



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 Kevin Mosher,
Vice Deputy Mayor Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike, JJ Carlson*

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

Tuesday, December 27, 2022

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[22-187](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[SPD Quarterly Report](#)

VI. CEREMONIAL MATTERS

None.

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

VIII. 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.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [22-184](#) Approved the December 13 Assembly meeting minutes

Attachments: [Consent and Minutes](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [22-185](#) Appoint Andrew Callistini to an unexpired term on the Port and Harbors Commission

Attachments: [Motion Callistini](#)

[Callistini Port and Harbors](#)

- C** [22-186](#) Reappoint: 1) Christopher Spivey to a three-year term on the Planning Commission, 2) Joseph D'Arienzo to a three-year term on the Tree and Landscape Committee, 3) Scott Wagner to a three-year term on the Local Emergency Planning Commission, and 4) Jeff Budd to a three-year term on the Library Commission

Attachments: [Motion reappointments](#)

[Spivey Planning Commission](#)

[D'Arienzo Tree and Landscape](#)

[Wagner LEPC](#)

[Budd Library Commission](#)

XI. UNFINISHED BUSINESS:

None.

XII. NEW BUSINESS:**New Business First Reading**

- D** [ORD 22-31](#) Amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” regarding the electric vehicle incentive
 Attachments: [Motion Ord 2022-31](#)
 [Memo Ord 2022-31 electric vehicle incentive](#)
 [Ord 2022-31](#)
 [New Sitka General Code 6.19](#)
- E** [ORD 22-32](#) Amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” by increasing the permit fee for thirty or more passenger vehicles
 Attachments: [Motion Ord 2022-32](#)
 [Memo Ord 2022-32 thirty passenger vehicles](#)
 [Ord 2022-32](#)
- F** [ORD 22-33](#) Amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” regarding term of permit
 Attachments: [Motion Ord 2022-33](#)
 [Memo Ord 2022-33 term of permit](#)
 [Ord 2022-33](#)
- G** [ORD 22-34](#) Amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” by changing from sealed bid to open outcry auction
 Attachments: [Motion Ord 2022-34](#)
 [Memo outcry auction](#)
 [Ord 2022-34](#)

XIII. PERSONS TO BE HEARD:

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

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other**XV. EXECUTIVE SESSION**

Not anticipated.

XVI. 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 and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: December 23*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-187 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 12/21/2022 **In control:** City and Borough Assembly
On agenda: 12/27/2022 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[SPD Quarterly Report](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

REMINDERS

DATE

EVENT

TIME

Tuesday, December 27

Regular Meeting

6:00 PM

Tuesday, January 10

Regular Meeting

6:00 PM



January 2023

Sunday		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Jan	2	3	4	5	6	7
		Observed Holiday		6:00pm <u>Library Commission-Liaison Duncan</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>			
8		9	10	11	12	13	14
		6:30pm <u>Sustainability Commission-Liaison Mosher</u>	12:00pm <u>Parks and Recreation Committee-Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	5:00pm <u>Tree and Landscape Committee-Liaison Carlson</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port & Harbors Commission-Liaison Ystad</u>	12:00pm <u>LEPC-Liaison Mosher</u>		
15		16	17	18	19	20	21
		Observed Holiday		12:00pm <u>Health Needs and Human Services Commission-Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>	6:00pm <u>Budget Work Session with School Board</u>		
22		23	24	25	26	27	28
			6:00pm <u>Regular Assembly Mtg</u>	5:30pm <u>Police and Fire Commission-Liaison Pike</u>	6:00pm <u>Govt to Govt Dinner Meeting: Tribal Headquarters 204 Siginaka Way</u>		
29		30	31				

February 2023

Sunday		Monday	Tuesday	Wednesday		Thursday	Friday	Saturday
29	Jan	30	31	1	Feb	2	3	4
				6:00pm <u>Library Commission- Liaison Duncan</u> 6:00pm <u>School Board - Liaison Mosher</u> 7:00pm <u>Planning Commission- Liaison Christianson</u>		6:00pm <u>Special Budget Meeting: General Fund</u>		
5		6	7	8		9	10	11
				5:00pm <u>Tree and Landscape Committee- Liaison Carlson</u> 6:00pm <u>Historic Preservation Commission- Carlson</u> 6:00pm <u>Port & Harbors Commission- Liaison Ystad</u>		12:00pm <u>LEPC- Liaison Mosher</u>		
12		13	14	15		16	17	18
		6:30pm <u>Sustainability Commission-Liaison Mosher</u>	12:00pm <u>Parks and Recreation Committee- Liaison Duncan</u> 6:00pm <u>Regular Assembly Mtg</u>	12:00pm <u>Health Needs and Human Services Commission- Liaison Duncan</u> 7:00pm <u>Planning Commission - Liaison Christianson</u>				
19		20	21	22		23	24	25
		Observed Holiday		5:30pm <u>Police and Fire Commission- Liaison Pike</u>		6:00pm <u>Special Budget Meeting: Enterprise Funds</u>		
26		27	28	1	Mar	2	3	4
			6:00pm <u>Regular Assembly Mtg</u>	6:00pm <u>Library Commission- Liaison Duncan</u> 6:00pm <u>School Board - Liaison Mosher</u>		6:00pm <u>Special Budget Meeting: Review Draft GF Budget</u>		

SPD ADMINISTRATIVE REPORT December 2022

To CBS Administrator:

DEPARTMENT OVERVIEW:

- **JAIL:** We are four positions down. Open recruitment has not produced any applicants.
- **DISPATCH:** One dispatcher is on maternity leave. Three other dispatchers have resigned in the last quarter. In January one dispatcher will be resigning due to a family illness. One dispatcher is still on maternity leave. We currently have one dispatcher in training. He is halfway through his three-month training cycle before he can be released on his own. We have one temporary hire that will be able to help us for the next three months and another temporary hire that has just been signed on to start January 3rd and will be able to help us on weekends. The position is currently advertised with little interest generated. We currently have one applicant that we are conducting a background on.
- **PATROL:** Currently we have three unfilled positions. Officer Broschat graduated from the Academy and currently finishing the first phase of his three-month field training. We have not received any new applicants for the Police Officer position in several months.
- **Animal Control:** The Animal control Officer position has been open since mid-July. We have not received any applicants for this position
- **It specialist:** Sam Bertolami has been hired and filled the position. He has jumped right in and is doing well

We have been able to continue to provide services to the public by shifting our existing manpower around to fit the needs.

RECRUITMENT AND TRAINING:

We have open recruitment for all open positions at SPD. We are working with H.R. to freshen-up our advertisement/ recruitment for locals and are currently focusing on filling Dispatch. Currently that is the primary focus of hiring. To fulfill the duties of dispatch we have reassigned our MSO and Officers into dispatch. The shortage of FTE dispatchers has impacted our overtime because we are paying off duty police officers to fill in for coverage.

Due to the shortage in the Jail personnel, we have been using officers to fill in for the jail duties.

We continue to provide weekly training in-house training to our supervisors and conduct daily shift trainings to Officers. We also subscribe to PoliceOne training and assign officers monthly refresher training on various topics.

Chief Baty attended the International Chiefs of Police conference in Dallas, and the chiefs conference in Anchorage.

Lt. Achee attended a marine safety readiness drill in Juneau and attended computer training to meet State regulations.

Officer Christner attended Basic drug investigation training in Anchorage.

BUDGET:

Currently SPD is at 31% expenditures for the second quarter of the budget.

PROJECTS:

Last quarter we received a one hundred seventeen-thousand-dollar JAG, pass through grant from the Alaska State Troopers. We have been participating in drug investigations with SEACAD and have had multiple seizures of drugs.

Working with legal on a complete review and re-write of our transportation code.

STATISTICS:

The following are the number of calls year to date for 2022.

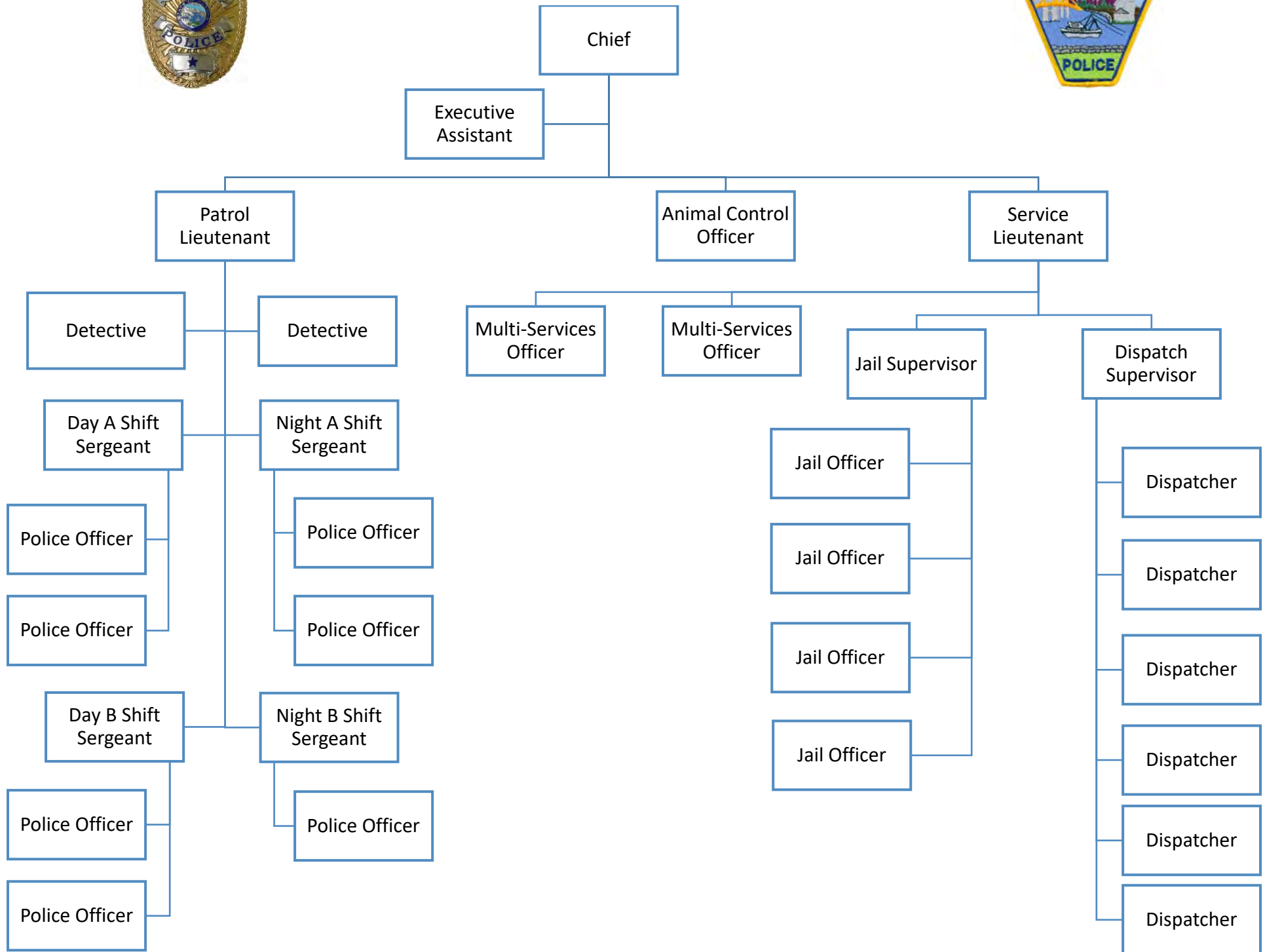
- Phone calls answered: __26,282__
- 911 Emergency calls: __1465__
- Calls for Service: __10366__
- Incident Reports: __655__

*Any call that requires action from staff is a Call for Service. This may be generated from a 911.

*Any Call for Service that rises to the level of needing documentation is labeled an Incident Report. This may be generated from a 911 or a call for service.



Sitka Police Department Organization Chart





Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 800 - Administration									
EXPENSE									
5110	Regular Salaries/Wages								
5110.001	Regular Salaries/Wages	278,462.90	.00	278,462.90	1,356.48	.00	16,645.14	261,817.76	6
5110.002	Holidays	.00	.00	.00	226.08	.00	1,130.40	(1,130.40)	+++
5110.003	Sick Leave	.00	.00	.00	678.24	.00	3,249.90	(3,249.90)	+++
5110.010	Temp Wages	.00	.00	.00	7,215.20	.00	79,365.14	(79,365.14)	+++
5110 - Regular Salaries/Wages Totals		\$278,462.90	\$0.00	\$278,462.90	\$9,476.00	\$0.00	\$100,390.58	\$178,072.32	36%
5120	Annual Leave								
5120.001	Annual Leave	9,014.00	.00	9,014.00	.00	.00	2,939.04	6,074.96	33
5120.002	SBS	16,025.65	.00	16,025.65	138.59	.00	5,125.54	10,900.11	32
5120.003	Medicare	4,181.37	.00	4,181.37	137.40	.00	1,498.27	2,683.10	36
5120.004	PERS	23,918.83	.00	23,918.83	497.38	.00	5,272.23	18,646.60	22
5120.005	Health Insurance	53,387.16	.00	53,387.16	.00	.00	5,680.28	47,706.88	11
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	3.35	4.69	42
5120.007	Workmen's Compensation	8,780.00	.00	8,780.00	287.45	.00	3,081.55	5,698.45	35
5120.011	PERS on Behalf	68,575.00	.00	68,575.00	.00	.00	.00	68,575.00	0
5120 - Annual Leave Totals		\$183,890.05	\$0.00	\$183,890.05	\$1,060.82	\$0.00	\$23,600.26	\$160,289.79	13%
5201	Training and Travel								
5201.000	Training and Travel	18,000.00	.00	18,000.00	.00	.00	5,425.08	12,574.92	30
5201 - Training and Travel Totals		\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$5,425.08	\$12,574.92	30%
5202	Uniforms								
5202.000	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5202 - Uniforms Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5203	Heating Fuel								
5203.005	Heating Fuel	.00	.00	.00	2,003.06	.00	4,949.64	(4,949.64)	+++
5203 - Heating Fuel Totals		\$0.00	\$0.00	\$0.00	\$2,003.06	\$0.00	\$4,949.64	(\$4,949.64)	+++
5204	Telephone								
5204.000	Telephone	60,000.00	.00	60,000.00	.00	.00	27,752.51	32,247.49	46
5204 - Telephone Totals		\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$27,752.51	\$32,247.49	46%
5205	Insurance								
5205.000	Insurance	144,950.00	.00	144,950.00	.00	.00	155,514.43	(10,564.43)	107
5205 - Insurance Totals		\$144,950.00	\$0.00	\$144,950.00	\$0.00	\$0.00	\$155,514.43	(\$10,564.43)	107%
5206	Supplies								
5206.000	Supplies	10,000.00	.00	10,000.00	45.10	.00	479.88	9,520.12	5
5206 - Supplies Totals		\$10,000.00	\$0.00	\$10,000.00	\$45.10	\$0.00	\$479.88	\$9,520.12	5%
5207	Repairs & Maintenance								
5207.000	Repairs & Maintenance	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0
5207 - Repairs & Maintenance Totals		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
5208	Bldg Repair & Maint								
5208.000	Bldg Repair & Maint	7,500.00	.00	7,500.00	.00	.00	3,125.00	4,375.00	42



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 800 - Administration									
EXPENSE									
	5208 - Bldg Repair & Maint Totals	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$3,125.00	\$4,375.00	42%
5211	Data Processing Fees								
5211.000	Data Processing Fees	197,027.00	.00	197,027.00	.00	.00	82,094.60	114,932.40	42
	5211 - Data Processing Fees Totals	\$197,027.00	\$0.00	\$197,027.00	\$0.00	\$0.00	\$82,094.60	\$114,932.40	42%
5212	Contracted/Purchased Serv								
5212.000	Contracted/Purchased Serv	6,600.00	.00	6,600.00	.00	.00	435.00	6,165.00	7
	5212 - Contracted/Purchased Serv Totals	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$435.00	\$6,165.00	7%
5221	Transportation/Vehicles								
5221.000	Transportation/Vehicles	900.00	.00	900.00	.00	.00	.00	900.00	0
	5221 - Transportation/Vehicles Totals	\$900.00	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
5223	Tools & Small Equipment								
5223.000	Tools & Small Equipment	12,000.00	.00	12,000.00	.00	4,380.00	485.15	7,134.85	41
	5223 - Tools & Small Equipment Totals	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$4,380.00	\$485.15	\$7,134.85	41%
5224	Dues & Publications								
5224.000	Dues & Publications	2,500.00	.00	2,500.00	.00	.00	340.00	2,160.00	14
	5224 - Dues & Publications Totals	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$340.00	\$2,160.00	14%
5226	Advertising								
5226.000	Advertising	5,600.00	.00	5,600.00	.00	.00	625.00	4,975.00	11
	5226 - Advertising Totals	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$625.00	\$4,975.00	11%
5227	Rent-Buildings								
5227.001	Rent-Buildings	11,460.00	.00	11,460.00	.00	.00	3,535.00	7,925.00	31
5227.002	Rent-Equipment	600.00	.00	600.00	.00	.00	.00	600.00	0
	5227 - Rent-Buildings Totals	\$12,060.00	\$0.00	\$12,060.00	\$0.00	\$0.00	\$3,535.00	\$8,525.00	29%
5290	Other Expenses								
5290.000	Other Expenses	19,000.00	.00	19,000.00	.00	.00	5,549.14	13,450.86	29
	5290 - Other Expenses Totals	\$19,000.00	\$0.00	\$19,000.00	\$0.00	\$0.00	\$5,549.14	\$13,450.86	29%
	EXPENSE TOTALS	\$961,489.95	\$0.00	\$961,489.95	\$12,584.98	\$4,380.00	\$414,301.27	\$542,808.68	44%
	Sub-Department 800 - Administration Totals	(\$961,489.95)	\$0.00	(\$961,489.95)	(\$12,584.98)	(\$4,380.00)	(\$414,301.27)	(\$542,808.68)	44%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 803 - Patrol									
EXPENSE									
5110	Regular Salaries/Wages								
5110.001	Regular Salaries/Wages	1,337,546.64	.00	1,337,546.64	29,655.15	.00	291,370.08	1,046,176.56	22
5110.002	Holidays	.00	.00	.00	5,170.68	.00	24,169.56	(24,169.56)	+++
5110.004	Overtime	224,796.00	.00	224,796.00	12,908.34	.00	75,439.67	149,356.33	34
5110.010	Temp Wages	.00	.00	.00	5,154.40	.00	54,292.10	(54,292.10)	+++
	5110 - Regular Salaries/Wages Totals	\$1,562,342.64	\$0.00	\$1,562,342.64	\$52,888.57	\$0.00	\$445,271.41	\$1,117,071.23	29%
5120	Annual Leave								
5120.001	Annual Leave	70,717.00	.00	70,717.00	4,692.63	.00	32,189.85	38,527.15	46
5120.002	SBS	95,135.25	.00	95,135.25	3,529.74	.00	29,300.29	65,834.96	31
5120.003	Medicare	23,692.39	.00	23,692.39	834.97	.00	6,930.77	16,761.62	29
5120.004	PERS	317,039.08	.00	317,039.08	11,533.90	.00	91,650.84	225,388.24	29
5120.005	Health Insurance	474,075.60	.00	474,075.60	.00	.00	142,592.75	331,482.85	30
5120.006	Life Insurance	159.60	.00	159.60	.00	.00	45.78	113.82	29
5120.007	Workmen's Compensation	60,809.37	.00	60,809.37	2,239.90	.00	18,360.16	42,449.21	30
5120.011	PERS on Behalf	68,575.00	.00	68,575.00	.00	.00	.00	68,575.00	0
	5120 - Annual Leave Totals	\$1,110,203.29	\$0.00	\$1,110,203.29	\$22,831.14	\$0.00	\$321,070.44	\$789,132.85	29%
5201	Training and Travel								
5201.000	Training and Travel	27,001.00	.00	27,001.00	13,887.26	.00	14,719.01	12,281.99	55
	5201 - Training and Travel Totals	\$27,001.00	\$0.00	\$27,001.00	\$13,887.26	\$0.00	\$14,719.01	\$12,281.99	55%
5202	Uniforms								
5202.000	Uniforms	19,500.00	.00	19,500.00	.00	.00	2,231.85	17,268.15	11
	5202 - Uniforms Totals	\$19,500.00	\$0.00	\$19,500.00	\$0.00	\$0.00	\$2,231.85	\$17,268.15	11%
5204	Cell Phone Stipend								
5204.001	Cell Phone Stipend	4,800.00	.00	4,800.00	.00	.00	750.00	4,050.00	16
	5204 - Cell Phone Stipend Totals	\$4,800.00	\$0.00	\$4,800.00	\$0.00	\$0.00	\$750.00	\$4,050.00	16%
5206	Supplies								
5206.000	Supplies	16,000.00	.00	16,000.00	.00	.00	1,023.98	14,976.02	6
	5206 - Supplies Totals	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$1,023.98	\$14,976.02	6%
5207	Repairs & Maintenance								
5207.000	Repairs & Maintenance	800.00	.00	800.00	.00	.00	.00	800.00	0
	5207 - Repairs & Maintenance Totals	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
5212	Contracted/Purchased Serv								
5212.000	Contracted/Purchased Serv	5,000.00	.00	5,000.00	.00	.00	1,415.47	3,584.53	28
	5212 - Contracted/Purchased Serv Totals	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$1,415.47	\$3,584.53	28%
5221	Transportation/Vehicles								
5221.000	Transportation/Vehicles	114,017.00	.00	114,017.00	.00	.00	39,817.05	74,199.95	35
	5221 - Transportation/Vehicles Totals	\$114,017.00	\$0.00	\$114,017.00	\$0.00	\$0.00	\$39,817.05	\$74,199.95	35%
5223	Tools & Small Equipment								
5223.000	Tools & Small Equipment	7,500.00	.00	7,500.00	.00	.00	2,975.51	4,524.49	40



Expense Budget Performance Report

Fiscal Year to Date 12/21/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 803 - Patrol									
EXPENSE									
	5223 - Tools & Small Equipment Totals	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$2,975.51	\$4,524.49	40%
5290	Other Expenses								
5290.000	Other Expenses	13,500.00	.00	13,500.00	.00	.00	909.00	12,591.00	7
	5290 - Other Expenses Totals	\$13,500.00	\$0.00	\$13,500.00	\$0.00	\$0.00	\$909.00	\$12,591.00	7%
	EXPENSE TOTALS	\$2,880,663.93	\$0.00	\$2,880,663.93	\$89,606.97	\$0.00	\$830,183.72	\$2,050,480.21	29%
	Sub-Department 803 - Patrol Totals	(\$2,880,663.93)	\$0.00	(\$2,880,663.93)	(\$89,606.97)	\$0.00	(\$830,183.72)	(\$2,050,480.21)	29%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 804 - Services									
EXPENSE									
5110	Regular Salaries/Wages								
5110.001	Regular Salaries/Wages	362,368.76	.00	362,368.76	4,278.48	.00	89,083.38	273,285.38	25
5110.002	Holidays	.00	.00	.00	878.64	.00	5,789.80	(5,789.80)	+++
5110.004	Overtime	.00	.00	.00	2,307.63	.00	12,659.88	(12,659.88)	+++
5110.010	Temp Wages	.00	.00	.00	1,032.00	.00	7,826.00	(7,826.00)	+++
	5110 - Regular Salaries/Wages Totals	\$362,368.76	\$0.00	\$362,368.76	\$8,496.75	\$0.00	\$115,359.06	\$247,009.70	32%
5120	Annual Leave								
5120.001	Annual Leave	18,517.00	.00	18,517.00	186.24	.00	11,805.44	6,711.56	64
5120.002	SBS	23,348.03	.00	23,348.03	532.26	.00	7,796.51	15,551.52	33
5120.003	Medicare	5,522.69	.00	5,522.69	125.89	.00	1,844.21	3,678.48	33
5120.004	PERS	79,721.18	.00	79,721.18	1,683.22	.00	24,218.16	55,503.02	30
5120.005	Health Insurance	154,450.32	.00	154,450.32	.00	.00	37,703.60	116,746.72	24
5120.006	Life Insurance	60.48	.00	60.48	.00	.00	21.34	39.14	35
5120.007	Workmen's Compensation	1,087.08	.00	1,087.08	26.05	.00	369.91	717.17	34
	5120 - Annual Leave Totals	\$282,706.78	\$0.00	\$282,706.78	\$2,553.66	\$0.00	\$83,759.17	\$198,947.61	30%
5201	Training and Travel								
5201.000	Training and Travel	9,450.00	.00	9,450.00	.00	.00	(379.00)	9,829.00	-4
	5201 - Training and Travel Totals	\$9,450.00	\$0.00	\$9,450.00	\$0.00	\$0.00	(\$379.00)	\$9,829.00	-4%
5202	Uniforms								
5202.000	Uniforms	3,200.00	.00	3,200.00	.00	.00	.00	3,200.00	0
	5202 - Uniforms Totals	\$3,200.00	\$0.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0%
5204	Cell Phone Stipend								
5204.001	Cell Phone Stipend	.00	.00	.00	.00	.00	87.89	(87.89)	+++
	5204 - Cell Phone Stipend Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.89	(\$87.89)	+++
5206	Supplies								
5206.000	Supplies	7,000.00	.00	7,000.00	.00	.00	1,088.80	5,911.20	16
	5206 - Supplies Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$1,088.80	\$5,911.20	16%
5222	Postage								
5222.000	Postage	4,500.00	.00	4,500.00	.00	.00	1,989.44	2,510.56	44
	5222 - Postage Totals	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$1,989.44	\$2,510.56	44%
5223	Tools & Small Equipment								
5223.000	Tools & Small Equipment	1,000.00	.00	1,000.00	.00	.00	367.45	632.55	37
	5223 - Tools & Small Equipment Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$367.45	\$632.55	37%
5290	Other Expenses								
5290.000	Other Expenses	7,000.00	.00	7,000.00	.00	.00	16,320.00	(9,320.00)	233
	5290 - Other Expenses Totals	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$16,320.00	(\$9,320.00)	233%
	EXPENSE TOTALS	\$677,225.54	\$0.00	\$677,225.54	\$11,050.41	\$0.00	\$218,592.81	\$458,632.73	32%
	Sub-Department 804 - Services Totals	(\$677,225.54)	\$0.00	(\$677,225.54)	(\$11,050.41)	\$0.00	(\$218,592.81)	(\$458,632.73)	32%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 805 - Animal Control									
EXPENSE									
5110	Regular Salaries/Wages								
5110.001	Regular Salaries/Wages	44,030.70	.00	44,030.70	.00	.00	1,622.40	42,408.30	4
5110.002	Holidays	.00	.00	.00	.00	.00	162.24	(162.24)	+++
5110.004	Overtime	.00	.00	.00	.00	.00	60.84	(60.84)	+++
5110 - Regular Salaries/Wages Totals		\$44,030.70	\$0.00	\$44,030.70	\$0.00	\$0.00	\$1,845.48	\$42,185.22	4%
5120	Annual Leave								
5120.001	Annual Leave	2,614.00	.00	2,614.00	.00	.00	2,142.18	471.82	82
5120.002	SBS	2,858.92	.00	2,858.92	.00	.00	244.45	2,614.47	9
5120.003	Medicare	676.28	.00	676.28	.00	.00	57.82	618.46	9
5120.004	PERS	9,686.75	.00	9,686.75	.00	.00	406.00	9,280.75	4
5120.005	Health Insurance	27,917.64	.00	27,917.64	.00	.00	191.63	27,726.01	1
5120.006	Life Insurance	8.04	.00	8.04	.00	.00	.00	8.04	0
5120.007	Workmen's Compensation	1,237.14	.00	1,237.14	.00	.00	51.67	1,185.47	4
5120 - Annual Leave Totals		\$44,998.77	\$0.00	\$44,998.77	\$0.00	\$0.00	\$3,093.75	\$41,905.02	7%
5201	Training and Travel								
5201.000	Training and Travel	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0
5201 - Training and Travel Totals		\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
5202	Uniforms								
5202.000	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5202 - Uniforms Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5203	Utilities								
5203.001	Utilities	11,000.00	.00	11,000.00	.00	.00	3,580.10	7,419.90	33
5203 - Utilities Totals		\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$3,580.10	\$7,419.90	33%
5204	Telephone								
5204.000	Telephone	620.00	.00	620.00	.00	.00	269.67	350.33	43
5204 - Telephone Totals		\$620.00	\$0.00	\$620.00	\$0.00	\$0.00	\$269.67	\$350.33	43%
5206	Supplies								
5206.000	Supplies	4,500.00	.00	4,500.00	.00	.00	2,834.59	1,665.41	63
5206 - Supplies Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$2,834.59	\$1,665.41	63%
5207	Repairs & Maintenance								
5207.000	Repairs & Maintenance	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
5207 - Repairs & Maintenance Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
5208	Bldg Repair & Maint								
5208.000	Bldg Repair & Maint	10,423.00	.00	10,423.00	.00	.00	4,342.90	6,080.10	42
5208 - Bldg Repair & Maint Totals		\$10,423.00	\$0.00	\$10,423.00	\$0.00	\$0.00	\$4,342.90	\$6,080.10	42%
5212	Contracted/Purchased Serv								
5212.000	Contracted/Purchased Serv	8,000.00	.00	8,000.00	.00	.00	900.54	7,099.46	11
5212 - Contracted/Purchased Serv Totals		\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$900.54	\$7,099.46	11%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 805 - Animal Control									
EXPENSE									
5221	Transportation/Vehicles								
5221.000	Transportation/Vehicles	29,383.00	.00	29,383.00	.00	.00	11,200.00	18,183.00	38
	5221 - Transportation/Vehicles Totals	\$29,383.00	\$0.00	\$29,383.00	\$0.00	\$0.00	\$11,200.00	\$18,183.00	38%
5290	Other Expenses								
5290.000	Other Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0
	5290 - Other Expenses Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
	EXPENSE TOTALS	\$157,755.47	\$0.00	\$157,755.47	\$0.00	\$0.00	\$28,067.03	\$129,688.44	18%
	Sub-Department 805 - Animal Control Totals	(\$157,755.47)	\$0.00	(\$157,755.47)	\$0.00	\$0.00	(\$28,067.03)	(\$129,688.44)	18%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 806 - Jail									
EXPENSE									
5110	Regular Salaries/Wages								
5110.001	Regular Salaries/Wages	279,248.06	.00	279,248.06	2,696.40	.00	77,638.14	201,609.92	28
5110.002	Holidays	.00	.00	.00	385.20	.00	2,395.68	(2,395.68)	+++
5110.004	Overtime	.00	.00	.00	240.75	.00	5,426.42	(5,426.42)	+++
	5110 - Regular Salaries/Wages Totals	\$279,248.06	\$0.00	\$279,248.06	\$3,322.35	\$0.00	\$85,460.24	\$193,787.82	31%
5120	Annual Leave								
5120.001	Annual Leave	16,121.00	.00	16,121.00	.00	.00	7,968.33	8,152.67	49
5120.002	SBS	18,107.75	.00	18,107.75	203.66	.00	5,727.14	12,380.61	32
5120.003	Medicare	4,283.18	.00	4,283.18	48.17	.00	1,354.71	2,928.47	32
5120.004	PERS	61,434.62	.00	61,434.62	730.92	.00	19,263.94	42,170.68	31
5120.005	Health Insurance	162,757.92	.00	162,757.92	.00	.00	34,368.73	128,389.19	21
5120.006	Life Insurance	54.60	.00	54.60	.00	.00	19.54	35.06	36
5120.007	Workmen's Compensation	10,862.80	.00	10,862.80	129.24	.00	3,406.23	7,456.57	31
	5120 - Annual Leave Totals	\$273,621.87	\$0.00	\$273,621.87	\$1,111.99	\$0.00	\$72,108.62	\$201,513.25	26%
5201	Training and Travel								
5201.000	Training and Travel	6,810.00	.00	6,810.00	.00	.00	.00	6,810.00	0
	5201 - Training and Travel Totals	\$6,810.00	\$0.00	\$6,810.00	\$0.00	\$0.00	\$0.00	\$6,810.00	0%
5202	Uniforms								
5202.000	Uniforms	4,450.00	.00	4,450.00	.00	.00	.00	4,450.00	0
	5202 - Uniforms Totals	\$4,450.00	\$0.00	\$4,450.00	\$0.00	\$0.00	\$0.00	\$4,450.00	0%
5206	Supplies								
5206.000	Supplies	8,908.00	.00	8,908.00	.00	.00	365.37	8,542.63	4
	5206 - Supplies Totals	\$8,908.00	\$0.00	\$8,908.00	\$0.00	\$0.00	\$365.37	\$8,542.63	4%
5207	Repairs & Maintenance								
5207.000	Repairs & Maintenance	3,006.00	.00	3,006.00	.00	.00	.00	3,006.00	0
	5207 - Repairs & Maintenance Totals	\$3,006.00	\$0.00	\$3,006.00	\$0.00	\$0.00	\$0.00	\$3,006.00	0%
5212	Contracted/Purchased Serv								
5212.000	Contracted/Purchased Serv	61,200.00	.00	61,200.00	.00	.00	3,571.66	57,628.34	6
	5212 - Contracted/Purchased Serv Totals	\$61,200.00	\$0.00	\$61,200.00	\$0.00	\$0.00	\$3,571.66	\$57,628.34	6%
5223	Tools & Small Equipment								
5223.000	Tools & Small Equipment	2,227.00	1,481.90	3,708.90	.00	.00	1,481.90	2,227.00	40
	5223 - Tools & Small Equipment Totals	\$2,227.00	\$1,481.90	\$3,708.90	\$0.00	\$0.00	\$1,481.90	\$2,227.00	40%
5224	Dues & Publications								
5224.000	Dues & Publications	223.00	.00	223.00	.00	.00	.00	223.00	0
	5224 - Dues & Publications Totals	\$223.00	\$0.00	\$223.00	\$0.00	\$0.00	\$0.00	\$223.00	0%
5290	Other Expenses								
5290.000	Other Expenses	15,000.00	3,854.76	18,854.76	.00	.00	3,888.42	14,966.34	21
	5290 - Other Expenses Totals	\$15,000.00	\$3,854.76	\$18,854.76	\$0.00	\$0.00	\$3,888.42	\$14,966.34	21%
	EXPENSE TOTALS	\$654,693.93	\$5,336.66	\$660,030.59	\$4,434.34	\$0.00	\$166,876.21	\$493,154.38	25%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department	806 - Jail Totals	(\$654,693.93)	(\$5,336.66)	(\$660,030.59)	(\$4,434.34)	\$0.00	(\$166,876.21)	(\$493,154.38)	25%



Expense Budget Performance Report

Fiscal Year to Date 12/21/22
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Sub-Department 810 - Safety Boat									
EXPENSE									
5110	Overtime								
5110.004	Overtime	.00	.00	.00	.00	.00	535.28	(535.28)	+++
5110 - Overtime Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$535.28	(\$535.28)	+++
5120	SBS								
5120.002	SBS	.00	.00	.00	.00	.00	32.82	(32.82)	+++
5120.003	Medicare	.00	.00	.00	.00	.00	7.76	(7.76)	+++
5120.004	PERS	.00	.00	.00	.00	.00	117.76	(117.76)	+++
5120.007	Workmen's Compensation	.00	.00	.00	.00	.00	20.82	(20.82)	+++
5120 - SBS Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$179.16	(\$179.16)	+++
5206	Supplies								
5206.000	Supplies	5,000.00	.00	5,000.00	.00	.00	275.69	4,724.31	6
5206 - Supplies Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$275.69	\$4,724.31	6%
5207	Repairs & Maintenance								
5207.000	Repairs & Maintenance	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0
5207 - Repairs & Maintenance Totals		\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0%
5221	Transportation/Vehicles								
5221.000	Transportation/Vehicles	2,500.00	.00	2,500.00	.00	.00	163.18	2,336.82	7
5221 - Transportation/Vehicles Totals		\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$163.18	\$2,336.82	7%
5223	Tools & Small Equipment								
5223.000	Tools & Small Equipment	3,000.00	1,481.90	4,481.90	.00	.00	1,481.90	3,000.00	33
5223 - Tools & Small Equipment Totals		\$3,000.00	\$1,481.90	\$4,481.90	\$0.00	\$0.00	\$1,481.90	\$3,000.00	33%
EXPENSE TOTALS		\$15,000.00	\$1,481.90	\$16,481.90	\$0.00	\$0.00	\$2,635.21	\$13,846.69	16%
Sub-Department 810 - Safety Boat Totals		(\$15,000.00)	(\$1,481.90)	(\$16,481.90)	\$0.00	\$0.00	(\$2,635.21)	(\$13,846.69)	16%
Grand Totals		\$5,346,828.82	\$6,818.56	\$5,353,647.38	\$117,676.70	\$4,380.00	\$1,660,656.25	\$3,688,611.13	



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-184 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Approved the December 13 Assembly meeting minutes

Sponsors:

Indexes:

Code sections:

Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

CONSENT AGENDA

POSSIBLE MOTION

**I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEM A.**

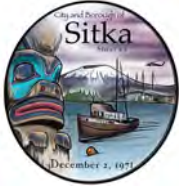
I wish to remove Item(s) _____

**REMINDER – When making the motion to approve the
consent agenda, please read the title 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 December 13
Assembly meeting minutes.



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 Kevin Mosher,
Vice Deputy Mayor Crystal Duncan,
Thor Christianson, Chris Ystad,
Timothy Pike*

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

Tuesday, December 13, 2022

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

JJ Carlson was appointed at item G and served for the remainder of the meeting.

Present: 7 - Christianson, Mosher, Eisenbeisz, Duncan, Ystad, Pike, and Carlson

V. CORRESPONDENCE/AGENDA CHANGES

[22-183](#)

Reminders, Calendars, and General Correspondence

No agenda changes.

VI. CEREMONIAL MATTERS

None.

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

Sitka School Board President Blossom Teal-Olson told of recent events.

[22-175](#)

Energy Transitions Initiative Partnership Project: Presentation from the

participating National Labs

Utility Director Scott Elder told of the Department of Energy grant the City had received, provided an overview, and introduced the panelists, Molly Greer and Amy Solana. Greer and Solana described the energy transitions initiative partnership project and goals: long-term planning to address anticipated energy needs, a strategy to minimize rate impacts on customers, solutions to bolster energy resilience and minimize climate impacts, and data to secure financing for energy investments.

VIII. PERSONS TO BE HEARD

Richard Wein commented on the Pearl Harbor Day Proclamation in correspondence, told of Sitka's fossil fuel dependence, and suggested limiting community growth. Valorie Nelson said she'd received feedback from citizens expressing disappointment she wasn't elected. She believed assembly members blocked the constituent's email and recommended a code change to prohibit such action. Scott Saline congratulated Tim Pike on being appointed and said Pike could explain the use of the ocean as an energy source.

IX. CONSENT AGENDA

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

Yes: 6 - Christianson, Mosher, Eisenbeisz, Duncan, Ystad, and Pike

Non-voting: 1 - Carlson

- A** [22-178](#) Approve the minutes of the November 22 Assembly meeting
- This item was APPROVED ON THE CONSENT AGENDA.**
- B** [22-176](#) Approve the following liquor license documents and forward these approvals to the Alcoholic Beverage Control Board without objection: 1) renewal applications for Allen Marine Tours at Finn Island, Pioneer Liquor Inc dba Pioneer Bar and Pioneer Liquor Store at 212 Katlian Street, and 2) a renewal application, transfer of ownership of ownership application, premises diagram, and restaurant designation permit application for the Channel Club at 2906 Halibut Point Road. Transfer of ownership is from The Channel LLC to ZenHen LLC.
- This item was APPROVED ON THE CONSENT AGENDA.**
- C** [22-182](#) Approve the Acting Administrator list for 2023: Amy Ainslie, Scott Elder, Melissa Haley, Michael Harmon, and Sara Peterson
- This item was APPROVED ON THE CONSENT AGENDA.**
- X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**
- D** [22-177](#) Reappoint Dave Gordon to a three-year term on the Port and Harbors Commission

From the public, Richard Wein thanked Gordon.

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

Yes: 6 - Christianson, Mosher, Eisenbeisz, Duncan, Ystad, and Pike

Non-voting: 1 - Carlson

XI. UNFINISHED BUSINESS:

- E** [ORD 22-30](#) Updating Title 6 “Business Licenses and Regulations” of the Sitka General Code by revising Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions”

Speaking in opposition were Neil McDermott, Karen Mead, Patrick Davis, Valorie Nelson, Bruce Conine, Jessie Natkong, Jeren Sumauang, Richard Wein, Brody Sumauang, Andy Nye, and Brianna Nye.

Administrator Leach explained the goal was to cover city expenses and to provide the best value of a city asset, owned by all citizens, back to the community. Many Assembly Members believed the proposed code to be a good starting point and reminded changes could be made after the first season. Christianson wondered about a multi-year permit and spaces to be designated and assigned to the highest bidder through an outcry auction.

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

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

No: 1 - Ystad

Non-voting: 1 - Carlson

XII. NEW BUSINESS:

- F** [22-179](#) Approve the request for proposals for rental of the Marine Service Center cold storage space and advertise for a 30-day period

Administrator Leach stated the City was requesting proposals from firms interested in leasing one half of Sitka’s Marine Service Center to provide and manage community cold storage and loading and unloading services to both private party interests and the seafood processing interest in the community. Leach said the current lease was covering expenses.

From the public, Richard Wein commented on the item.

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

Yes: 6 - Christianson, Mosher, Eisenbeisz, Duncan, Ystad, and Pike

Non-voting: 1 - Carlson

- G** [22-180](#) Appoint an assembly member to serve the remainder of Rebecca Himschoot's term until the results of the next regular election are certified on October 10, 2023 (individual will be sworn in if present)

A motion was made by Mosher to NOMINATE the six applicants who submitted letters of interest: JJ Carlson, Gregg Dunn, Steve Lee, Drew Thompson, Carol Voisin, and Richard Wein.

At the request of Christianson, applicants came forward to introduce themselves.

The Assembly expressed appreciation to those who applied. A voice vote was taken. JJ Carlson received 6 votes. Carlson took her oath of office and was seated.

- H** [22-181](#) Reassignment of Assembly Liaisons, where needed

Due to Rebecca Himschoot's resignation from the Assembly, the following liaison reassignments were made:

Historic Preservation - Carlson / Christianson
Police and Fire Commission - Pike / Mosher
Sustainability Commission - Mosher / Christianson
Tree and Landscape Committee - Carlson
School Board - Mosher / Pike

XIII. PERSONS TO BE HEARD:

Richard Wein said while he had not been appointed to the Assembly, he would continue to participate, thanked the local ATV group for plowing sidewalks, reminded of inflation, and said Sitka was expensive.

XIV. REPORTS

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

Mayor - Eisenbeisz told of his attendance at the Alaska Municipal League Conference. A report would follow.

Administrator - Leach reported on the Alaska Municipal League Conference and told of upcoming travel dates.

Liaison Representatives - Mosher reported on the Sustainability Commission meeting.

Clerk - Peterson told of upcoming meetings.

XV. EXECUTIVE SESSION

- I** [22-174](#) Financial Matter: Sales Tax Debt Settlement

A motion was made by Duncan to go into executive session to discuss settling a sales tax debt, under the statutory categories of discussing subjects that 1) the immediate knowledge of which would adversely affect the finances of the municipality, and 2) tend to prejudice the reputation and character of any

person, and invite in Finance Director, Melissa Haley and Brian Jardine of A-Z Sportfishing Charters, LLC, when ready. The motion PASSED by the following vote.

Yes: 7 - Mosher, Pike, Ystad, Christianson, Duncan, Eisenbeisz, and Carlson

Richard Wein commented.

The Assembly was in executive session from 9:15pm - 9:56pm. Brian Jardine was invited in from 9:43pm - 9:47pm.

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

XVI. ADJOURNMENT

A motion was made by Duncan to ADJOURN. Hearing no objections, the meeting ADJOURNED at 9:58pm.

ATTEST: _____

**Sara Peterson, MMC
Municipal Clerk**



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-185 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 12/20/2022 In control: City and Borough Assembly
On agenda: 12/27/2022 Final action:
Title: Appoint Andrew Callistini to an unexpired term on the Port and Harbors Commission
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Callistini](#)
[Callistini Port and Harbors](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO appoint Andrew Callistini to a three-year term on the Port and Harbors Commission.

DEC. 18, 2022



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

Board/Commission/Committee: Port and Harbors Commission
Name: Andrew Mark Callistini Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: [REDACTED]
Email Address: _____ Fax Number: _____
Length of Residence in Sitka: Jan. 2011 to present Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Self employed - Fisherman, f/v Palma Bay & own/operate Sitka Sound Hydraulics
Organizations you belong to or participate in: _____

Explain your main reason for applying:

I have an investment as do many other small boat operators within the Sitka harbor system and I believe drawing from past experience with marine construction, repair and usage E. COULD BE BENEFICIAL FOR THE PORT & HARBOR SYSTEM.

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

A history of working knowledge within the marine, port & harbor environment. A background in maintenance, construction and usage of a port and harbor system.

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.

Within the scope of my secondary business; Sitka Sound Hydraulics, I do occasionally make vessel visits for maintenance purposes that could exceed \$1000.

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: December 18, 2022

Signature: Andrew Mark Callistini

Andrew Callistini

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? X Yes ☐ No

Return to:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org

Hello

December 19, 2022

My Name Is Andrew Callistini.

I have been a resident of Sitka since January 2011. And with my wife own a home and reside at 106 Naomi Kanosh Ln. I have been a resident of Alaska since 2006. I have owned and operated a commercial troller In S.E. Alaska, since spring of 2005.

I am married to Donna Callistini (Dimond), since June 2011. I currently own and operate the commercial troll fishing vessel, Palma Bay which Is moored In A & B harbor. And In 2012 I started Sitka Sound Hydraulics, a small hydraulic repair and troll gurdie repair/rebuild shop, which I still operate.

I have an Interest In applying for the open Port and Harbors Commission position, recently vacated by Chris Ystad.

With my current endeavors within the community and past experiences I believe I could be an asset to the harbor board. And would like to be considered for the position.

Thank you

Andrew Callistini

Sitka

[REDACTED]

[REDACTED]

Andrew Callistini, [REDACTED]
[REDACTED]

Jan. 2011- Present- **Self Employed**

_Sitka, Ak.

Commercial Fisherman, Owner /Operator of the f/v Palma Bay- S.E. Troller.
Operate a small marine hydraulics & gurdie repair shop.

May 2008-2016 Port Armstrong salmon hatchery

Port Alexander, Ak.

Maintenance and New projects

Did mostly special projects with piping, tanks, flumes, weirs and building repair/remodel. Also, design and fabrication of UHMW plastic and aluminum equipment used within the hatchery processes. Held the maintenance manager position for a year, directing budget monies and crew. Developed preventative and reactive maintenance schedule for critical equipment, Including housing buildings, shops, outbuildings and structures; as In floating docks, piers and foot bridges. Maintained the primary hydro systems for both electric power source and water needs for the hatchery.

2003 to Jan. 2011 – **Greens Creek Mine**

Hawk Inlet, AK

Heavy Equip Mechanic/Welder/Fabricator

Acted as primary repair welder/fabricator for the surface mobile equipment shop. Secondary responsibilities included mechanical repair and replacement of hydraulic systems. Structural weld repair of crane booms, in compliance with federal standards. Large bulk of metal fabrication included the problem solving ideas from each department and turning them into a design, drawing and final product. Metal fabrication included working with aluminum, various steel alloys and stainless steel. The following represent the basic tasks performed on a regular basis: Light and medium metal lathe & vertical mill machining; line boring; loader bucket repair and reline; new design & fabrication projects with the various types of metal. Structural & mechanical repair on all Caterpillar & Volvo surface equipment. Also maintained & assumed "loadmaster" responsibility at the deepwater ship loader facility In Hawk Inlet.

Oct. 1999 to July 2003 - **Greens Creek Mine, Millwright**

Hawk Inlet, AK

Performed repairs, replacement and new metal fabrication of ore milling machinery (slurry or water pump rebuilds, grinding mill repairs or reline). Bearing analysis and replacement. Piping system Installation (welded & vic-groove bolt on), Planning and scheduling of "down" day job lists. Occasional supervisory relief.
Other duties: Load Master of the mill concentrate ship loader; overseer of loading ore concentrate onto large bulk cargo vessels for overseas customers.



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SHAUNA THORNTON PO Box 2156	907-598-1171 shaunat@gci.net	11/28/17 3/13/18 4/13/21	3/24/18 3/13/21 4/13/24	CHAIR
TAMY STEVENSON PO Box 6145	907-244-8853 blackdog.whitedog@gci.net	3/26/19 3/9/22	3/26/22 3/9/25	VICE-CHAIR
MICHAEL NURCO 617 Katlian Street A-6	907-738-0927 albatrossalaskacharters@gmail.com	11/11/15 12/12/17 1/12/21	7/8/17 12/12/20 1/12/24	
DAVE GORDON 717 Lake Street	907-738-0515 sitkadgordon@gmail.com	12/13/16 12/10/19 12/13/22	12/13/19 12/10/22 12/13/25	
TYLER GREEN 322 Wachussetts Street	907-738-5010 tgoceancowboy@gmail.com	2/12/19 6/11/19 8/9/22	6/14/19 6/11/22 8/9/25	
JORGEN ELIASON 131 Riggs Road	907-738-3334 jorgeneliason907@gmail.com	10/25/22	10/25/25	
<i>CHRIS YSTAD 104 Chirikov Drive</i>	<i>907-738-1560 fathom99835@yahoo.com</i>	<i>5/22/18 8/10/21</i>	<i>5/22/21 8/11/24</i>	<i>Resigned 10/11/22</i>
Stan Eliason Office: 617 Katlian Street	907-747-3439 w 907-738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblystad@cityofsitka.org			Assembly Liaison
Alicia Soto Harbor Office Manager	907-747-3439 w alicia.soto@cityofsitka.org			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May; 2nd Wednesday 6:00 p.m.
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: December 16, 2022



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 22-186 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Reappoint: 1) Christopher Spivey to a three-year term on the Planning Commission, 2) Joseph D'Arienzo to a three-year term on the Tree and Landscape Committee, 3) Scott Wagner to a three-year term on the Local Emergency Planning Commission, and 4) Jeff Budd to a three-year term on the Library Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion reappointments](#)
[Spivey Planning Commission](#)
[D'Arienzo Tree and Landscape](#)
[Wagner LEPC](#)
[Budd Library Commission](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

POSSIBLE MOTION

I MOVE TO reappoint:

1. Christopher Spivey to a three-year term on the Planning Commission,
2. Joseph D'Arienzo to a three-year term on the Tree and Landscape Committee,
3. Scott Wagner to a three-year term on the Local Emergency Planning Commission, and
4. Jeff Budd to a three-year term on the Library Commission.



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

Board/Commission/Committee: Planning & Zoning Commission
Name: Christopher Spivey Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone: _____
Email Address: [REDACTED] Fax Number: _____
Length of Residence in Sitka: 19 yrs Registered to vote in Sitka? ☒ Yes ☐ No
Employer: Arrowhead Transfer Inc

Organizations you belong to or participate in:
Planning & Zoning Commission

Explain your main reason for applying:

I have been apart of & chaired for P+Z for sometime. I enjoy being on the commission & giving back to my community

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

Chaired P+Z

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

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

None

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

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

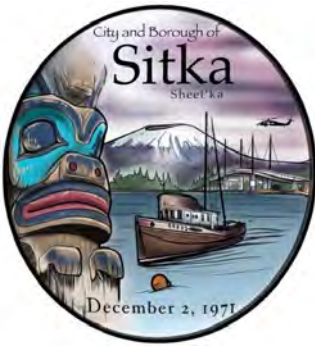
Date: 12/13/22 Signature: [Signature]

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:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org



PLANNING COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
CHRIS SPIVEY 109 Lillian Drive	738-2524 spi3050@yahoo.com	12/11/12 1/28/14 1/24/17 1/14/20	2/8/14 1/28/17 1/24/20 1/14/23	CHAIR
DARRELL WINDSOR PO Box 1973	738-4046 dwindsor@gci.net	6/28/11 6/24/17 7/25/17 8/11/20	6/28/14 6/24/17 7/25/20 8/11/23	VICE CHAIR
STACY MUDRY PO Box 1366	738-8693 stacym@sitkareadymix.com	8/27/19 8/23/22	8/27/22 8/25/25	
WENDY ALDERSON 714 Etolin Street	752-0246 wendyalderson@gci.net	9/22/20 5/11/22	5/14/22 5/11/25	
CATHERINE RILEY 1709 Halibut Pt Rd Spc 1	907-209-2019 katie.really@gmail.com	10/13/20	10/26/24	
Amy Ainslie Planning Director	747-1814 amy.ainslie@cityofsitka.org			Staff Liaison
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison

5 members from public, 3-year terms

Established by Ordinance 74-118/SGC2.18 & Charter Article VIII

Must be registered to vote

First and Third Wednesday at 7:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

CONFLICT OF INTEREST FORMS OATHS OF OFFICE

Revised: December 16, 2022



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

Board/Commission/Committee: SITKA TREE AND LANDSCAPE COMMITTEE
Name: JOSEPH D'ARIZZO Preferred Phone: [REDACTED]
Address: [REDACTED] Alternate Phone:
Email Address: [REDACTED] Fax Number:
Length of Residence in Sitka: 34 YRS. Registered to vote in Sitka? ☒ Yes ☐ No
Employer: SELF

Organizations you belong to or participate in:

TREE AND LANDSCAPE COMMITTEE / SITKA MARITIME HERITAGE SOCIETY

Explain your main reason for applying:

I BELIEVE THE T & L COMMITTEE DOES IMPORTANT WORK IN KEEPING SITKA A GREAT PLACE TO LIVE. GREEN SPACES AND ACCESSIBLE PUBLIC AREAS ARE VITAL TO COMMUNITY HEALTH.

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

I'VE BEEN A MEMBER SINCE INCEPTION SO I KNOW THE COMMITTEE'S IMPORTANCE. ALSO, BEING BOARD MEMBER OF SMHS PROVIDES ME WITH EXPERIENCE WORKING ON BOARDS AND COMMISSIONS.

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: 12/5/2022 Signature: Joe D'Arizzo

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:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org

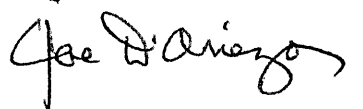
DECEMBER 5, 2022

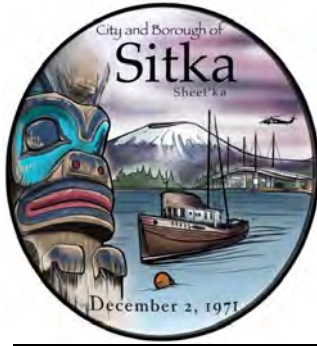
DEAR ASSEMBLY MEMBERS.

I'M WRITING YOU ASKING TO BE CONSIDERED FOR
RE-APPOINTMENT TO THE SITKA TREE AND LANDSCAPE
COMMITTEE. I HAVE BEEN ON THE COMMITTEE SINCE ITS
ESTABLISHMENT. AND STILL BELIEVE I HAVE VALUE TO OFFER.
WE ARE A VERY PRO-ACTIVE GROUP HELPING CITY STAFF
PLANTING AND MAINTAINING PUBLIC GREEN SPACES.

I STILL FEEL PASSIONATE ABOUT THIS WORK, WHICH I BELIEVE
IS ESSENTIAL TO THE WELLBEING OF OUR TOWN.

THANK-YOU

JOE D'ARINZO




TREE AND LANDSCAPE COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRE	CATEGORY
DEB MILLER 708 Lake St.	907-738-1175 sitkadjm@gmail.com	10/22/13 10/25/16 11/12/19 11/9/22	10/22/16 10/25/19 11/12/22 11/9/25	CHAIR
JOE D'ARIENZO 2219 SMC	907-419-0213 delsenzo@live.com	7/24/01 6/14/04 7/10/07 6/22/10 11/12/13 11/22/16 12/11/19	7/24/04 7/13/07 7/10/10 6/22/13 11/12/16 11/22/19 12/10/22	VICE CHAIR
LISA MOORE PO Box 2943	907-747-5534 907-738-3614 moorelisa719@gmail.com	7/24/01 7/10/07 9/25/07 10/26/10 11/12/13 11/22/16 11/12/19 10/25/22	7/24/04 7/13/07 9/25/10 10/26/13 11/12/16 11/22/19 11/12/22 10/25/25	SECRETARY
LIZ MCKENZIE PO Box 144	907-752-7046 c liz.creativeworks@gmail.com	12/8/15 12/20/18 12/28/21	12/8/18 12/20/21 12/28/24	
ELIAS ERICKSON 2908 Sawmill Creek Rd	907-738-0000 sitkaelias@gmail.com	5/11/22	5/11/25	
NOLAN SCHLERETH 15 Lifesaver Dr. Apt. B	781-420-0124 nolan124@gmail.com.	7/26/22	2/23/25	
<i>BRENNON O'CONNOR 110 College Drive Ste. 111</i>	<i>440-371-7913 boconno5@kent.edu</i>	<i>2/9/22</i>	<i>2/9/25</i>	
JJ Carlson 100 Lincoln Street	907-738-4190 assemblycarlson@cityofsitka.org			Assembly Liaison

MUNICIPAL STAFF SUPPORT

Michael Colliver 100 Lincoln Street	907-747-4039	michael.colliver@cityofsitka.org	Building, Grounds and Parks Supervisor
--	--------------	----------------------------------	---

Established by Ord. 01-1625; revised by Ord. 03-1718
 7 members 3-year terms
 Meets: 2nd Wednesday, 5:00 p.m.

Revised: December 16, 2022

State of Alaska
LOCAL EMERGENCY PLANNING COMMITTEE
INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Scott Wagner

Mailing address: [REDACTED]

Residence address: Same

Day phone: [REDACTED] Home Phone (optional): [REDACTED]

Where employed: NSRAA Job title: General Manager

LEPC category/seat that applicant seeks: 5 owners/operators of facilities

Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Envt/Hospital, and Transportation Personnel, 3) Media/Broadcast, 4) Community Groups, 5) Owners/Operators of Facilities, 6) Members of the Public, 7) LEPC Information Coordinator/SERC liaison

New applicant ☐ Renewal ☒ Regular member ☐ Alternate member ☐

Qualifications for this category: See letter of interest.

Organizations in which applicant participates (that are pertinent to the application): GPIB + Sitka AC

Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.

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 ☐

I hereby certify that the above information is correct and that I have not misrepresented myself.

Scott Wagner
Signature

12/20/22
Date

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Return to:

Melissa Henshaw, Deputy Clerk
100 Lincoln Street
Fax: 907-747-7403
Email: clerk@cityofsitka.org

NORTHERN



SOUTHEAST REGIONAL AQUACULTURE ASSOCIATION, INC.

December 20, 2022

To: Local Emergency Planning Committee

RE: Letter of Interest for reappointment to LEPC

I would like to be considered for reappointment to the LEPC as a category 5 member (Owners/Operators of Facilities). I have been a resident of Sitka for over 30 years and employed with NSRAA for 30 years as well. I am currently General Manager at NSRAA and feel that I would be a well-qualified candidate for reappointment.

NSRAA is already involved with emergency planning with the city due to the location of our hatchery locations at Sawmill Cove Industrial Park and Medvejie. We are a primary contact in the City of Sitka's Blue Lake Emergency Action Plan. In addition it would be beneficial for NSRAA to be involved with emergency planning at the city level due to our widely scattered location of projects. During an emergency (tsunami, earthquake, etc...) we may have anywhere from 20 to 30 people at remote hatcheries and field camps who may need assistance in the event of a disaster.

Thank you for your time and consideration for reappointment to the LEPC.

Scott Wagner

General Manager



LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
CRAIG WARREN, CHAIR	907-747-3233	craig.warren@cityofsitka.org	Permanent	Fire Chief*	2
GEORGE BENNETT JR. 225 Tongass Drive	907-966-8916	gbennett@searhc.org	3/28/17 3/24/20	3/28/20 3/24/23 Revised: October 12, 2022	2
SHANNON FREITAS 222 Tongass Drive	907-966-8511	shannonf@searhc.org	3/28/17, 4/14/20	3/28/20, 4/14/23	2
GERALDINE LAUX 4260 Halibut Point Road	406-390-3328	bolaux123@gmail.com	3/9/21	3/9/24	2
BECKY MEIERS 2 Lincoln Street Ste. B	907-747-5877	generalmanager@kcaw.org	12/11/18, 12/28/21	12/11/21, 12/28/24	3
AMY ZANUZOSKI 113 Metlakatla Street	907-966-8237	amyz@scpsak.org	6/12/18, 6/22/21	6/12/21, 6/22/24	4
JUSTIN MULLENIX 503 Marine Street	907-290-4306 907-623-8155 h	justin.mullenix2.mil@mail.mil	2/25/20	2/25/23	4
MIM MCCONNELL 606A Sawmill Creek Road	907-738-2888	sitkamim@gmail.com	3/24/20	3/24/23	4
TRISH WHITE 117 Granite Creek Road	907-747-8006X202 w; 907747-5976 h	trish@whitesalaska.com	3/10/09, 3/13/12 3/24/15, 3/27/18, 4/13/21	3/10/12, 3/15/15 3/24/18, 3/27/21, 4/13/24	5
SCOTT WAGNER 304 Nicole Drive	907-747-3791 h 907-738-2729 c	scott_wagner@nsraa.org	11/12/13, 12/27/16 1/14/20	11/12/16, 12/27/19 1/14/23	5
MARY ANN HALL 2037 Halibut Point Road	907-752-7275	jary_1@icloud.com	8/23/11, 8/12/14 8/8/17, 7/28/20	8/23/14, 8/12/17 8/8/20, 7/28/23	6
JOEL HANSON 417 Arrowhead Street	907-747-9834	captainjoel@alaskan.com	2/25/20	2/25/23	6
ROBERT HATTLE PO Box 2676	907-738-2230	rhattle@mac.com	3/24/20	3/24/23	6
ROBERT BATY	907-747-3245	robert.baty@sitkapd.org	Permanent	Interim Police Chief*	2
LANCE EWERS	907-747-3245	lance.ewers@sitkapd.org	Permanent	Law Enforcement*	2
JENNIFER KLEJKA	907-747-3233	jennifer.klejak@cityofsitka.org	Permanent	LEPC Coordinator*	7
KEVIN MOSHER 100 Lincoln Street	907-752-0467	assemblymosher@cityofsitka.org	Non-Voting	Assembly Liaison	1
CRYSTAL DUNCAN PO Box 174	907-738-1910	assemblyduncan@cityofsitka.org	Non-Voting	Alternate Assembly Liaison	1
Chris Turner	907-747-3233	chris.turner@cityofsitka.org		Secretary	

*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission. Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441 and 99-727. Meeting: Second Thursday, noon – Harrigan Centennial Hall. **Quorum Requirement:** At least one member from four different categories must be present. **Categories as follows:** **1)** Elected local officials **2)** Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel **3)** Media/ Broadcast **4)** Community Groups **5)** Owners/Operators of Facilities **6)** Members of the Public **7)** LEPC Information Coordinator/ SERC liaison



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

Board/Commission/Committee: Library Commission

Name: Jeff Budd Preferred Phone: _____

Address: _____ Alternate Phone: _____

Email Address: _____ Fax Number: _____

Length of Residence in Sitka: _____ Registered to vote in Sitka? ☒ Yes ☐ No

Employer: _____

Organizations you belong to or participate in:

Sitka Rotary Club

Explain your main reason for applying:

I am a firm believer in the value of libraries and their critical purpose and need in our communities.

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

If approved this will be my second term on the Library Commission. When I lived in Ketchikan I was on the library board there.

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: 12/16/2022 Signature: Jeff Budd

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:

Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street

Fax: 907-747-7403 Email: clerk@cityofsitka.org

Sitka, AK99835

To: City of Sitka

Topic: Letter of Interest for Sitka Public Library Commission membership Date: 16 Dec 2022

Dear City of Sitka,

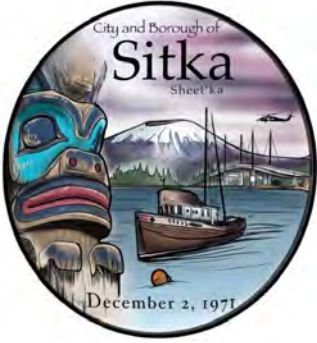
I am applying to renew my membership on the City of Sitka Library Commission. I am interested in continuing to participating with this group as I am strong believer in what a good public library brings to a community. In my experience the Sitka Public Library is an excellent library. My interactions with the staff and public over the past twenty-eight years have been nothing but positive. I use the library for research for work and pleasure, to meet other community members, and recently to introduce my granddaughter to books and the joy of reading.

I feel qualified to be on this commission as I have a variety of experiences, as seen on my resume with other boards and commissions. I worked for twenty-five years with youth and adults in the areas of education, prevention, and treatment of drug and alcohol abuse (not seen on my brief resume). I was a part time staff for the Kettleton Library several years ago as an aide to the Youth Librarian, and while living in Ketchikan I was on their library board.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Ruel". The signature is written in a cursive, flowing style.



LIBRARY COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
NICOLE FILIPEK PO Box 251	206-769-3685 nicolefilipek@gmail.com	2/14/17 3/10/20	2/14/20 3/10/23	Chair
JEFF BUDD 100 Lincoln Street	907-747-4821 jbudd3500@gmail.com	6/23/20	1/28/23	Vice Chair
MARGIE ESQUIRO 108 Sand Dollar Drive	907-752-0567 907-747-6874 margieesquiro@gmail.com	12/8/20	12/8/23	Secretary
THOMAS MARTIN 700 Etolin Street	253-666-3399 tomdmartin11@gmail.com	10/14/21	10/14/24	
SANDRA FONTAINE PO Box 2114	907-623-0444 thimbleberrysam@gmail.com	3/22/22	3/22/25	
ALLISON LAWRIE 100 Kaasda Heen Circle	907-738-1064 allison.lawrie@gmail.com	4/13/22	4/13/25	
<i>DARRYL REHKOPF 210 Observatory Street</i>	<i>907-738-5629 darrylrehkopf@hotmail.com</i>	<i>8/22/17 5/14/19</i>	<i>4/12/19 5/14/22</i>	
Crystal Duncan PO Box 174	907-738-1910 assemblyduncan@cityofsitka.org			Assembly Liaison
Elizabeth O'Donnell				Emeritus Member
Alice Johnstone				Emeritus Member

7 Members from Public 3-year terms
 Established by Ordinance 72-50, Ord. 03-1730 added 2 more members
 First Wednesday of the Month, 6:00 p.m.

OATH OF OFFICE REQUIRED

Revised: December 16, 2022



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-31 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Amending Title 6 "Business Licenses and Regulations" of the Sitka General Code by updating Chapter 6.19 "Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles" regarding the electric vehicle incentive

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2022-31](#)
[Memo Ord 2022-31 electric vehicle incentive](#)
[Ord 2022-31](#)
[New Sitka General Code 6.19](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Sponsors: Christianson / Pike

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-31 on first reading amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” regarding the electric vehicle incentive.

Note:

- This ordinance would amend Ordinance 2022-30 which was approved on 12/13/22 and is in the process of being codified. The online version of SGC does not reflect the changes approved in Ordinance 2022-30.
- A pdf of the “new” SGC 6.19 is included for reference.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: Thor Christianson, Tim Pike Assembly Members

Date: December 20, 2022

Subject: Electric vehicle incentive.

Background

On December 13 the Assembly passed a sweeping change to how vendors and vehicles would be governed at the HCH. At the time a number of changes were suggested, but at the request of city staff, no changes were made in order to move the process along in time for next year's tourist season. This ordinance addresses one of those changes, the electric vehicle incentive.

Analysis

One of the biggest complaints about the vehicles used in the tourism industry is the pollution, smell and noise they generate. Since Sitka currently has close to 100% renewable electricity generation, it is beneficial to encourage electric vehicles. This ordinance would change the discount for electric vehicles at HCH from 50% to 100%.

Fiscal Note

This should have a limited impact on the amount of fees collected for the next few years, as there are currently little or no electric vehicles in use now in the industry. If we have a large buy-in by the operators, we may have to revisit this at some time in future. By that point, incentives will most likely not be needed any more.

Recommendation

Our recommendation is to pass this ordinance for the following reasons: 1) It provides an incentive for vehicle users to switch to electric vehicles, 2) it will result in increased power sales, and 3) it will reduce some of the negative effects of the tourist industry on Sitka's residents.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022- 31

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 6
“BUSINESS LICENSES AND REGULATIONS” OF THE SITKA GENERAL CODE BY
UPDATING CHAPTER 6.19 “REGULATION OF COMMERCIAL OPERATORS SELLING
ORGANIZED EXCURSIONS OR RENTING EQUIPMENT FOR ORGANIZED
EXCURSIONS AND LOADING/UNLOADING COMMERCIAL VEHICLES” REGARDING
THE ELECTRIC VEHICLE INCENTIVE**

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 change the loading/unloading permit fees reduction for vehicles powered by electricity from 50% to 100%. The intent of this ordinance is to incentivize the use of vehicles powered by electricity.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 6, entitled “Business Licenses and Regulations”, Chapter 6.19, entitled “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles”, be amended by updating Section 6.19.040, entitled “Permit required for commercial vehicles loading/unloading in certain areas”, is revised to read as follows (deleted language stricken, new language underlined):

Title 6

BUSINESS LICENSES AND REGULATIONS

Chapters:

- 6.04 Nonresident Business License**
- 6.08 Junkyards**
- 6.12 Mobile and Manufactured Homes and Mobile and Manufactured Home Park**
- 6.16 Sales on Public Property**
- 6.19 Regulation of Commercial Operators Selling Organized Excursions or
Renting Equipment for Organized Excursions and Loading/Unloading
Commercial Vehicles**
- 6.20 Pawnbrokers**

* * *

Chapter 6.19

**REGULATION OF COMMERCIAL OPERATORS SELLING ORGANIZED EXCURSIONS
OR RENTING EQUIPMENT FOR ORGANIZED EXCURSIONS AND
LOADING/UNLOADING COMMERCIAL VEHICLES**

Sections:

6.19.010 Introduction.

6.19.020 Definitions.

6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.

6.19.040 Permit required for loading/unloading commercial vehicles in certain areas.

6.19.050 Penalties.

6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.

* * *

6.19.040 Permit required for commercial vehicles loading/unloading in certain areas.

* * *

C. Fees. There is no fee for applying for a permit. However, the applicant shall pay all costs and expenses required by or related to its application, which are non-refundable by the city and borough whether the permit is denied or granted. If the permit is granted, the permittee shall pay a permit fee for each vehicle as follows; under seven passengers \$250, seven to fifteen passengers \$500, sixteen to twenty-nine passengers \$750, thirty or more passengers \$1,000. The permit fee shall be reduced by ~~50~~100% for any vehicle powered by electricity. Payment shall be made before the permit is issued or the permit shall be forfeited.

* * *

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 10th day of January, 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 12/27/2022

2nd and final reading: 1/10/2023

Sponsors: Christianson/Pike

Title 6
BUSINESS LICENSES AND REGULATIONS

Chapters:

- 6.04 Nonresident Business License**
- 6.08 Junkyards**
- 6.12 Mobile and Manufactured Homes and Mobile and Manufactured Home Park**
- 6.16 Sales on Public Property**
- 6.19 Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles**
- 6.20 Pawnbrokers**

* * *

Chapter 6.19
REGULATION OF COMMERCIAL OPERATORS SELLING ORGANIZED EXCURSIONS
OR RENTING EQUIPMENT FOR ORGANIZED EXCURSIONS AND
LOADING/UNLOADING COMMERCIAL VEHICLES

Sections:

- 6.19.010 Introduction.**
- 6.19.020 Definitions.**
- 6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.**
- 6.19.040 Permit required for loading/unloading commercial vehicles in certain areas.**
- 6.19.050 Penalties.**
- 6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.**

* * *

6.19.010 Introduction.

Crescent Harbor is owned by the state of Alaska and the city and borough and operated by the city and borough. The city and borough owns property near Crescent Harbor including the tendering facilities, dock, ramps, shelters, and adjoining parking lots. The city and borough also owns Harrigan Centennial Hall (HCH) including the adjoining plaza the adjoining parking lots. The city and borough also owns the dock known as the O'Connell Bridge Tendering Facility including the ramp and adjoining parking lots. The lands and facilities described in this section are the areas subject to this chapter. In adopting this chapter, the city and borough is exercising its proprietary interests as an owner and operator on all city and borough-owned property, including future tendering facilities, as well as its police powers in the interest of public safety and order. Nothing in this chapter, however, limits the city and borough's ability to further exercise its proprietary powers as it deems necessary to protect its interests or those of the public.

6.19.020 Definitions.

The following words and phrases, when used in this chapter, have the following meanings:

- A. "Commercial operations involving organized excursions" means any business, commercial entity, or for-profit enterprise offering: tours on foot; tours or trips by a wheeled vehicle, vessel, aircraft, or watercraft propelled by animal power, human power, engines, motors, or other

motive power; any trip or tour involving the taking of one or more passengers for hire for the purpose of sightseeing, fishing, hunting, visits to natural and cultural displays; any other tour as may be offered by a business operating within the city and borough of Sitka, Alaska; or the rental or sale of any equipment to be used in any trip or tour described in this sentence, whether or not that trip is guided. Methods of transportation used in commercial operations involving organized excursions include but are not limited to: buses, aircraft, vans, pedicabs, bicycles, carriages, kayaks, boats, or walking tours. The rules of conduct and the permit requirements set out in this chapter apply to taxicabs that conduct tours.

B. “Commercial vehicle loading/unloading” means the loading and/or unloading of a vehicle used by commercial operations involving organized excursions in the areas subject to this chapter.

C. “HCH manager” means the city and borough employee who is the manager of Harrigan Centennial Hall and the adjoining plaza, and designated to administer this chapter.

D. “HCH plaza” means the property owned by the city and borough adjoining HCH made up of decorative walkways and gathering places between HCH, and the adjoining parking lots and waterfront.

E. “Permittee” and “permit holder” mean the business entity or its authorized representative conducting commercial operations involving organized excursions or conducting commercial vehicle loading/unloading.

F. “Person” means a natural person, partnership, corporation, limited liability company, association, or other entity organized for a common purpose.

G. “The city and borough” means the city and borough of Sitka, Alaska.

H. “Vehicle” means a device in, upon or by which a person or property may be transported or drawn including devices moved by human, animal, mechanical or other power source.

6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.

A. General. No person shall sell, offer to sell, solicit to sell, take orders to sell, or conduct commercial operations involving organized excursions in the areas subject to this chapter except as authorized by a valid permit obtained from the city and borough pursuant to this chapter. A permit issued pursuant to this section shall be called a “commercial operations permit.” A permit issued pursuant to this section may contain conditions reasonably required for the protection and use of the city and borough land and facilities for which the permit is granted, including limitations as to time, area, equipment, user loading, traffic, parking, discharges, noise, and other factors. Commercial operations involving organized excursions may only be conducted in spaces designated and assigned to commercial operations permit holders by the HCH manager in accordance with this chapter.

B. Terms.

1. A commercial operations permit shall be valid for the period from April 1st through December 31st of the calendar year issued (the “permit term”), except permits issued under subpart (C)(7) in this section below which shall be valid from April 1st through October 15th, unless sooner suspended, revoked, or terminated.

2. Permits are not renewable. Issuance of a permit shall not entitle the permit holder to any priority or preferential consideration for subsequent, new, or additional permits for the same or related uses or areas. A new application must be submitted each year for each permit.
3. A commercial operations permit, or any rights or privileges thereunder, may not be assigned or transferred.
4. Acceptance of a permit by the permittee shall constitute an agreement and acknowledgment by such permittee that the permittee has no property right in the permit.
5. Acceptance of a permit by the permittee shall constitute an agreement and acknowledgment by such permittee that the permittee shall indemnify and hold the city and borough, its elected and appointed officers, its employees, and its agents harmless from and against any and all loss, damage or expense for any injury to or death of any person or persons, or for damage to property, resulting from or arising out of any act or omission of such permittee, or any of the permittees' employees, agents, representatives, customers, or contractors.
6. The city and borough, its elected and appointed officers, its employees, and its agents make no representations concerning and assume no responsibility for or regarding any goods or services sold or activities by any permittee, or any of permittee's employees, agents, representatives, contractors, or customers.

C. Limitations.

1. To be eligible for a permit, an applicant must:
 - a. Hold a current Alaska business license;
 - b. Maintain a place of business under the name on the Alaska business license within the boundaries of the city and borough; and
 - c. Maintain a year-round place of business and mailing address in the city and borough, and must designate a single individual by physical address, mailing address and phone number in the city and borough upon whom service of notices and legal proceedings may be made. Service of any notice concerning the permit to that person shall be legal and sufficient notice to any of the holders, owners or any other with an interest in the permit. The HCH manager must be notified in writing no less than ten days before there is a change in the name, address, or phone number of the designated person for a permit. Failure to timely notify the HCH manager shall be considered a violation of the permit.
2. A person with an overdue debt with the city and borough, of any kind whatsoever, is ineligible for a permit.
3. No permit may be issued under this section to a person whose last permit issued under this section was revoked within two calendar years before April 1st of the current permit term, unless upon appeal issued by the city and borough administrator for good

cause shown by the applicant with no further administrative appeal available by the city and borough.

4. Permittees may conduct business during the permit term, except during special events when prior notice is given to the permittees by the city and borough.

5. Signs:

- a. Any signs, vehicles and vessels used by permittees in an area regulated by this chapter must be in compliance with the law.
- b. All signs must be freestanding, portable or mobile. Freestanding, portable or mobile signs are limited to one per permittee, and shall not be more than three feet wide and four feet from the ground, and shall only be posted in the assigned space.
- c. All vehicles must be operational at all times.
- d. Unless otherwise permitted, all signs, vehicles, and equipment must be removed from any area for which the city and borough is responsible at the end of each business day.

6. Commercial solicitation/sales spaces. Spaces within the HCH plaza may be designated and assigned to commercial operations permit holders, during the permit term, to accommodate the solicitation and sale of excursions offered by the permit holders. These spaces will be designated and assigned by the HCH manager to the highest bidders in accordance with sealed bid procedures established by the HCH manager and approved by the city and borough administrator. The minimum bid is \$2,500, which must be deposited with the sealed bid and will only be returned if the bid is unsuccessful. Businesses permitted to occupy these spaces will be allowed to apply for and obtain a permit for a space under subpart (C)(7) of this section and must pay the required fees for any space assigned.

7. Commercial outfitter spaces. Spaces within the HCH plaza may be designated and assigned to commercial operations permit holders, from April 1st through October 15th of the permit term, to accommodate vehicles, equipment, and operations that are necessary for customer outfitting and rental of equipment to be used in an excursion offered by a permittee or used by a customer. These spaces will be designated and assigned by the HCH manager to the highest bidders in accordance with sealed bid procedures established by the HCH manager and approved by the city and borough administrator. The minimum bid is \$5,000, which must be deposited with the sealed bid and will only be returned if the bid is unsuccessful. Vehicles used by the permittee in the assigned space may remain overnight from April 1st through October 15th of the permit term, but must be moved upon prior notice by the city and borough for special events. Businesses permitted to occupy these spaces will be allowed to apply for and obtain a permit for a space under subpart (C)(6) of this section and must pay the required fees for any space assigned.

D. Fees. There is no fee for applying for a permit. However, the applicant shall pay all costs and expenses required by or related to its application, which are non-refundable by the city and borough whether the permit is denied or granted. If the permit is granted, the permittee shall pay a permit fee for the space assigned to the permittee in accordance with this section before business can be conducted under the permit, but payment shall be made before the permit is

issued and no longer than ten days after the permit is granted, or the permit shall be forfeited. In addition to the applicable permit fee required by this section, the permittee shall pay a permit fee required by section 6.19.040 for each vehicle loading/unloading for the permitted business.

E. Application. A person or business entity seeking a permit shall file a written application on a form provided by the city and borough, and follow the application procedures established by the HCH manager and approved by the city and borough administrator. The application shall contain the following information:

1. Name, address, telephone number and email address of the applicant and all principals of the business;
2. Name, address, telephone number, and email address of contact person for the business;
3. The experience of the applicant in the transportation of passengers;
4. A list of vehicles and description by year, make, model, color, license number and registration number (DMV);
5. A statement, from the state of Alaska, that the applicant has not been convicted of any felony or the following misdemeanor offenses within the preceding five years:
 - a. Prostitution or the promotion of prostitution;
 - b. Sale, transportation, possession, or use of any controlled substance as defined in Sections 11.71.140 through 11.71.190 of the Alaska Statutes;
 - c. Any offense which includes as an element the use or threat of force upon a person;
 - d. Burglary, theft, fraud, or embezzlement;
 - e. Any sexual offenses;
6. Description of commercial operations; and
7. An acknowledgment by the applicant that applicant agrees to be bound by all of the terms, conditions and provisions set forth in this chapter, and such additional terms and conditions as may be set forth in the permit application process or by the HCH manager.

F. Insurance and Indemnification.

1. Prior to issuance of a permit, the permittee must provide the HCH manager with a broker's certificate of insurance showing that the permittee has obtained public liability insurance in the amount and for the risks determined by the city and borough for the proposed use. The certificate must establish that the city and borough is named as additional insured on the policy and that the insurer shall notify the city and borough within thirty days if the policy is modified, canceled, or terminated.

2. Permittees, upon acceptance of a permit, shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the city and borough from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the intentional misconduct or gross negligence of the city or borough.

G. Issuance of Permit. After review of the application by the HCH manager or his/her written designee, the HCH manager or his/her written designee shall only grant the application upon finding that the applicant for the permit is fit, willing, and able to comply with the law and that granting the permit satisfies public convenience and necessity. The permit shall state the name and address of the applicant, the date of issuance, the vehicles authorized under the permit, and such additional terms, conditions, provisions and limitations deemed appropriate as to public health, safety, and welfare. No permit shall be considered to have been issued until it has been signed by the HCH manager or his/her written designee. In making the above-mentioned findings of public convenience and necessity, the HCH manager shall take into consideration the character, experience, and responsibility of the applicant, and the public health, safety, and welfare. A decision to deny an application for a permit may be appealed by the applicant to the city and borough administrator no later than seven days after notice of denial is delivered to the applicant. Notice sent to the applicant's address stated in the application shall constitute delivery. The notice shall include a brief statement of facts giving reason for the denial. The applicant shall have an opportunity to be heard at an informal hearing and shall have the right to call or cross-examine witnesses. Relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a common law or statutory rule that makes improper the admission of evidence over objection in a civil action. Hearsay evidence may be used to supplement or explain direct evidence, but is not sufficient by itself to support a finding unless it would be admissible over objection in a civil action. The administrator shall issue a written decision. An appeal from the decision of the city and borough administrator may be taken to the superior court for the state of Alaska no later than thirty days after the administrator sends notice of such denial to the applicant.

H. Fraud. Misrepresentation or false advertising will not be tolerated. Any person issued a permit under this section who commits any act of fraud, cheating or misrepresentation, whether through the permittee or through an employee, agent, or representative thereof, while performing an activity provided for or authorized by the permit, directly or indirectly, or who shall barter, sell, or peddle any goods, upon public property other than those specified and authorized in their permit, can face revocation as provided in subsection I of this section.

I. Suspension and Revocation. A permit may be suspended by the HCH manager without advance notice for a period not to exceed ten days if any activities conducted under the permit present an immediate danger to the public health, welfare, or safety. All other suspensions and revocations shall be handled by the city and borough administrator or his/her written designee. The city and borough administrator or his/her written designee may at any time suspend or revoke a permit issued under this section for noncompliance with any term, condition, or provision of the permit, or violation of any provision of this section or other applicable local, state, or federal law, ordinance or regulation. The city and borough administrator or his/her written designee may also suspend or revoke such a permit upon a determination that the operation of the permittee is causing a hazard, or a disruption of pedestrian, vehicular, or watercraft traffic, or that the area affected by the permit is required for another public purpose, or for other reasons. The permittee shall be given prior written notice of the proposed suspension or revocation of the permit which includes written findings as to noncompliance with

the permit. If so requested by such permittee, not later than five days after the date of the written notice of proposed suspension or revocation, the permittee may appeal the decision of the administrator or written designee to a hearing officer selected by the administrator. The notice shall include a brief statement of the facts giving reason for the proposed suspension or revocation. The applicant shall have an opportunity to be heard at an informal hearing and shall have the right to call or cross-examine witnesses. Relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a common law or statutory rule that makes improper the admission of evidence over objection in a civil action. Hearsay evidence may be used to supplement or explain direct evidence, but is not sufficient by itself to support a finding unless it would be admissible over objection in a civil action. The administrator shall issue a written decision. Appeal from a hearing officer's decision may be made no later than thirty days after such decision to the superior court for the state of Alaska sitting in Sitka. Justifications for revocation can include but are not limited to: verified complaints from customers in which services were verbally or otherwise contracted for, but not received from the permit holder or the permit holder's business; physical touching, grabbing, yelling, or shouting to a degree that would constitute disorderly conduct under AS 11.61.110, in an attempt to convince potential customers to purchase services or equipment; interference with competing commercial operators, HCH staff, or harbor department staff; failure to comply with reasonable directions of the HCH manager or staff, the harbormaster or staff, or a police officer; or, conviction of any offense listed in subsection E(6) of this section. No permit may be issued to a person whose last permit issued under this section was revoked within two calendar years before April 1st of the current permit term, unless issued by the city and borough administrator for good cause shown by the applicant with no further administrative appeal available by the city and borough.

6.19.040 Permit required for commercial vehicles loading/unloading in certain areas.

A. General. No person shall operate, park, stand, or stop a commercial vehicle, or cause or direct the same, within the designated loading/unloading areas at the HCH plaza and the O'Connell Bridge Tendering Facility, except as authorized by a valid permit issued by the HCH manager or his/her written designee pursuant to this section. A permit issued pursuant to this section shall be called a "commercial vehicle loading/unloading permit." Permit holders may only use areas designated for commercial vehicle loading/unloading by the HCH manager, as approved by the city and borough administrator. The applicant must display a sticker issued by the HCH manager in the lower right corner of the front windshield of the vehicle, or as specified by the HCH manager.

B. Incorporation of applicable provisions from section 6.10.030. The following subparts of section 6.10.030, as they presently exist or as they may be revised in the future, are incorporated by reference in this section: subparts (B)(1) – (6) "Terms," subparts (C)(1) – (4) "Limitations," subparts (E)(1)-(7) "Application," subpart (F) "Insurance and Indemnification" (for motor vehicle liability insurance), subpart (G) "Issuance of Permit," subpart (H) "Fraud," and subpart (I) "Suspension and Revocation." The provisions hereby incorporated in this section shall be interpreted and applied to best accommodate and control the permitted motor vehicles loading/unloading in the designated areas.

C. Fees. There is no fee for applying for a permit. However, the applicant shall pay all costs and expenses required by or related to its application, which are non-refundable by the city and borough whether the permit is denied or granted. If the permit is granted, the permittee shall pay a permit fee for each vehicle as follows; under seven passengers \$250, seven to fifteen passengers \$500, sixteen to twenty-nine passengers \$750, thirty or more passengers \$1,000.

The permit fee shall be reduced by 50% for any vehicle powered by electricity. Payment shall be made before the permit is issued or the permit shall be forfeited.

D. The staging of vehicles for commercial vehicle loading/unloading for commercial operations involving organized excursions is prohibited within Crescent Harbor and HCH Plaza parking lots and the O'Connell Bridge Tendering Facility parking lots. Such vehicles will only be allowed in when actively loading/unloading.

6.19.050 Penalties.

A. Conducting commercial operations involving organized excursions in violation of a permit issued under section 6.19.030 and loading/unloading a commercial vehicle in violation of a permit under section 6.19.040 are punishable by a fine of two hundred fifty dollars for a first offense and a fine of five hundred dollars for a second or subsequent offense. Such fines are separate from any suspension or revocation imposed pursuant to Section 6.19.030(l).

B. Conducting commercial operations involving organized excursions without a permit issued under section 6.19.030 and loading/unloading a commercial vehicle without a permit issued under section 6.19.040 are punishable by a fine of two hundred fifty dollars for a first offense, and a fine of five hundred dollars for a second or subsequent offense. A second or subsequent offense shall also bring the loss of the privilege of receiving such a permit for two calendar years.

6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.

Except as otherwise permitted by this chapter, no person may distribute commercial handbills or leaflets, or place commercial advertisement signs in the areas subject to this chapter.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-32 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Amending Title 6 "Business Licenses and Regulations" of the Sitka General Code by updating Chapter 6.19 "Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles" by increasing the permit fee for thirty or more passenger vehicles

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2022-32](#)
[Memo Ord 2022-32 thirty passenger vehicles](#)
[Ord 2022-32](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Sponsors: Christianson / Pike

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-32 on first reading amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” by increasing the permit fee for thirty or more passenger vehicles.

Note:

- This ordinance would amend Ordinance 2022-30 which was approved on 12/13/22 and is in the process of being codified. The online version of SGC does not reflect the changes approved in Ordinance 2022-30.
- A pdf of the “new” SGC 6.19 is included for reference with agenda item D.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: Thor Christianson, Tim Pike Assembly Members

Date: December 20, 2022

Subject: Vehicle fee ordinance.

Background

On December 13 the Assembly passed a sweeping change to how vendors and vehicles would be governed at the HCH. At the time a number of changes were suggested, but at the request of city staff, no changes were made in order to move the process along in time for next year's tourist season. This ordinance addresses one of those changes, the amount charged for large buses.

Analysis

As the current ordinance stands, the amount charged to smaller vehicles is significantly higher than for large busses. For less than 7 passengers the fee is approximately \$36 dollars per passenger. For 7 to 15 passengers, it is approximately \$33 per passenger. 16 to 29 works out to approximately \$26 per passenger. For large buses, and for this 60 passengers were used even though some of them hold more than that, it works out to \$16 per passenger. Since the negative impact of the large buses is greater than all the other vehicles having a comparable rate is justified.

Fiscal Note

This should double the amount that CBS collects on large buses.

Recommendation

Our recommendation is to pass this ordinance for the following reasons: 1) it has the large buses paying a comparable rate as the other vehicles, 2) it addresses the extra load the passengers put on the HCH infrastructure, and 3) it helps offset the extra cost of running HCH when there is a high tourist load.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022- 32

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 6
“BUSINESS LICENSES AND REGULATIONS” OF THE SITKA GENERAL CODE BY
UPDATING CHAPTER 6.19 “REGULATION OF COMMERCIAL OPERATORS SELLING
ORGANIZED EXCURSIONS OR RENTING EQUIPMENT FOR ORGANIZED
EXCURSIONS AND LOADING/UNLOADING COMMERCIAL VEHICLES” BY
INCREASING THE PERMIT FEE FOR THIRTY OR MORE PASSENGER VEHICLES**

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 change the loading/unloading fees for commercial vehicles with thirty or more passengers from \$1,000 to \$2,000.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 6, entitled “Business Licenses and Regulations”, Chapter 6.19, entitled “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles”, be amended by updating Section 6.19.040, entitled “Permit required for commercial vehicles loading/unloading in certain areas”, is revised to read as follows (deleted language stricken, new language underlined):

**Title 6
BUSINESS LICENSES AND REGULATIONS**

Chapters:

- 6.04 Nonresident Business License**
- 6.08 Junkyards**
- 6.12 Mobile and Manufactured Homes and Mobile and Manufactured Home Park**
- 6.16 Sales on Public Property**
- 6.19 Regulation of Commercial Operators Selling Organized Excursions or
Renting Equipment for Organized Excursions and Loading/Unloading
Commercial Vehicles**
- 6.20 Pawnbrokers**

*** * ***

**Chapter 6.19
REGULATION OF COMMERCIAL OPERATORS SELLING ORGANIZED EXCURSIONS
OR RENTING EQUIPMENT FOR ORGANIZED EXCURSIONS AND
LOADING/UNLOADING COMMERCIAL VEHICLES**

Sections:

- 6.19.010 Introduction.
6.19.020 Definitions.
6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.
6.19.040 Permit required for loading/unloading commercial vehicles in certain areas.
6.19.050 Penalties.
6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.

* * *

6.19.040 Permit required for commercial vehicles loading/unloading in certain areas.

* * *

C. Fees. There is no fee for applying for a permit. However, the applicant shall pay all costs and expenses required by or related to its application, which are non-refundable by the city and borough whether the permit is denied or granted. If the permit is granted, the permittee shall pay a permit fee for each vehicle as follows; under seven passengers \$250, seven to fifteen passengers \$500, sixteen to twenty-nine passengers \$750, thirty or more passengers \$2,000~~4,000~~. The permit fee shall be reduced by 50% for any vehicle powered by electricity. Payment shall be made before the permit is issued or the permit shall be forfeited.

* * *

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 10th day of January, 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 12/27/2022

2nd and final reading: 1/10/2023

Sponsors: Christianson/Pike



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-33 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Amending Title 6 "Business Licenses and Regulations" of the Sitka General Code by updating Chapter 6.19 "Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles" regarding term of permit

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2022-33](#)
[Memo Ord 2022-33 term of permit](#)
[Ord 2022-33](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Sponsors: Christianson / Ystad

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-33 on first reading amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” regarding term of permit.

Note:

- This ordinance would amend Ordinance 2022-30 which was approved on 12/13/22 and is in the process of being codified. The online version of SGC does not reflect the changes approved in Ordinance 2022-30.
- A pdf of the “new” SGC 6.19 is included for reference with agenda item D.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: Thor Christianson, Chris Ystad Assembly Members

Date: December 20, 2022

Subject: Changes to the length of HCH vendor permits.

Background

On December 13 the Assembly passed a sweeping change to how vendors and vehicles would be governed at the HCH. At the time a number of changes were suggested, but at the request of city staff, no changes were made in order to move the process along in time for next years tourist season. This ordinance addresses one of those changes, length of the vendor permits.

Analysis

One of the loudest complaints made when the overhaul was passes was the length of the permits. The argument was made that the financial commitment for a vender set up their business is substantial and the uncertainty of a one-year permit put them at risk. Also, it was noted that they would have a harder time getting financing because of the length of the permit. This is set up in a staggered fashion so that there will be permits available every year, rather than once every three years.

Fiscal Note

This should have a limited impact on the amount of fees collected. It should also make it easier for staff to budget since the amount to be collected will be known.

Recommendation

Our recommendation is to pass this ordinance. It will allow businesses to plan for multiple years, it will give them flexibility, and will provide stability for city revenues.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-33

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 6
“BUSINESS LICENSES AND REGULATIONS” OF THE SITKA GENERAL CODE BY
UPDATING CHAPTER 6.19 “REGULATION OF COMMERCIAL OPERATORS SELLING
ORGANIZED EXCURSIONS OR RENTING EQUIPMENT FOR ORGANIZED
EXCURSIONS AND LOADING/UNLOADING COMMERCIAL VEHICLES” REGARDING
TERM OF PERMIT**

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 change the term for a commercial operations permit from one year to three years with a staggered term length for permits issued in the initial offering.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 6, entitled ““Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles”, Chapter 6.19, entitled “Permit required for commercial vehicles loading/unloading in certain areas” be amended by updating Section 6.19.030, entitled “Permit required for commercial operations involving organized excursions in areas subject to this chapter”, is revised to read as follows (deleted language stricken, new language underlined):

Title 6

BUSINESS LICENSES AND REGULATIONS

Chapters:

- 6.04 Nonresident Business License**
- 6.08 Junkyards**
- 6.12 Mobile and Manufactured Homes and Mobile and Manufactured Home Park**
- 6.16 Sales on Public Property**
- 6.19 Regulation of Commercial Operators Selling Organized Excursions or
Renting Equipment for Organized Excursions and Loading/Unloading
Commercial Vehicles**
- 6.20 Pawnbrokers**

* * *

Chapter 6.19

**REGULATION OF COMMERCIAL OPERATORS SELLING ORGANIZED EXCURSIONS
OR RENTING EQUIPMENT FOR ORGANIZED EXCURSIONS AND
LOADING/UNLOADING COMMERCIAL VEHICLES**

Sections:

- 6.19.010 Introduction.
- 6.19.020 Definitions.
- 6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.
- 6.19.040 Permit required for loading/unloading commercial vehicles in certain areas.
- 6.19.050 Penalties.
- 6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.

* * *

6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.

* * *

B. Terms.

1. A commercial operations permit shall be valid for three consecutive calendar years for the period from April 1st through December 31st of each of those ~~the~~ calendar years issued (the "permit term"), except permits issued under subpart (C)(7) in this section below which shall be valid for three consecutive calendar years from April 1st through October 15th of each of those calendar years, unless sooner suspended, revoked, or terminated. At the first offering under subpart (C)(6), the term for permits shall be staggered between one year terms, two year terms, and three year terms, as designated by the HCH manager and approved by the city and borough administrator. The minimum bid for these staggered terms under subpart (C)(6) is \$2,500 per year. At the first offering under subpart (C)(7), the term for permits shall be staggered between one year terms, two year terms and three year terms, as designated by the HCH manager and approved by the city and borough administrator. The minimum bid for these staggered terms under subpart (C)(7) is \$5,000 per year. All subsequent offerings under subparts (C)(6) and (C)(7) shall be for three year terms as described in this subpart.

2. Permits are not renewable. Issuance of a permit shall not entitle the permit holder to any priority or preferential consideration for subsequent, new, or additional permits for the same or related uses or areas. A new application must be submitted each permit term ~~year~~ for each permit.

* * *

C. Limitations.

* * *

6. Commercial solicitation/sales spaces. Spaces within the HCH plaza may be designated and assigned to commercial operations permit holders, during the permit term, to

102 accommodate the solicitation and sale of excursions offered by the permit holders. These
103 spaces will be designated and assigned by the HCH manager to the highest bidders in
104 accordance with sealed bid procedures established by the HCH manager and approved by
105 the city and borough administrator. The minimum bid is \$7,500 for the permit term. A
106 successful bidder must pay one-third of its total bid before March 1st of each calendar year
107 of the permit term, or a prorated amount if prepayment is made, or the permit shall be
108 forfeited and rebid. Permittees may prepay permit fees; however, no prepaid permit fees
109 shall be refunded for any calendar year of the permit term unless the permittee gives prior
110 written notice of termination before March 1st of a calendar year within the permit term.
111 ~~\$2,500, which must be deposited with the sealed bid and will only be returned if the bid is~~
112 ~~unsuccessful.~~ Businesses permitted to occupy these spaces will be allowed to apply for
113 and obtain a permit for a space under subpart (C)(7) of this section and must pay the
114 required fees for any space assigned.

115
116 7. Commercial outfitter spaces. Spaces within the HCH plaza may be designated and
117 assigned to commercial operations permit holders, from April 1st through October 15th of the
118 permit term, to accommodate vehicles, equipment, and operations that are necessary for
119 customer outfitting and rental of equipment to be used in an excursion offered by a
120 permittee or used by a customer. These spaces will be designated and assigned by the
121 HCH manager to the highest bidders in accordance with sealed bid procedures established
122 by the HCH manager and approved by the city and borough administrator. The minimum
123 bid is \$15,000 for the permit term. A successful bidder must pay one-third of its total bid
124 before March 1st of each calendar year of the permit term, or a prorated amount if
125 prepayment is made, or the permit shall be forfeited and rebid. Permittees may prepay
126 permit fees; however, no prepaid permit fees shall be refunded for any calendar year of the
127 permit term unless the permittee gives prior written notice of termination before March 1st of
128 a calendar year within the permit term. ~~is \$5,000, which must be deposited with the sealed~~
129 ~~bid and will only be returned if the bid is unsuccessful.~~ Vehicles used by the permittee in
130 the assigned space may remain overnight from April 1st through October 15th of the permit
131 term, but must be moved upon prior notice by the city and borough for special events.
132 Businesses permitted to occupy these spaces will be allowed to apply for and obtain a
133 permit for a space under subpart (C)(6) of this section and must pay the required fees for
134 any space assigned.

135
136 D. Fees. There is no fee for applying for a permit. However, the applicant shall pay all costs
137 and expenses required by or related to its application, which are non-refundable by the city and
138 borough whether the permit is denied or granted. If the permit is granted, the permittee shall
139 pay a permit fee for the space assigned to the permittee in accordance with this section before
140 business can be conducted under the permit, ~~but payment shall be made before the permit is~~
141 ~~issued and no longer than ten days after the permit is granted,~~ or the permit shall be forfeited.
142 In addition to the applicable permit fee required by this section, the permittee shall pay a permit
143 fee required by section 6.19.040 for each vehicle loading/unloading for the permitted business.

144 * * *

145
146
147 **5. EFFECTIVE DATE.** This ordinance shall become effective the day after the date
148 of its passage.
149

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of
Sitka, Alaska, this 10th day of January, 2023.

Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 12/27/2022

2nd and final reading: 1/10/2023

Sponsors: Christianson/Ystad



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 22-34 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 12/20/2022 In control: City and Borough Assembly

On agenda: 12/27/2022 Final action:

Title: Amending Title 6 "Business Licenses and Regulations" of the Sitka General Code by updating Chapter 6.19 "Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles" by changing from sealed bid to open outcry auction

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2022-34](#)
[Memo outcry auction](#)
[Ord 2022-34](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

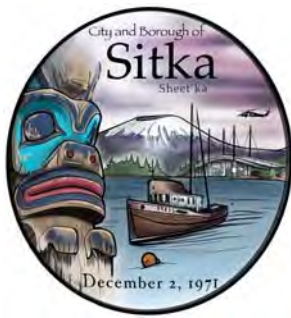
Sponsors: Christianson / Ystad

POSSIBLE MOTION

I MOVE TO approve Ordinance 2022-34 on first reading amending Title 6 “Business Licenses and Regulations” of the Sitka General Code by updating Chapter 6.19 “Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles” by changing from sealed bid to open outcry auction.

Note:

- This ordinance would amend Ordinance 2022-30 which was approved on 12/13/22 and is in the process of being codified. The online version of SGC does not reflect the changes approved in Ordinance 2022-30.
- A pdf of the “new” SGC 6.19 is included for reference with agenda item D.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: Thor Christianson, Chris Ystad Assembly Members

Date: December 20, 2022

Subject: Changing from sealed bid to outcry auction for HCH vendor permits.

Background

On December 13 the Assembly passed a sweeping change to how vendors and vehicles would be governed at the HCH. At the time a number of changes were suggested, but at the request of city staff, no changes were made in order to move the process along in time for next year's tourist season. This ordinance addresses one of those changes, the type of auction for HCH vendor permits.

Analysis

One of the issues that was brought up when the original ordinance was passed was the preference for an outcry auction vs. a sealed bid auction. This ordinance would change the auction from sealed bid to outcry. This would allow greater transparency, since not only the name of the business would be public, but people behind the business would have to be present. It should also make it easier for local businesses to participate since they would have to be in town to attend the auction. It would also make it easier for a business to up their bid in order to keep their business viable.

Fiscal Note

This should not have any major effect on the amount raised by the permits.

Recommendation

Our recommendation is to pass this ordinance for the following reason: it provides transparency and flexibility for the vendors.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2022-34

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 6
“BUSINESS LICENSES AND REGULATIONS” OF THE SITKA GENERAL CODE BY
UPDATING CHAPTER 6.19 “REGULATION OF COMMERCIAL OPERATORS SELLING
ORGANIZED EXCURSIONS OR RENTING EQUIPMENT FOR ORGANIZED
EXCURSIONS AND LOADING/UNLOADING COMMERCIAL VEHICLES” BY CHANGING
FROM SEALED BID TO OPEN OUTCRY AUCTION**

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 change the bid procedure for obtaining a commercial operations permit from sealed bid to open outcry auction.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 6, entitled ““Regulation of Commercial Operators Selling Organized Excursions or Renting Equipment for Organized Excursions and Loading/Unloading Commercial Vehicles”, Chapter 6.19, entitled “Permit required for commercial vehicles loading/unloading in certain areas” be amended by updating Section 6.19.030, entitled “Permit required for commercial operations involving organized excursions in areas subject to this chapter”,, is revised to read as follows (deleted language stricken, new language underlined):

**Title 6
BUSINESS LICENSES AND REGULATIONS**

Chapters:

- 6.04 Nonresident Business License**
- 6.08 Junkyards**
- 6.12 Mobile and Manufactured Homes and Mobile and Manufactured Home Park**
- 6.16 Sales on Public Property**
- 6.19 Regulation of Commercial Operators Selling Organized Excursions or
Renting Equipment for Organized Excursions and Loading/Unloading
Commercial Vehicles**
- 6.20 Pawnbrokers**

* * *

**Chapter 6.19
REGULATION OF COMMERCIAL OPERATORS SELLING ORGANIZED EXCURSIONS
OR RENTING EQUIPMENT FOR ORGANIZED EXCURSIONS AND
LOADING/UNLOADING COMMERCIAL VEHICLES**

Sections:

6.19.010 Introduction.

6.19.020 Definitions.

6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.

6.19.040 Permit required for loading/unloading commercial vehicles in certain areas.

6.19.050 Penalties.

6.19.060 Prohibition of distribution of commercial handbills and leaflets and placement of commercial advertisement signs.

* * *

6.19.030 Permit required for commercial operations involving organized excursions in areas subject to this chapter.

* * *

C. Limitations.

* * *

6. Commercial solicitation/sales spaces. Spaces within the HCH plaza may be designated and assigned to commercial operations permit holders, during the permit term, to accommodate the solicitation and sale of excursions offered by the permit holders. These spaces will be designated and assigned by the HCH manager to the highest bidders in accordance with open outcry auction ~~sealed bid~~ procedures established by the HCH manager and approved by the city and borough administrator. The minimum bid is \$2,500., ~~which must be deposited with the sealed bid and will only be returned if the bid is unsuccessful.~~ Businesses permitted to occupy these spaces will be allowed to apply for and obtain a permit for a space under subpart (C)(7) of this section and must pay the required fees for any space assigned.

7. Commercial outfitter spaces. Spaces within the HCH plaza may be designated and assigned to commercial operations permit holders, from April 1st through October 15th of the permit term, to accommodate vehicles, equipment, and operations that are necessary for customer outfitting and rental of equipment to be used in an excursion offered by a permittee or used by a customer. These spaces will be designated and assigned by the HCH manager to the highest bidders in accordance with open outcry auction ~~sealed bid~~ procedures established by the HCH manager and approved by the city and borough administrator. The minimum bid is \$5,000., ~~which must be deposited with the sealed bid and will only be returned if the bid is unsuccessful.~~ Vehicles used by the permittee in the assigned space may remain overnight from April 1st through October 15th of the permit term, but must be moved upon prior notice by the city and borough for special events. Businesses permitted to occupy these spaces will be allowed to apply for and obtain a permit for a space under subpart (C)(6) of this section and must pay the required fees for any space assigned.

* * *

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 10th day of January, 2023.

Steven Eisenbeisz, Mayor

102 ATTEST:

103

104

105

106

Sara Peterson, MMC

107 Municipal Clerk

108

109 1st reading: 12/27/2022

110 2nd and final reading: 1/10/2023

111

112 Sponsors: Christianson/Ystad