after a supplemental appropriation is presented by ordinance to the Assembly which staff intends on presenting at the July 14th Assembly meeting for first reading.

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

CARES Act Working Group Funding Design

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

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

Category 1: Utility/Moorage Assistance

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

Category 2: Business and Non-Profit Grants

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

Category 3: New City Funded Programs

- ❖ **Budget:** \$2.5 million
- ❖ **Programmatic areas:**
 - **Childcare \$500,000** (possible per child subsidy, additional funding to increase capacity)
 - **Food security \$200,000** (partnering with STA, SCS, USDA grants, ensuring local meal

and pantry programs covered as well)

- **Support for behavioral/mental health \$300,000** (Possible organizational voucher/subsidy per uninsured client served)
- **Housing support \$750,000** (Crisis/emergency, Re-housing, transitional)
- **Transitional Employment Program \$750,000** (Unemployed / under-employed hired to work on projects in Sitka)

Category 4: City Impact / Mitigation Spending

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

Category 5: School District Request

- ❖ **Budget: \$430,000**
- ❖ **Purpose:** Americorps volunteers and laptop purchases. See attached request letter.
- ❖ **Recent Request:** SSD has requested that they return the Secure Rural Schools funding for FY20 (\$229K) to the CBS, and we increase their CARES request by an equivalent amount to ~\$660K.

Category 6: Contingency

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

Section 1 – Applicant Information

Business or nonprofit name: _____

Contact Name: _____

Contact mailing address: _____

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

Contact phone number: _____

Contact email address: _____

Physical address of business: _____

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

City: _____ State: _____ Zip: _____

IRS Tax Identification Number: _____

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

Local Sales Tax Number: _____

Section 2 – Grant Request Information

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

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

Yes

No

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

2019 gross revenues for the business were:

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

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

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

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

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

Please indicate in the space below, 2019 gross revenues and describe circumstances for special consideration

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

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

Although IRS forms will not be required to be included in the application package, the CBS reserves the right to request these forms for verification of the grant request. Be prepared to provide financial statements as necessary if/when they are requested for clarification or verification.

Nonprofit businesses only:

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

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

Check which type of IRS certification your nonprofit holds:

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

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

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

For-profit businesses only:

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

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

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

For all Applicants

Do you intend to remain in business into 2021?

Yes

No

Applications must be received or postmarked by **August 31, 2020**, and may be submitted by email to: **grantsadmin@cityofsitka.org** or hand-delivered or mailed to City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. Applications may be amended before the deadline. Incomplete applications will be rejected. Applicants will be notified of the status of their application via email to the contact person listed on the application. Questions about the grant program, application process, or application status must be directed to **First Last at (907) 747-18XX, or email grantsadmin@cityofsitka.org**. If the demand for grants exceeds the City's available funds, the City reserves the right to prorate the grants equally to all recipients to stay within available funding. The City reserves the right to amend any criteria or procedures as may be required if new State or Federal guidelines are issued. It is the sole responsibility of the applicant to determine or to seek independent advice as to the tax implications of receiving the grant funds.

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

Signed _____

Date: _____

Print Name: _____

Title: _____

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

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

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



June 2, 2020

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

Dear Mr. Leach,

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

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

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

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

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

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

Sincerely,

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

Dr. Mary Wegner
Superintendent