

ANNUAL REPORT TO THE COMMUNITY

Presented to:
The Greater Sitka Chamber of Commerce
January 2023

John Leach, Municipal Administrator

A lot of work goes in to preparing this Annual Report to the Community, but I really enjoy the opportunity to showcase my staff's exceptional efforts in providing such valuable public services to the community of Sitka.

The framework of my presentation will generally go by each of our departments, and I will briefly describe who they are, outline some of their high-level accomplishments from 2022, and discuss some of their upcoming projects for 2023.

Mayor and Assembly Members



Mayor Steven Eisenbeisz



Deputy Mayor Kevin Mosher



Vice Deputy Mayor
Crystal Duncan



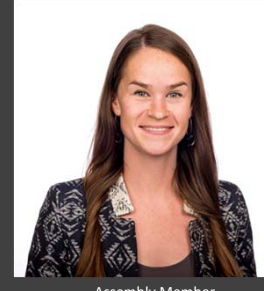
Assembly Member
Thor Christianson



Assembly Member
Chris Ystad



Assembly Member
Timothy Pike



Assembly Member
JJ Carlson

The City and Borough of Sitka Assembly is a dynamic group of civic leaders and professionals with a deep respect for Sitka's rich history. They are dedicated to their important roles as our elected policy makers, guiding city government and helping to maintain Sitka's quality of life.

The Assembly meets the second and fourth Tuesday of every month. Agendas are on the website, the Sitka Sentinel and at City Hall. The public is always welcome and encouraged to attend and participate. For more information visit the Municipal Clerk's webpage at www.cityofsitka.com/clerk

33 meetings in FY22

Expiring terms in October 2023:

Crystal Duncan

Timothy Pike – Appointed to Dave Miller's vacated seat

JJ Carlson – Appointed to Rebecca Himschoot's vacated seat

Boards, Commissions, Committees

*The City and Borough of Sitka
thinks the dedicated
community members who
volunteer their time and
efforts as appointed members
of the City's Boards,
Commissions, and Committees.*

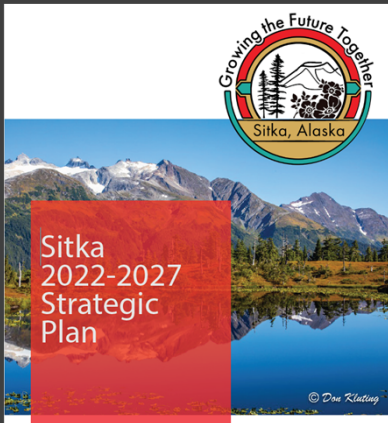
Animal Hearing Board
Building Department Appeals Board
Employment Relations Board
Gary Paxton Industrial Park Board
Health Needs and Human Services Commission
Historic Preservation Commission
Investment Committee
Library Commission
Local Emergency Planning Committee
Parks and Recreation Committee
Planning Commission
Police and Fire Commission
Port and Harbors Commission
Sustainability Commission
Tree and Landscape Committee

The Sustainability Commission Ordinance was passed on September 13, 2022. The intent of the commission is to work towards catalyzing a healthy community now and in the future by proposing solutions to environmental, social, and economic concerns of the CBS, its partners, and community members.

Per Charter, there are three required boards: Planning Commission, Police and Fire Commission, and School Board.

The City and Borough of Sitka's mission is to Provide public services for Sitka that support a livable community for all

Administration



Major Initiatives

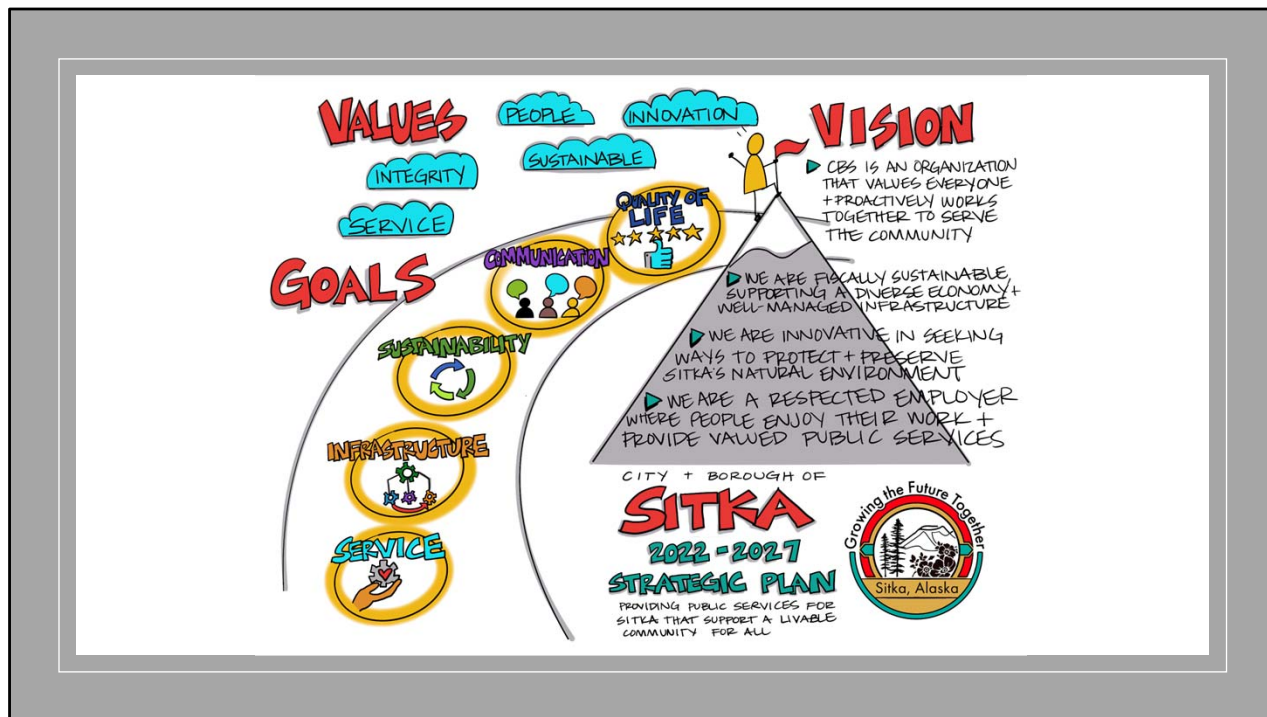
- Sitka Strategic Plan 2022-2027
- Asset Management
- Infrastructure Projects

Administration includes four divisions: The Clerk's Office, Legal, Human Resources, and Public and Government Relations

In 2022, my major projects included:

- The creation of Sitka's first ever Strategic Plan
- Implementation of a city-wide Asset Management program
- Multiple major Infrastructure Projects

In FY2023, my department will continue to focus on these projects which I will explain in the next few slides.



- The strategic planning process kicked off in February 2022. The steering committee consisted of 12 representatives from CBS departments and the Assembly developed a communications and engagement plan with the following goals:
 - Build a plan to guide Sitka over the next five years
 - Develop a plan informed by public engagement gathered through the 2018 Comprehensive Plan update and through additional targeted outreach
 - Identify the mission, vision, values, critical strategic initiatives, high-level goals, and a reporting framework to guide the city's work
- The was approved by the Assembly in September and an all-staff meeting was held to go over the action items.
- An action item tracker was created, tasks are actively being assigned, and KPI's will be created to track and report progress.

Asset Management

2022 Progress

- ✓ Program Kickoff & Charter
- ✓ Asset Management Assessment
- ✓ Multi-Year Implementation Plan
- ✓ Information Management Policy & Strategy
- ✓ Asset Management Policy
- ✓ Capital Planning Policy & Strategy

2023 Planned Improvements

- ✓ Competency Management
- ✓ Risk Management
- ✓ Project Management
- ✓ Maintenance Management
- ✓ Continued development and use of CMMS



FOLLOWING BEST PRACTICE



Description of Asset Management (AM):

- Asset Management is focused on optimizing the balance between risk, cost, and service levels to bring the best value to the citizens of our community
- To achieve this optimized balance, the City's Asset Management Team collaborates to develop a sustainable system that incorporates AM best practice at every level of CBS
- The City's AM Team is comprised of a steering committee with Dept. Head representation from the Harbor Dept., Electric Dept., Public Works Dept., HR Dept., Finance Dept., IT Dept., and the Municipal Administrator. Additionally, the AM Team utilizes a workgroup committee to collaborate and provide more granular input into the development of deliverables. This workgroup is lead by the CBS Asset Manager.

Recent Accomplishments:

- The City's Asset Management Team kicked off 2022 by performing a maturity assessment to determine areas of strength and weakness relative to asset management best practice
- The Asset Management Team then used the maturity assessment findings to develop a multi-year asset management implementation plan, this plan was initiated in May 2022

Asset Management continued

- In alignment with the implementation plan that was developed, the AM Team developed a policy and strategy for managing CBS information to support AM activities. In addition to the policy and strategy, an Information Governance Committee was established to carry out the objectives that were identified in the Information Management Strategy.
- An Asset Management Policy was established in June that helped solidify the goals and objectives of the asset management program, in alignment with the AM Implementation Plan
- The AM Team collaborated throughout the summer of 2022 to develop a Capital Planning Policy and Strategy that focuses on delivering the best value to the community through incorporating AM best practice into CBS capital planning activities
- In alignment with the implementation plan the AM team was able to initiate a number of other initiatives such as competency management, risk management, and project management

Upcoming Projects:

- Competency Management – Complete the updating of all CBS job descriptions and ensure that staff are competent with regards to said job descriptions – will likely include need for training and evaluations
- Risk Management – In alignment with the AM Implementation Plan and the Capital Planning Policy & Strategy, establish a Risk Committee and develop a formal risk management policy and strategy
- Project Management – Continue to develop a project management policy and associated procedures to guide project management activities in a way that are standardized and aligned with AM best practices
- Maintenance Management – Develop a maintenance management policy and strategy. Expand the use of the PWD computerized maintenance management system to include School and Harbor assets – use work order data and condition assessment data from the CMMS to drive capital planning
- Continue to implement the objectives from the Capital Planning Strategy (risk committee, better informed short/long-term planning using condition assessments, continual improvement, etc.)



Major projects completed and ongoing include: (also listed on PW slide)

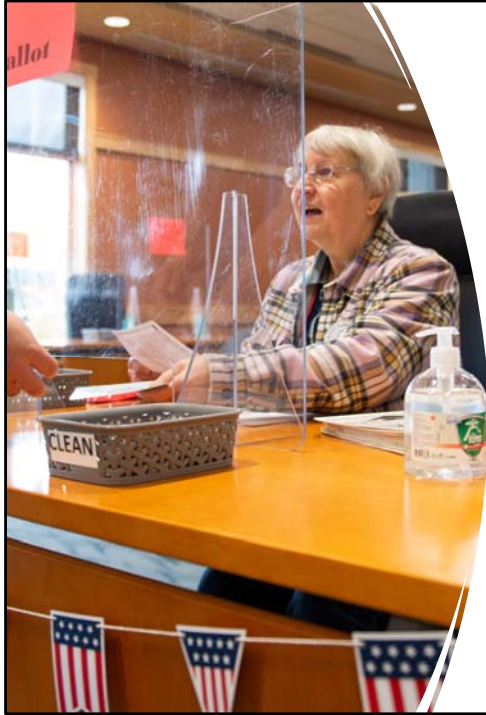
- Airport Expansion and Remodel
- GPIIP Haul Out
- Marine Service Center Bulkhead
- Blatchley Heat pumps
- Transfer Station Compactor and Upgrades
- Crescent Harbor High Load (Net Shed)
- Senior Center Fire System and Plumbing
- Police Station HVAC
- Thomsen Lift Station
- Lake, Hirst, Monastery, Kinkead
Sewer Reconstruction
- Crescent Harbor, multiple sewer lift stations
- Seaplane Base
- Lincoln Street
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- City Hall HVAC
- SeaWalk Phase 2
- Wachusetts Fish Passage Culvert
- Kimsham Drainage
- GPIIP Landfill
- Biosolids Landfill Expansion
- Traffic Study



Department consists of the Human Resources Director and a Generalist 1 (one of the open positions). Human Resources attracts, maintains and develops a workforce committed to quality public service.

For both FY2022 and FY2023 Key Initiatives:

- Selection and Implementation of a Human Resource Information System.
 - Reduction in payroll processing time and reduce nonvalue added time spent by managers and employees in timesheet entry and approval processes.
 - Enables employee ease of access to personal and personnel information through self service portals at any time.
- Personnel Policy Review
 - To ensure alignment with industry and compliance requirements and best practices.
- Workforce Development and Succession Planning
 - Collaboratively partner with leadership to create processes and supporting documents to facilitate development and succession plans.
 - Improves employee satisfaction, organizational continuity, retention and mitigates risk.
- Compensation Study, job description update and develop job architecture for non-represented positions within the City
 - Updating job descriptions and performing a compensation
 - study ensures compensation is market competitive and the structure is easily understood.
 - Creates employee satisfaction, feeling valued, retention and reduction in time to fill open positions



Municipal Clerk's Office

General Responsibilities

- Assembly Support
- Administers Municipal Elections
- Manages Municipal Records
- Oversees Municipal Boards, Commissions, and Committees
- Retains Official City Seal

FY23 Projects:

- Digitization of Records
- Implementation of Early Voting
- Update/Reorganize Sitka General Code

“Things don’t work without the Clerk!”

Staff: Municipal Clerk Sara Peterson and Deputy Clerk/Records Specialist Jess Earnshaw. The clerk’s office is historically the oldest office in municipal government. Clerks are the hub of government, the direct link between residents and their local government.

General Responsibilities of the Municipal Clerk's Office includes:

- Supports the Assembly
 - building agenda
 - maintaining recorded historical records of local government to ensure all actions and laws are recorded correctly – e.g. meeting minutes, ordinances
 - advertising meetings to ensure compliance with the Open Meetings Act
 - serving as the parliamentary advisor
- Elections
 - Administers Municipal Elections
 - the clerk is designated as the election supervisor, with responsibility for conducting local elections. The governing body adopts the election ordinance; the clerk implements its provisions.
- Records
 - FY22 – total of 130 requests (54 police related and 76 non-police related)

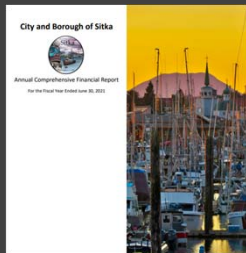
Municipal Clerk continued

- Public record request forms are available on the CBS website or at the Municipal Clerk's Office.
- All record requests are routed to the Deputy Clerk. Once received, they are forwarded to the appropriate department for response. After records have been gathered, the deputy clerk and legal department review and release.
- Timeframe for filling requests – 10 business days
- Fees may apply
- Oversees boards, commissions, committees
 - 15 total, 3 of the 15 are required by Charter – Police & Fire, Planning, School Board
 - Annual training provided by Municipal Clerk and Municipal Attorney
- Retains official city seal
 - The seal is accompanied by the city clerk's signature to attest that the document is official. The clerk is the keeper of the municipal seal and affixes the seal by stamping an impression on official papers or documents such as ordinances, resolutions, proclamations and contracts, as part of the process of attesting them

FY23 Projects:

- Digitization of records
 - With the evolving digital environment, having all pertinent records available to the public and staff, regardless of their physical location, is prudent.
- Implementation of early voting for October 3, 2023, Municipal Election
 - RECAP of voting options that are planned for the October 3, 2023, Municipal Election
 - ❖ Absentee voting – by mail/fax
 - ❖ Early voting – in person (weekdays September 18-October 2)
 - ❖ Voting on Election Day
- Reorganization / Update of Sitka General Code
 - Many inconsistencies and updates have been identified throughout the code.
 - To better serve the public and staff, the Clerk's Office and Legal Department are working with our codifier, Code Publishing, to develop a reorganizational plan to review with departments

Finance Department



Primary Responsibilities

- Audit/financial reporting
- Insurance/risk management
- Budgeting
- Ensuring compliance with fiscal policies
- Cash/investment management
- Property and sales tax collection compliance

FY23 Projects

- Procurement centralization/ new handbook implementation
- Work with asset management initiative
- Sales tax compliance
- Succession planning/staff training program

Finance Department responsibilities:

- Annual ACFR/Audit is becoming more complex each year with additional GASB requirements and is taking more time to complete
- Balancing risk and investment in insurance. Looking at what we can do internally minimize risk/cost of insurance
- Ensuring that Budgets across the organization are in-line with long-term goals and are fiscally responsible
- Must ensure that we meet either internally or externally imposed fiscal policies. Must also begin to develop more fiscal policies, particularly to ensure continuity in the event of turnover
- Ensure proper levels of liquidity while also ensuring that funds are available.
- Managing collection of sales and property tax and seeking to ensure all businesses are in compliance.

Recent achievements:

- Considerable work towards centralization of procurement.
- Efforts around sales tax compliance-ongoing, but already have collected over \$80K from delinquent accounts and have reduced the number of delinquent

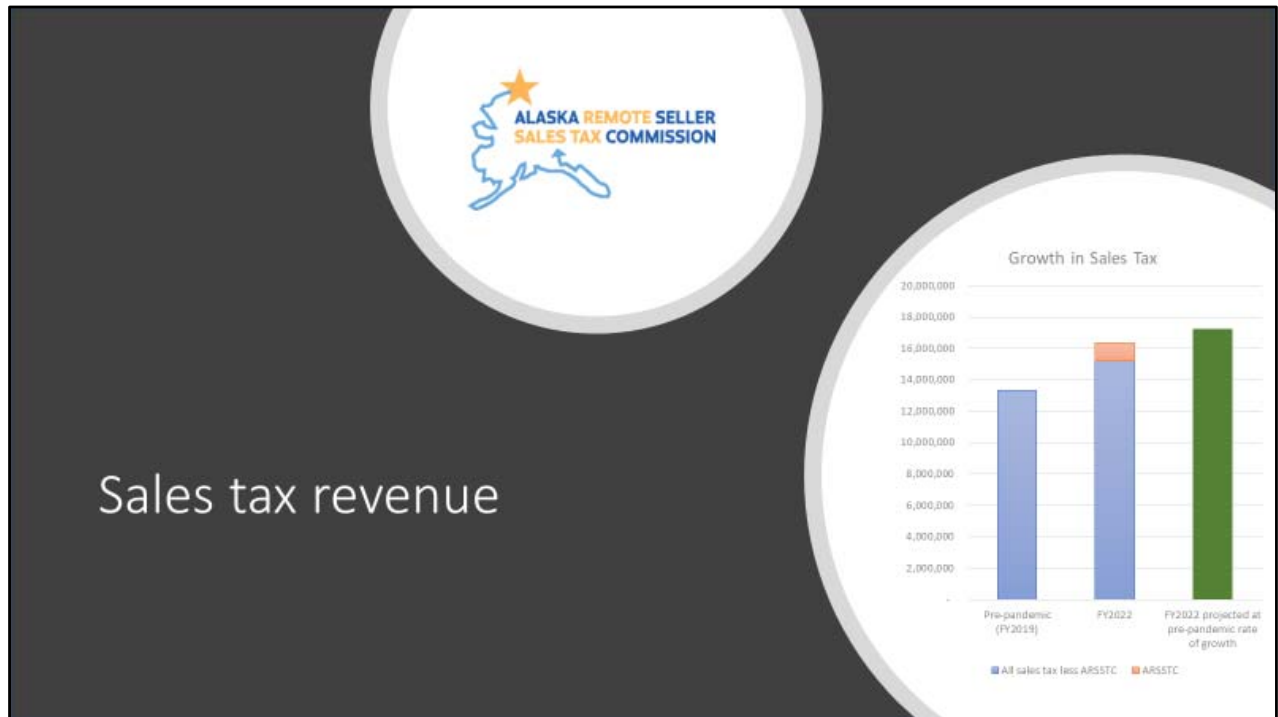
Finance Department continued

businesses

- Improvements in internal processes/particularly collections
- Another audit with no findings (FY22)
- Certificate of achievement for excellence in financial reporting from GFOA for FY20 financials
- Moving forward with Asset Management steering committee/excited to integrate it with long-term financial planning

FY2023 projects:

- Within the first quarter of FY23 we expect to implement the procurement handbook, which better outlines procedures to ensure procurement code is followed.
- With the hire of a procurement specialist, we are providing more central services and putting more controls in place to ensure consistency of procurement of goods and services across the organization
- The Finance director is a part of the steering committee, and is very excited to see asset management rolling out, particularly for the improvement in long-term financial planning that it will support
- We are in the midst of an ongoing effort to get non-compliant businesses caught up on back taxes and current on filing.
- Within the department we are working to ensure multiple staff are trained on critical areas of operations. We are thinly enough staffed that when we have a vacancy this becomes very difficult. We also have a number of anticipated upcoming retirements and have identified internal candidates who we are preparing to step into other roles.



In FY2022 we finally saw a strong rebound of our most significant source of revenue—Sales Tax. We went from \$13.3M in FY2019 to \$16.4M in FY22. This was attributable to a strong independent travel season in July-September 2021, continued increases in tax revenue on remote sales (\$0 in FY19 to \$1.2M in FY22), and a rebound/increase in cruise tourism in April-June of 2022. It is, however, important to note that had the CBS continued growth at pre-pandemic (and pre-remote sales tax) rates of growth, our FY22 revenue was still less than what would have been expected (\$17.2M) by this point. Finally, part of what is driving the increase in sales tax revenue is inflation, which, while adding to revenue also impacts the CBS on the expense side. This is revenue that is really needed to support deferred maintenance, which was further deferred due to the pandemic. The good news is that we are beginning to invest heavily in our infrastructure with ~\$9M being transferred in total to the Public Infrastructure Sinking Fund over the past two years.



Public Works

General Responsibilities	FY23 Projects:
<ul style="list-style-type: none"> • Engineering • Water/Wastewater • Streets • Solid Waste • Buildings and Grounds • Fleet Maintenance • Airport 	<ul style="list-style-type: none"> • Haul Out • Seaplane Base • Airport Terminal • Transfer Station Compactor • Crescent Harbor Net Shed

- Public Works is the largest department with approx. 40 employees in the summer
- Team members are busy making sure roads and sidewalks are safe, grounds and parks are well maintained, managing multiple construction projects and keeping City infrastructure up-to-date and prepared for the future
- Public Works prepares, manages and oversees the City’s Capital Improvement Plan which is tied to strategic plan goal for infrastructure
- Engineering division is actively working on over \$150 million in capital projects with one engineer and PM on staff currently and a senior engineer vacancy.
- During Annual spring clean-up, an average of 800,000 pounds of mixed waste and scrap metal are disposed of with no charge to the Citizens
- Maintenance and Operations is focusing on a large backlog of deferred maintenance as a result of the lack of capital funding to replace street and underground utilities.
- Manages and operates four enterprise funds consisting of Water, Wastewater, Solid Waste, and the Airport
- Manages two internal services consisting of Fleet and Building Maintenance
- Oversees the operations and leases associated to all activities and landfills operations in the Granite Creek Industrial Park

FY22 Highlights

Public Works continued

- The Critical Secondary Water Treatment plant has been successfully brought online under budget and in time to avoid losing our surface water treatment waiver, boiled water scenario and to allow the critical Blue Lake Dam penstock inspection and maintenance to take place.
- Knutson Drive slide repair was completed on schedule and within budget.
- Blatchley Heat pumps
- Brady Street Lift Station a critical pumpstation replacement was completed.
- Record Year for water breaks
- Increased focus in tourism including closing downtown and maintaining restrooms
- Assest Management Computerized Maintenance Management System up and running
- Downtown Traffic Study

FY23 Major projects include:

- Airport Expansion and Remodel
- GPIIP Haul Out
- Marine Service Center Bulkhead
- Blatchley Heatpumps
- Transfer Station Compactor and Upgrades
- Crescent Harbor High Load (Net Shed)
- Senior Center Fire System and Plumbing
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Electric Department

Provide clean renewable power, safely and reliably, at the lowest long-term cost.

The Electric Department provides clean renewable power, safely and reliably, at the lowest long-term cost. The expectation for electrical load growth is high with regular requests for additional home and business services along with the interest in carbon reduction efforts that aim to use renewable hydroelectric power.

FY22

- The Department of Energy ETIPP grant is ending with substantial technical assistance being delivered to the department. This work should serve as a building block for other potential grants.
- Green Lake Project Phase 2&3 Bid documents are currently under internal review.
- Calendar year 2022 total generation appears similar to calendar year 2021, which had a significant rise of almost 5% over 2020.
- Calendar year 2021, Hydroelectric provided 99.8% of annual energy, 2022 is following the same path.
- Increased power sales in FY22 provided an operating revenue to \$20.1 Million
- FY22 net improvement to the Electric fund bottom line is more than \$3 Million.

Electric Department continued

FY23 projects:

- **Blue Lake Head Gate inspection:** This is a regulatory requirement and supports Goal 4.2 of the Strategic Plan - Electric Department personnel in conjunction with Fire Department personnel completed a mandatory FERC inspection in December. The inspection required the use of the fire departments ROV. Inspection went well with no significant findings, satisfying our regulatory requirement.
- **Blue Lake tunnel dewatering:** This is a regulatory requirement and supports Goal 4.2 of the Strategic Plan - The Department is working with CBS staff members and consultants to plan and prepare for penstock work which will take place during the FERC required 2024 penstock dewatering and inspection. Work to be performed includes inspection of the tunnel, approximately 20 yards of rock removal in the rock traps, and other valve and penstock repairs.
- **Green Lake phase 2 & 3:** This supports Goal 4.2 of the Strategic Plan - Green Lake project is progressing with its Scope and Scheduling. The bid documents are in the review process and are expected to be ready prior to funds becoming available.
- **Cost of Service and Rate Study:** This supports Goal 4.1 of the Strategic Plan - The rate study contract has been awarded and is in progress. Rate and financial information are being delivered to the selected professional service contractor. Expected completion date for this contract is in the spring of 2023.
- **Capital Plan Development:** This supports Goal 4.1 of the Strategic Plan - Electric Department is currently working with HDR consultants to develop a formal scope of work for a long-term capital plan. The intent of this capital plan will be to satisfy the physical & fiscal planning needs of the CBS internally, as well as a staging tool for potential grant funding.
- **Wind Telemetry Collection:** This supports Goal 4, 3.1 & 3.2 of the Strategic Plan - In September two wind telemetry stations were installed in conjunction with the ETIPP grant and FY 2022 capital plans that were previously established. This data will help guide the fiscal planning of the department in the next 5 years. A strong wind model would likely lead to additional wind investigations, if there were support from the community and assembly. Normally wind data is collected for 3 years to establish firm data for investment.



Police Department

Our mission is to safeguard the lives and property of our diverse community.

FY2022

26,487 Total calls received

1,595 911 calls received

10,539 Calls for service generated

402 Citations written

567 Officer Reports

The Sitka Police Department safeguards the lives and property of our diverse community. SPD's mandate is to stop crime and enhance the quality of life in Sitka by delivering professional public safety services with integrity, respect, and courage.

In 2022

- Awarded the Western States Information Network Alaska Agency of the Year!
- National Night Out – A PD sponsored community fair
- Bike patrol for the downtown area during the tourism season
- They provided road closures and parade presence
- Dispatch services were upgraded, and all personnel trained
- Ongoing drug investigations:
 - Over 10,000 Fentanyl pills were seized (enough to kill the entire population of Sitka)
 - Over 2.5 pounds of Meth seized
 - Multiple ounces of Heroin seized
 - Firearms and thousands of dollars seized
- Police Department's #1 Priority in 2023 is hiring for Dispatch, Jail, and Patrol.
- Review and update City Criminal Code
- Continuing education and training for evolving police practices.



Sitka Fire Department

The Sitka Fire Department is committed to the protection and preservation of life and property through multifaceted response and public education.

The Sitka Fire Department serves the entire CBS and strives to meet the needs of our diverse community through effective emergency response and community involvement. Photos from left to right are the four divisions within the Sitka Fire Department:

1. Fire Division
2. EMS
3. Dive
4. Search and Rescue (SAR)

The department currently has:

- Over 100 Volunteers trained as professional responders
- 10 Paid staff members
- 10's of thousands of hours of both training for and responding to emergencies
- Over 1600 calls for service in 2022 (New Record)
- Emergency Management for the community

For FY2023, the department will continue to provide:

- Public Education/Fire Prevention through the schools
- Community outreach (free House numbers, reflective gear)
- Track Float plans and offer VHF radios for checkout
- Standby at community events (Polar Dip and Alpine Adventure Run)
- CPR & First Aid Classes for the community
- Life Safety Inspections
- Interagency cooperation and response (USCG, AST, USFS)
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Planning & Community Development Department

The Planning & Community Development Department is comprised of the PCD Director, Planning Manager, Planner I, and Sustainability Coordinator. Broad areas of responsibility include zoning & subdivision code administration, land management, long-range planning, community & economic development, historic preservation, and sustainability.

The department's most intensive project in 2022 was the implementation of the Short-Term Tourism Plan, with work products ranging from:

- Coordinating procurement of equipment & supplies
- Developing and administering new programs (grants, incentives, permits)
- Coordination of Lincoln Street closures
- Directing the Traffic Study
- Monitoring plan effectiveness and gathering community input
- The department also continued to discharge its usual duties in processing numerous zoning, subdivision, and building applications and facilitating commission meetings.

In 2023, the department will be focusing on:

1. Rebuilding Department Capacity: 3 of 4 staff members have been in the department for less than 6 months. Significant time will be invested in 2023 for training and catching up on pending/backlogged work. This will also include the launch of a new GIS system which will be able to better keep "live" data available to the public.
2. Leading action on several Strategic Plan initiatives including housing, childcare, and food security
3. Developing CBS's internal sustainability practices and policies and supporting the newly created Sustainability Commission

Assessing

- Valued 4,271 properties
- Valued 811 personal property business accounts

Staff: Assessor, Appraiser, and Appraisal Tech



The Assessing Department maintains the borough's real and personal property tax base at full market value with equities between like properties. The department generates valuations for Sitka's over 4,100 real property accounts, and 560 business property accounts. Staff consists of Larry Reeder, Assessor / Kasi Kinslow, Appraiser / Seth Charlton, Appraisal Tech

In 2022

Over 400 real properties were re-inspected

- Inspecting consists of physically visiting the property, taking inventory of what is there and updating the record.
- Percentages get taken off for depreciation, for example, deferred maintenance such as the need to replace the roof or siding.

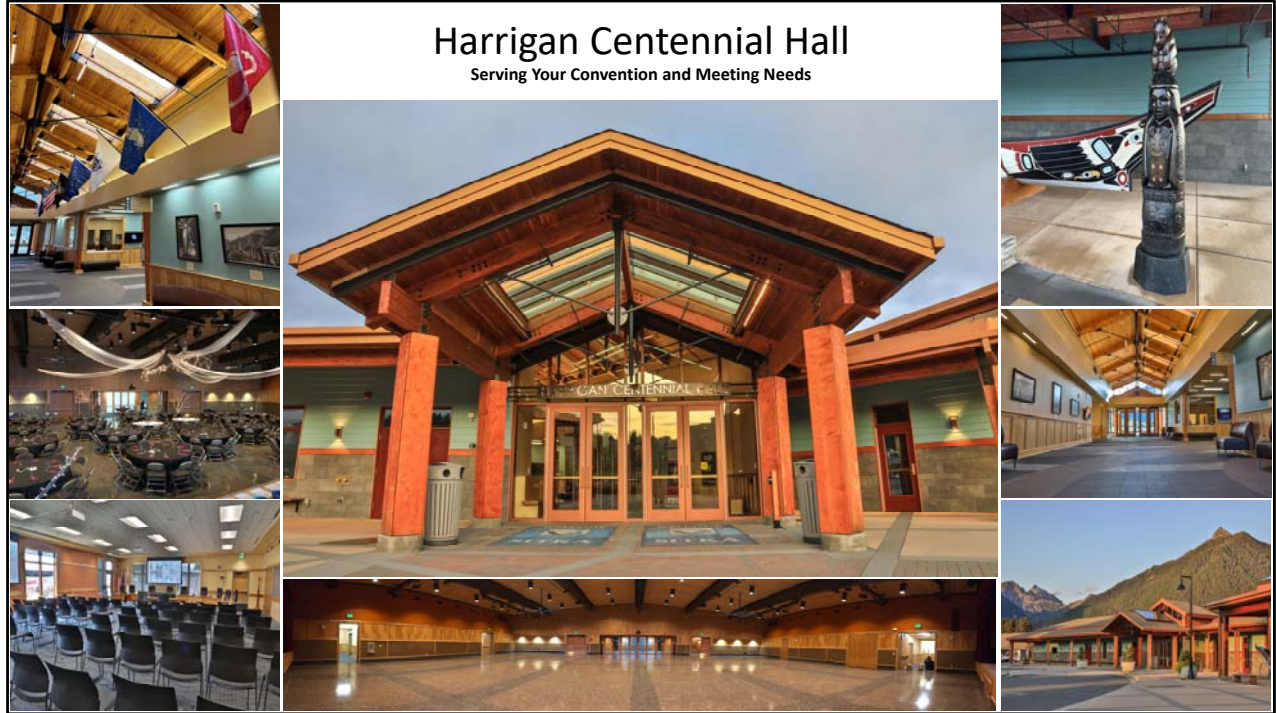
Department generates values for 4,271 real property accounts – up 15 from the previous year

Assessing also generates values for 811 personal property business accounts - up 154 from the previous year

Administers property tax exemptions for seniors and disabled veterans

- These are state mandated exemptions that are written into State Statute.
- Sitka also has a community purpose exemption which are approved by the Assembly. There are approximately 30 of them. (example SSSC/Boy Scouts)
- Staff helps citizens to fill out paperwork and understand supporting documents.

A Special project has been ongoing for two years and will continue for two more of reappraising 600 average homes to get to 100% full market value by studying sales. It proves challenging because the State of Alaska is not required to submit sales information and because of the diverse properties in Sitka of construction, commercial, and residential.



Harrigan Centennial Hall

Serving Your Convention and Meeting Needs

Harrigan Centennial Hall is a 32,000 sqft Civic, Convention and Exhibition Center that hosts a 4,000 sqft Historical Museum with trained and experienced staff in hosting events from the planning stage to completion of conventions, symposiums, conferences, seminars, tradeshows, exhibits, and meetings.

In 2022 HCH

- Assisted approximately 100,000-150,000 visiting tourists; staffed over 1600 events and conventions; hosted City elections and State elections; as well as Northern Pacific Fisheries Council, Alaska Day Festivities, Stardust Ball, and Whale Fest.
- Big Events still to be hosted.
 - Wearable Art – over 600 attendees
 - Alaska Rainy Day Bazaar – 60 vendors with over 1500
 - Heritage and Cultural Tourism Conference
 - Sustainable SE Partnership Conference
 - Sitka Music Festival – 11 shows (150-200 attendees per show) through June with musicians from all around the world
 - North Pacific Fisheries and Management Council
- Projects completed in FY22 were
 - The Elizabeth Peratrovich bench installation,
 - Preston Singletary Totem installation.

Projects heading into FY23 include

- Auditorium floor refinish.
- Tourism vendor /outfitter efforts and pick up and drop permits
- Hosting 2023 SE Conference summer session.



The department goal is to deliver the best technology solution for CBS

FY 2022:

- Logged an average 250 user sessions per day on the CBS website
- Expanded Implemented of Multi-Factor Authentication program for cloud account access to increase account security
- Enhanced Cybersecurity monitoring/response with Managed Threat Response team
- Worked on resolving roughly 1,112 helpdesk tickets in FY2022

Port and Harbors

Derelict vessels project

Implement mandatory insurance



FY2023

17 impoundment letters

8 vessel compliance

9 potential vessels to be destroyed



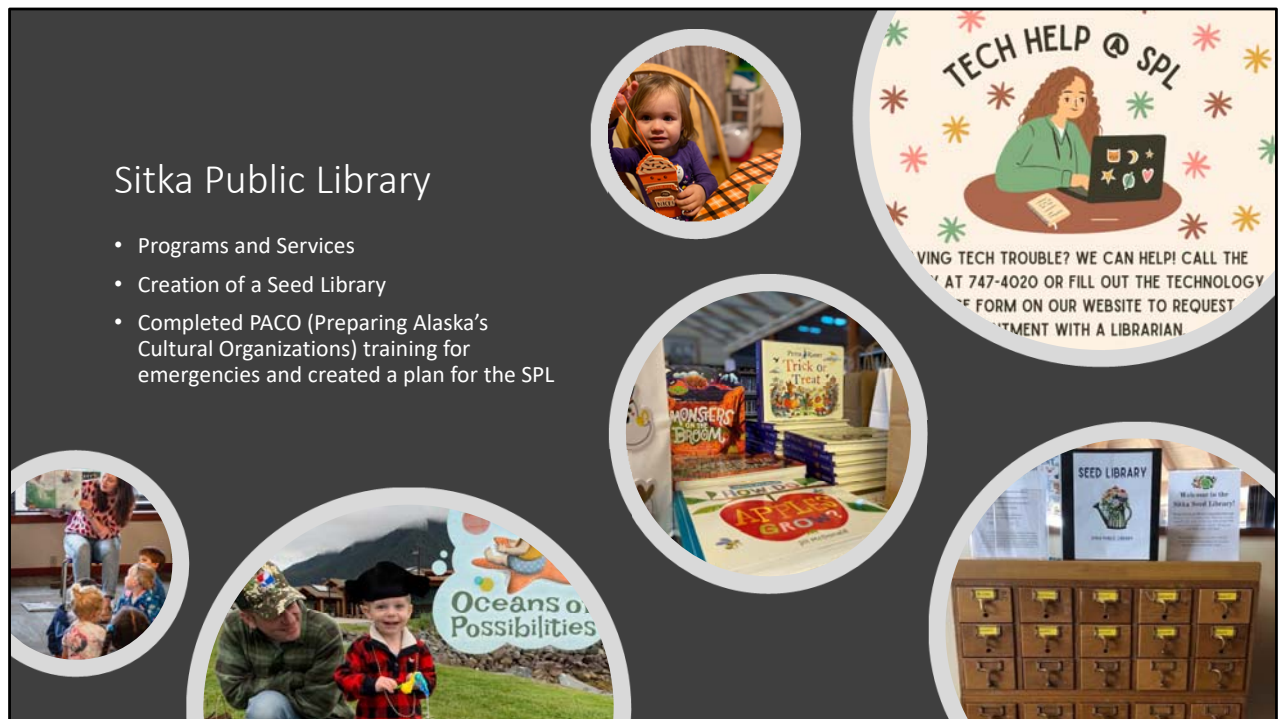
Harbor Department operates and maintains 5 boat harbors, as well as a tidal grid, gear work float and drive download/unload zone, a moorage area (Seawall), GPIP Port, and a downtown lightering facility. Stalls are in high demand, and it takes an average of almost 6 years to get a harbor stall depending on the length of the vessel.

Current/future projects:

- Derelict vessels project
 - CBS Port and Harbors continues removing derelict vessels annually that could potentially damage harbor infrastructure and cause harm to the environment if they were to sink. By removing these vessels, stalls become available for those on the waiting list.
 - So far for FY23:
 - 17 impoundment letters were served
 - 8 vessels came into compliance
 - 11 potential vessels will be disposed of if they don't sell at auction
 - There were 2 emergency disposals

Implementing Mandatory Insurance

- The average cost for disposing of one vessel is ~\$10,000.00 These expenses are usually not recovered from the owner. The harbor users are subsidizing disposal costs.
- Implement mandatory insurance - Tied to Strategic Plan goal 3.1
- Creation of a sinking fund for those uninsurable vessels to cover costs recovered from the owner. The harbor users are subsidizing disposal costs.



The library is an essential civic institution in our community that provides social capital and a wealth of services to support education which is the foundation to a strong and economically vital community.

- Offer programs to every age level- babies through adults
- SPL offered 118 programs in 2022
- Critical community anchor to digital access and equity
- For many Sitkans, the library is the gateway to the digital universe
- The library is a powerful partner with local organizations to create a healthy and sustainable Sitka through its programs and services

Creation of a Seed Library – Goal #3 align resources

- Our seed library was started in February 2022 and is housed in an old card catalog
- A seed library is a community space to save and share seeds
- Seeds are shared to "checkout" in the Spring, with the expectation that they will collect and "return" seeds in the fall from their largest, healthiest plant
- Continue to develop the seed library to include bringing together grassroots efforts, cultural relevance and innovation towards food security
- Project is dedicated to building community, sharing knowledge, food security, sustainability
- Sitka Public Library was invited to partake in the Urban Library Council Food Security

Sitka Public Library continued

Convening in Washington D.C. December 7 – 9, 2022 to gather library leaders in this important work to share innovative and inspiring ideas of promoting food security in our communities

Completed Preparing Alaska's Cultural Organizations (PACO) training for emergencies and created a plan for the SPL – Goal #3 align library resources

- Purpose is to enhance our disaster preparedness and resiliency
- 4-month online course to create an institutional disaster plan for our collections, building, and the people inside- we were assigned a mentor to complete assignments
- Course culminated with a 3-day hands on course in Juneau at the regional fire training center- did mock disasters
- Library staff have training on a wide range of disasters that can take place inside the library- worked with fire and police departments – a continuing process
- Formed partnerships with Sitka Historical Society and the United States Forest Service (cultural organizations) that have completed this course to help each other out in case of water, smoke or fire disaster occurs
- In the event of a water, fire or smoke incident the library archive collection is top priority. The archive is a cultural heritage resource – it houses rare and unique material in a combination of books, logs, maps, and diaries that cover the eras of Russian exploration, colonialization, international boundary disputes, territorial days & statehood and Alaska Native cultural history and languages and current events - today's news and tomorrow's history.

The screenshot displays the City of Sitka - General Fund website. On the left, a 'Financial Transparency' menu lists options: COMPARATIVE CHARGES, BALANCING ACT, YOUR TAXPAYER RECEIPT, and OPEN FINANCE. On the right, a 'You have a surplus.' notification shows a surplus of \$399,452. Below this, a donut chart titled 'Where the Money Goes' is shown. To its right, a 'Spending' table lists various categories with their respective amounts and expandable arrows.

Spending	
Public Education	\$8.8m
Administratives	\$7.3m
Public Safety	\$8.0m
Public Works	\$4.9m
Public Services	\$2.4m
Others	\$5.7m
Total	\$37.2m

City and Borough of Sitka Annual Report to the Community

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Closing slide – Transparency. Open Finance and Balancing Act are new ways for citizens to get involved.

Open Finance:

- In hopes of engaging citizens and increasing transparency, we put together a data-sharing model that allows us to share our financial data called Open Finance which is live on the city's website at www.cityofsitka.com by scrolling down to "Financial Transparency".
- On the landing page, you can find financial summaries to be explored: Revenue, the operating budget, spending, and payroll.
- Expenditures are broken down by vendors, fund, category, and payroll by job function/department.
- This API enables us to pull data from our internal finance systems to provide information to help citizens understand how their tax dollars are being spent and to engage the public in the budget process through data sets from the city's budget, checkbook, and payroll.

Balancing Act

- Also available on the city's website, is a budget simulation tool for spending and revenue that allows for public inputs to be considered in the next fiscal year budget.

Questions

*People * Innovation * Integrity * Sustainable * Service*



The City and Borough of Sitka's mission is to Provide public services for Sitka that support a livable community for all

Financial challenges and opportunities for the City and Borough of Sitka.

Current Challenges

- Limited funding for future infrastructure repair
- Training and succession planning
- Complexity of federal funding
- High inflation, especially with our remote location
- State funding flat/lower, putting more burden on the CBS.
- Establishing trust across the community/with stakeholders

Current Opportunities

- Sales tax rebounding, but still not fully back
- Federal funding
- Asset management—creating better picture of long terms needs, more efficient management of assets.
- Strategic plan
- OpenFinance

CHALLENGES

-Decades of no rates increases (for enterprise/utility funds) combined with the belief that the state would always be there to fund projects, has the CBS continually in a position of being behind and relying heavily on debt.

-In the Finance dept, as in other areas of the org, there is very limited back up and many important activities can only be accomplished by one person, meaning that turnover can have an outsized impact and hiring finance professionals is becoming increasingly more difficult across the country.

-Federal funding is getting very complex and expensive to administer.

-Current levels of inflation are very challenging and are driving expenses, meaning that rates must also increase at a higher level to support the increased costs. Costs increasing locally also make it harder to attract and retain needed talent.

-Particularly around education, the state's flat or decreasing funding puts more and more of a burden on local government. This will be particularly apparent when it comes time fund repairs to school buildings

-Trust-while the Finance department undergoes a rigorous audit every year, there seem to be long-standing trust issue across the org. We hope that transparent reports to the assembly by our auditors as well as opening up detail of our financial transactions, will help further establish trust

Current opportunities:

Challenges and Opportunities continued

While there is complexity to managing federal funds, there is a significant opportunity for the CBS to repair some of its critical assets, though prioritizing matching funding is a challenge given the limited sources available.

The better idea we have of what needs to be repaired and when, the better we can prepare and plan—asset management will help with this and will also help ensure we are extending the life our assets as much as possible

The strategic plan gets all staff and assembly on the same page in terms of prioritizing goals. It will also help justify allocating resources to support training and succession planning within the department.

We hope that by having OpenFinance-the community will begin to see that nothing is being hidden. While likely to create more questions, as our finances are complex, the questions are welcome.