



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

*Mayor Matthew Hunter  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Bob Potrzuski,  
Aaron Bean, Kevin Knox, Dr. Richard Wein,  
Benjamin Miyasato*

*Municipal Administrator: Keith Brady  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, June 12, 2018

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. CORRESPONDENCE/AGENDA CHANGES

[18-116](#) Reminders, Calendars and General Correspondence

Attachments: [Reminders and Calendars.pdf](#)  
[Arnold Service Award.pdf](#)  
[May 2018 Library Director Report.pdf](#)  
[Reminder senior citizen sales tax exemption.pdf](#)

V. CEREMONIAL MATTERS

*None anticipated.*

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

[18-115](#) Special Reports: 1) Hospital RFP Consultant - Steve Huebner and 2) Update from Sitka Community Hospital

Attachments: [Special Reports.pdf](#)

**VII. PERSONS TO BE HEARD**

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

**VIII. REPORTS**

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

**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**     [18-111](#)     Approve the minutes of the May 22 Assembly meeting  
  
          Attachments: [Consent and Minutes.pdf](#)
- B**     [RES 18-11](#)     Authorizing a grant application to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
  
          Attachments: [Motion Memo Res 2018-11.pdf](#)
- C**     [RES 18-12](#)     Setting the millage rates for the fiscal year July 1, 2018 through June 30, 2019  
  
          Attachments: [Motion Memo Res 2018-12.pdf](#)

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

- D**     [18-113](#)     Appoint 1) Christopher Wright to a three-year term on the Parks and Recreation Committee and 2) Amy Zanuzoski to a three-year term on the Local Emergency Planning Committee and Reappoint 1) Ana Dittmar and Roberta Littlefield to three-year terms on the Historic Preservation Commission  
  
          Attachments: [Motion Appointments.pdf](#)  
                          [Wright Application.pdf](#)  
                          [Zanuzoski Application.pdf](#)  
                          [Dittmar Application.pdf](#)  
                          [Littlefield Application.pdf](#)

**XI. UNFINISHED BUSINESS:**

- E**     [ORD 18-21](#)     Adjusting the FY18 Budget (SEACAD Justice Assistance Grant)  
  
          Attachments: [Motion Memo Ord 2018-21.pdf](#)

- F      [ORD 18-18](#)      Amending Title 18 "Property Acquisition and Disposal" and Title 19 "Building and Construction" of the Sitka General Code by modifying Chapter 18.12 "Real Property Disposal", Chapter 18.16 "Tidelands Lease Procedure", and Chapter 19.07 "Demolition or Removal of Municipally Owned Buildings" (postponed from the May 8 Assembly meeting)

Attachments: [Motion and Memos Ord 2018-18.pdf](#)

[Ord 2018-18.pdf](#)

**XII.      NEW BUSINESS:**

**New Business First Reading**

- G      [ORD 18-29](#)      Amending Title 18 "Property Acquisition and Disposal" and Title 19 "Building and Construction" of the Sitka General Code by authorizing an advisory vote and modifying Chapter 18.12 "Real Property Disposal", Chapter 18.16 "Tideland lease Procedure", and Chapter 19.07 "Demolition or Removal of Municipally Owned Buildings"

Attachments: [Motion Ord 2018-29.pdf](#)

[Ord 2018-29.pdf](#)

- H      [ORD 18-26](#)      Amending Title 15 "Public Utilities" of the Sitka General Code to increase water rates at Section 15.05.240 "Service Connection Charge" and Section 15.05.620 "Rates and Fees"

Attachments: [Motion Ord 2018-26.pdf](#)

[Memo 2018-26 Water Fund rates FY2019.pdf](#)

[Ord 2018-26 2018 Water Fee Increase Final Legal.pdf](#)

- I      [ORD 18-27](#)      Amending Title 15 "Public Utilities" of the Sitka General Code to increase wastewater treatment rates at Section 15.04.100 "Service Connection Charge" and Section 15.04.320 "Rates and Fees"

Attachments: [Motion Ord 2018-27.pdf](#)

[Memo 2018-27 Wastewater Fund rates FY2019 MH\\_MH.pdf](#)

[Ord 2018-27 2018 Wastewater Fee Increase Final Legal.pdf](#)

- J      [ORD 18-28](#)      Amending Title 15 "Public Utilities" of the Sitka General Code to increase solid waste collection rates at Sections 15.06.020 "Solid Waste Disposal Policy and Rates", 15.06.035 "Rates for Treatment and Collection", 15.06.045 "Special Refuse and Treatment Charges" and changing the title of 15.06.045 to "Transfer Station Drop-Off Charges and Special Refuse Collection Charges"

Attachments: [Motion Ord 2018-28.pdf](#)

[Memo 2018-28 Solid Waste Fund rates FY2019.pdf](#)

[Ord 2018-28 2018 Solid Waste Fee Increase Final Legal.pdf](#)

**Additional New Business Items**

- K**      [18-110](#)      Consideration and award of the request for proposals submitted for the available funds (\$42,000) in the Fisheries Enhancement Fund
- Attachments:**   [Motion and Memo Fisheries Enhancement..pdf](#)  
                                 [Sitka Sound Science Center Proposal.pdf](#)  
                                 [Chinook Futures Coalition Proposal.pdf](#)  
                                 [Alaska Longline Fishermen's Association Proposal.pdf](#)  
                                 [Copy of All Years Combined Amounts Given.pdf](#)  
                                 [SGC excerpt and ordinances.pdf](#)
- L**      [18-114](#)      Approve a lease agreement between Trident Seafoods Corporation and the City and Borough of Sitka for Block 4, Lot 6 of the Gary Paxton Industrial Park
- Attachments:**   [Motion Trident Seafoods Lease.pdf](#)  
                                 [Memo Trident lot 6 request - Assembly.pdf](#)  
                                 [Trident Seafoods Lease.pdf](#)  
                                 [Trident Lot 6 lease exhibit A001..pdf](#)  
                                 [Trident Entity details.pdf](#)  
                                 [GPIPstrategicplan2017approved.pdf](#)  
                                 [2016useplan 11.02.16.pdf](#)
- M**      [RES 18-06A](#)      Increasing Grid, Eliason Harbor Load Zone, and Work Float Charges and Fees (this amends Resolution 2018-06 approved on April 25, 2018)
- Attachments:**   [Motion Memo Res 2018-06A.pdf](#)  
                                 [APPROVED Res 2018-06.pdf](#)
- N**      [18-112](#)      Direct the Administrator to explore Pittman-Robertson funding opportunities and prepare a grant application for potential cabin development on City and Borough of Sitka property
- Attachments:**   [Memo grant app municipal cabins project.pdf](#)  
                                 [Tom Young Cabin Revenue FY2016 \(1\).pdf](#)  
                                 [Tom Young Cabin Revenue FY2017 \(2\).pdf](#)  
                                 [Tom Young Cabin Revenue FY2018 \(1\).pdf](#)  
                                 [AK Sitka LandOwnership CenterThird 200 reduced file size.pdf](#)

**XIII.      PERSONS TO BE HEARD:**

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

**XIV.      EXECUTIVE SESSION**

*None anticipated.*



**XV. ADJOURNMENT**

*Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 747-1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Assembly meetings are aired live on KCAW FM 104.7 and via video streaming from the City's website. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, MMC, Municipal Clerk  
Publish: June 8*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 18-116      **Version:** 1      **Name:**

**Type:** Item      **Status:** AGENDA READY

**File created:** 6/7/2018      **In control:** City and Borough Assembly

**On agenda:** 6/12/2018      **Final action:**

**Title:** Reminders, Calendars and General Correspondence

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Reminders and Calendars.pdf](#)  
[Arnold Service Award.pdf](#)  
[May 2018 Library Director Report.pdf](#)  
[Reminder senior citizen sales tax exemption.pdf](#)

Date	Ver.	Action By	Action	Result
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# REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, June 12	Regular Meeting	6:00 PM
Thursday, June 14	Special Meeting <i>Appeal</i>	6:00 PM
Tuesday, June 26	Regular Meeting	6:00 PM



# Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019  
June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 May	28	29	30	31	1 Jun	2
	HOLIDAY					
3	4	5	6	7	8	9
		Potrzuski 6:00pm Special Meeting: Hospital RFP - confirm selection	Potrzuski 6:30pm Library Commission 1:30pm Employment Relations Board	Potrzuski 12:00pm SEDA Board Meeting 2:00pm Health Needs & Human Services Commission	Potrzuski	Potrzuski
10	11	12	13	14	15	16
Potrzuski	Potrzuski	Potrzuski 12:00pm Parks & Rec 6:00pm Regular Assembly Mtg	Potrzuski 6:00pm Historic Preservation 6:15pm Port & Harbors Commission	Potrzuski 12:00pm LEPC 6:00pm Special Meeting: Appeal 7:00pm Planning Commission	Potrzuski	Potrzuski
17	18	19	20	21	22	23
Potrzuski		12:00pm Tree/Landscape				
24	25	26	27	28	29	30 Jul
		6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting 7:00pm Planning Commission		

# Assembly Calendar

2017 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Jul	2	3	4	5	6	7
			6:30pm Library Commission HOLIDAY	12:00pm SEDA Board Meeting		
8	9	10	11	12	13	14
		Potrzuski 12:00pm Parks & Rec 5:00pm Work Session: Hazard Mitigation Plan 6:00pm Regular Assembly Mtg	6:00pm Historic Preservation 6:15pm Port & Harbors Commission	12:00pm LEPC 2:00pm Health Needs & Human Services Commission 7:00pm Planning Commission		
15	16	17	18	19	20	21
		12:00pm Tree/Landscape				
22	23	24	25	26	27	28
		5:00pm Work Session: needs assessment for Wastewater Treatment Plant 6:00pm Regular Assembly Mtg	6:00pm Police and Fire Commission	6:00pm Hospital Board Meeting 7:00pm Planning Commission		
29	30	31	1 Aug	2	3	4
			6:30pm Library Commission	12:00pm SEDA Board Meeting		



# Service Award

On behalf of the City and Borough of Sitka is hereby awarded to

**Josh Arnold**

*this expression of grateful acknowledgment for your four years of  
valued service rendered in the public interest while serving on the  
Port and Harbors Commission. Thank you!*

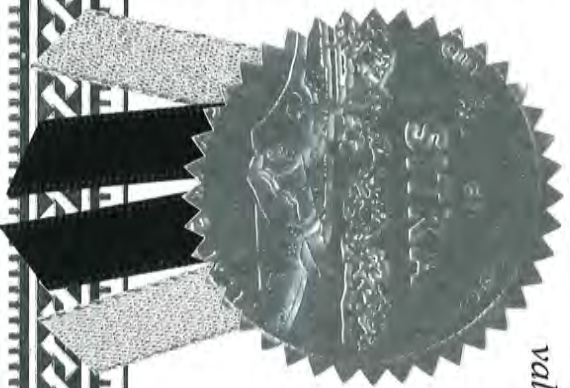
Signed and sealed this 12<sup>th</sup> day of June, 2018



Mayor, Matthew Hunter



ATTEST: Municipal Clerk, Sara Peterson





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## **Library Director Report: May 2018**

**Highlights:** UAF Fairbanks & Fairbanks Public Library joined the Alaska Library Consortium, adding over two million additional items to the shared catalog. The first four episodes of an oral history project with Nancy Ricketts were posted online on the Library's podcast service. The STA Cultural Resource Committee approved to support & collaborate with SPL for a carved art piece as part of the Library Expansion Project on 05/21/18. STA will explore an opportunity to obtain a log from Sealaska. The Library hosted the City Administrator on 05/30/18 for a public Q&A event titled, 'Ask the Administrator.'

**Youth Services Highlights:** The Babies and Books event on May 19 functioned as the early literacy kick-off event for the 2018 Summer Library Program. Baranof Elementary students visited the Library May 15-18 in the morning hours for an introduction to Summer Library Program, registration for the Reading Buddy program & to register for library cards. 26 adults have registered for the Reading Buddy program & will meet weekly to read with either a first or second grade student.

**Facility Update:** Plumbing work was conducted to resolve issues with the water hammer. The first phase of remaining Expansion Project work was presented to the Library, which includes installing new bike racks and benches on the east side of the building. Vandalism is suspected for damage discovered to the siding on the west side of the building.

### **Stats:**

13,324 people visited the Library in May  
8768 physical materials checked out  
592 digital materials checked out  
782 renewed items, 1107 in-house used items  
108 attendees at 8 Adult Programs  
493 Attendees at 12 Youth Programs  
3417 total public computer sessions  
1273 combined hours of public computer time usage  
41 Meeting Room uses

50 Study Room uses

38 Teen Lab uses

2 tests proctored

4 policy infractions

**Notes:** The Library's vacant PTE positions were filled and the vacant FTE position will begin employment in June. The program attendance for youth programs includes the fieldtrip visits from Baranof Elementary.





# REMINDER FOR VENDORS AND MERCHANTS

## Senior Citizen Sales Tax Exemption Expires June 30, 2018

Recently the Assembly voted to change the senior sales tax exemption to a need based rebate program. The senior citizen sales tax exemption in Sitka expires June 30, 2018 at midnight. Senior citizens will no longer be exempt from paying applicable sales taxes on their purchases.

Other sales tax exemptions, such as nonprofit, will remain in effect. Remember any customer requesting an exemption from sales tax **MUST HAVE THE EXEMPTION CARD IN THEIR POSSESSION WHEN THEY MAKE THE EXEMPT PURCHASE** (per SGC 4.09.230 A). Allowing customers to sign a sales tax log in lieu of showing their exemption card is not sufficient. A customer who does not have the exemption card in their possession at the time of the purchase may not have sales tax exempted, even if a card had been previously issued to them.

Citizens over 65 and receiving assistance may be eligible for a rebate. Applications can be submitted to the Finance Department between January 1, 2019 – March 31, 2019. Rebates will then be issued to qualified applicants in July, 2019.

For more information, call the Finance Department at 747-1840.



# Sitka



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 18-115      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 6/6/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Special Reports: 1) Hospital RFP Consultant - Steve Huebner and 2) Update from Sitka Community Hospital

Sponsors:

Indexes:

Code sections:

Attachments: [Special Reports.pdf](#)

Date	Ver.	Action By	Action	Result
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## Special Reports

- Hospital RFP Consultant, Steve Huebner
- Sitka Community Hospital Update



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 18-111      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 6/6/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Approve the minutes of the May 22 Assembly meeting

Sponsors:

Indexes:

Code sections:

Attachments: [Consent and Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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# **CONSENT AGENDA**

## **POSSIBLE MOTION**

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**I MOVE TO APPROVE THE CONSENT AGENDA  
CONSISTING OF ITEMS A, B & C**

**I wish to remove Item(s) \_\_\_\_\_**

**REMINDER – Read aloud a portion of each item being  
voted on that is included in the consent vote.**

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

**POSSIBLE MOTION**

**I MOVE TO** approve the minutes of the  
May 22 Assembly meeting.



# CITY AND BOROUGH OF SITKA

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

## Minutes - Draft

### City and Borough Assembly

*Mayor Matthew Hunter  
Deputy Mayor Steven Eisenbeisz,  
Vice Deputy Mayor Bob Potrzuski,  
Aaron Bean, Kevin Knox, Dr. Richard Wein,  
Benjamin Miyasato*

*Municipal Administrator: Keith Brady  
Municipal Attorney: Brian Hanson  
Municipal Clerk: Sara Peterson*

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Tuesday, May 22, 2018

6:00 PM

Assembly Chambers

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#### REGULAR MEETING

#### I. CALL TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL

**Present:** 6 - Miyasato, Eisenbeisz, Hunter, Knox, Bean, and Wein

**Telephonic:** 1 - Potrzuski

#### IV. CORRESPONDENCE/AGENDA CHANGES

**18-103** Reminders, Calendars and General Correspondence

No agenda changes.

#### V. CEREMONIAL MATTERS

None.

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

**18-104** Special Reports: 1) Hospital RFP Consultants, Steve Huebner and Sarah Cave and 2) CBS Department Head - Planning Director, Michael Scarcelli

Sitka Community Hospital CEO Rob Allen gave an update of the upcoming board meeting, implementation process of Cerner, and that the hospital was unaffected by the lack of funding from State of Alaska Medicaid. He went over the April financials.

Consultant Sarah Cave gave a Sitka Community Hospital RFP report noting the due date for proposals was May 18th, five proposals were submitted, and gave an overview of them. She stated there was an orientation session with the proposal evaluation team and that the review and evaluation process would be complete for the June 5th special meeting.

Planning Director Michael Scarcelli gave an update of short, mid, and long term goals for the department including lease management, ADU's, code changes, development standards, notices, cemetery rezoning, hazard mitigation update, use tables, CLG grants, and services for homeless and transitional housing.

## **VII. PERSONS TO BE HEARD**

Alene Henning thanked staff and assembly. She told of concerns with cell phone use while driving. Steve Hutchinson articulated the need for and asked of support from the assembly for homelessness and transitional housing. Gayle Young, Sitka Homeless Coalition spoke of homelessness, supporting facilities/groups, and the project of looking for a facility for warm and safe shelter in the winter months for the homeless. Lance Ewers asked for support of a future homeless shelter. Executive Director of the Greater Sitka Chamber of Commerce Rachel Roy reported on the Visit Sitka program, the September 22nd end of season celebration, and future planning. Karen Lucas stated that homelessness needed resolution and support. Richard Wein told of pacific salmon treaty meeting, closure of fishery, needs of the fleet, and wondered the fate of salmon fishing and how that would affect the city.

## **VIII. REPORTS**

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

Mayor - Hunter reported on a wilderness medicine course he took and encouraged hosting of trainings, etc. in Sitka as an economic boost.

Administrator - Brady reported on the raw water inspection, May 8th operation Van Winkle, an Ask the Administrator event at the Library on May 30th at 6:00 p.m., the Crescent Harbor Phase I matching grant request was funded, and that Sitka Public Library was in need of adult reading buddies.

Attorney - Hanson told of upcoming out of office dates.

Liaison Representatives - Knox reported on Planning Commission and Sitka Tribe of Alaska Council meetings. Wein reported on the Local Emergency Planning Committee, Health Needs and Human Services Commission, Gary Paxton Industrial Park Board of Directors, and Tree and Landscape Committee meetings.

Other - Bean reported on the Salmon Symposium.

## **IX. CONSENT AGENDA**

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



**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

- A 18-105** Approve the minutes of the April 12, 17, May 2, and May 8 Assembly

**This item was APPROVED ON THE CONSENT AGENDA.**

- B RES 18-08** Authorizing a \$11,800 grant application to the Department of Homeland Security and Emergency Management (DHS&EM) for a Local Emergency Planning Committee grant

**This item was APPROVED ON THE CONSENT AGENDA.**

- C RES 18-10** Authorizing the application for grants to the Alaska Department of Fish and Game under the Alaska Sustainable Salmon Fund and to the United States Fish and Wildlife Service under the Fish Passage Program for design and construction of the Peterson Street Stormwater Rehabilitation Project

**This item was APPROVED ON THE CONSENT AGENDA.**

- D ORD 18-21** Adjusting the FY18 Budget (SEACAD Justice Assistance Grant) *1st reading*

**This item was APPROVED ON THE CONSENT AGENDA.**

**X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS**

- E 18-107** Appoint Chris Ystad to a three-year term on the Port and Harbors Commission

Chris Ystad gave history noting he would like to be more involved with the industry.

Knox thanked Josh Arnold for his service as a outgoing member and Chris Ystad for volunteering.

**A motion was made by Bean that this item be APPROVED. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**XI. UNFINISHED BUSINESS:**

- F ORD 18-24** Amending Title 9 "Health and Sanitation" of the Sitka General Code by adding a new Chapter "Tobacco Distribution to Persons Under the Age of Twenty-One"

Doug Osborne, Chair of the Health Needs and Human Services Commission was in support of the amendment.

Municipal Attorney Brian Hanson stated the effective date amendment was not a substantive change and that this ordinance could be voted on second and final reading. Eisenbeisz was not in support of the amendment.

**A motion was made by Wein to AMEND the effective date to August 22, 2018. The motion PASSED by the following vote.**

**Yes:** 4 - Miyasato, Potrzuski, Knox, and Wein

**No:** 3 - Eisenbeisz, Hunter, and Bean

Amanda Roberts and Holly Marban spoke in support of the ordinance.

Doug Osborne noted the state fined the employee selling tobacco underage, and with this ordinance, the fine would be imposed on the business owner. Mayor Hunter clarified that the state fines the employee and local authority would fine the business. Bean wondered if the state would be notified when a fine was issued and of enforcement. Osborne told that a memorandum of understanding would be implemented with the state. Wein had concerns with enforcement. Municipal Attorney Brian Hanson clarified that the vendor would be fined, was unsure if a report would go to the state when there was a local violation, but noted that there could be. He stated that local law does not supersede state law. Eisenbeisz told of a conversation he had with a retailer and there were concerns with the vendor being held responsible. He was in support of fining the employee. Hanson answered that by not checking identification, it did not mean they were in violation. Knox stated that this ordinance was an avenue to minimize the transfer of tobacco to certain ages, it was a way to widen social circle gaps with regards to tobacco use, and was attempting to curb initiation of tobacco use. Bean felt like it was taking control of people's lives and that it should not be an assembly decision. Wein noted that tobacco was toxic in any dose, and thought it was a small beginning that wasn't unreasonable. Miyasato was in support and encouraged education. Eisenbeisz would like to tighten the enforcement of this ordinance. Potrzuski agreed with Knox, thought it was a step in the right direction, and was in support. Mayor Hunter struggled with some aspects of the ordinance. He felt like enforcement needed to be clarified and fines should be split with employee, however understood the benefits. He stated it came in line with the purchase age of marijuana and alcohol. Knox thought the fine of businesses was a deterrent. Hanson noted this fined the license vendor/retailer only and not if an overage person gave tobacco to someone under the age of 21.

**A motion was made by Miyasato that this ordinance be APPROVED on SECOND AND FINAL READING AS AMENDED. The motion PASSED by the following vote.**

**Yes:** 6 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, and Wein

**No:** 1 - Bean

## **G     ORD 18-13S**

Amending Chapter 4.24 "Hotel, Motel and Bed and Breakfast Transient Room Tax" of the Sitka General Code by amending the heading to "Transient Lodging Tax" and modifying the provisions by changing structure references to "lodging", and incorporating package plans

Wein wondered why a new revenue fund was being created and if the Performing Arts Center (PAC) would be eligible for funding. Mayor Hunter clarified that the Visitor's Activity Enhancement Fund was a current fund, not a new fund, and funding for the PAC with this would be for the assembly to determine. Eisenbeisz read a section where the assembly may direct the transfer of any amount to any fund noting that the PAC would apply. Knox summarized this was to address new industry that current code did not address, and made clear that short term rentals applied along with package rates. Miyasato, previously not in support, was now and felt this was reasonable.

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

**Yes:** 5 - Miyasato, Eisenbeisz, Potrzuski, Hunter, and Knox

**No:** 2 - Bean, and Wein

**H      ORD 18-22      Authorizing the lease of Alaska Tideland Survey 1571 to Samson Tug and Barge Company, Inc.**

Wein voiced concern with the length of lease term, rate, and that the consumer price index was used to determine changes in lease amounts as opposed to assessed value. He thought to change verbiage to maximize ability to obtain funding. Bean agreed except that by doing business with these entities, he felt it was good for the community and was in support of the ordinance. Municipal Attorney Brian Hanson mentioned he had been tasked with looking into the leasing policy and noted the historical inconsistencies the city had with regards to leases. He stated city staff was looking at this topic and would continue to look at it.

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

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**I      ORD 18-23      Amending 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" Section 6.19.030 "Permit required for commercial operations involving organized excursions when such operations occur in certain areas" Subsection C "Limitations"**

John Dunlap, Sitka Sound Ocean Adventures was in support of the ordinance and fee structure, even though it was a significant increase.

Bean wondered if parking meters would work for this in this area. Brady noted this ordinance was specifically for vendors but that parking meters had been discussed for public use in the crescent harbor parking lot and it may be looked at in the future. Mayor Hunter said this ordinance clarified the need for the businesses to have specific locations to make it easier to do business for the few spots in demand. Don Kluting, Harrigan Centennial Hall Manager gave an overview of the commercial operator parking lot area, noted this would allow to charge for the space, and for operators to continue to conduct business. Knox commented that it was a seasonal term. Kluting stated this added an additional fee for the huge demand in the small parking lot.

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

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**J      ORD 18-20      Adjusting the FY18 Budget (Secure Rural Schools, Pass Thru Grants)**

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

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**K      ORD 18-25      Adopting Budgets for the Fiscal Year July 1, 2018 through June 30, 2019**

Wein noted that the Municipal Administrator would pass this budget regardless of if the assembly did not. He thought to postpone as to not close out any opportunity to make adjustments. Bean was not in support. He had concerns of the cost of living, rates that were built into the budget, and could not support continued debt. Mayor Hunter told of concerns with increase of cost of living and noted that he had not heard from citizens of any services that should be cut. Bean stated that a reduction was still needed across the board, equally based on a percentage. Miyasato told that a lot of time was spent on it and there had been chance and opportunity to come up with other revenue sources. Knox reminded that the budget could be adjusted in the future and that the merits had been debated. He would like to see this move forward in order to give staff the ability to implement. Potrzuski reminded he asked for specifics on what to cut. He agreed with Miyasato of time involved, opportunity, and that he was also in support.

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

**Yes:** 4 - Miyasato, Potrzuski, Hunter, and Knox

**No:** 3 - Eisenbeisz, Bean, and Wein

## **XII. NEW BUSINESS:**

### **L RES 18-09**

Adopting the document named the Sitka Comprehensive Plan 2030 and authorizing an annual plan review

Charles Bingham stated he had participated in the comprehensive planning process and highlighted transportation and land use. He would have liked to see more with regards to climate change, however urged the assembly to pass it.

Community Affairs Director Maegan Bosak and Planning Director Michael Scarcelli came forward and told of their staff time input into this. Bosak stated they had been working on this plan for two and a half years and had over 200 opportunities to discuss it. Scarcelli mentioned the consultant and all the board and commission members that participated in the process. Miyasato appreciated the long range planning of this document. Wein reminded that it was a guide and not to be taken as a literal document. He questioned why the process of approval was changed from an ordinance to a resolution. Municipal Attorney Brian Hanson recommended a resolution rather than an ordinance to be consistent with the language in the Charter. Mayor Hunter thanked staff, was hopeful of how affordable housing would be addressed, and liked the logical path to use municipal land to the best possible use. Scarcelli thanked the community for being involved. Bosak was looking forward to the annual plan review to report on accomplishments. Bean confirmed the draft copy to the final copy had no significant changes. Bosak answered that the economic development chapter was for the need to develop lands and industrial properties rather than residential; essentially aligning the zoning to make better use of the properties and therefore opportunities. Bosak reiterated the yearly review of the resolution stating that it would go to the Planning Commission then be forwarded to the Assembly. Miyasato thanked staff. He stated this was a guide, and encouraged the public and those that may run for office to read through it.

**A motion was made by Miyasato that this resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**M 18-108**

Approve the Municipal Attorney providing assistance on an initiative application regarding additives in the water system

Municipal Attorney Brian Hanson gave history, reviewed the initiative process, and stated that the initiative application needed assistance. He noted the Charter and Sitka General Code section 2.40.040, that the assembly may direct the municipal attorney to assist in the wording of the petition. Therefore, in order to provide assistance, the approval of the assembly was necessary. Mayor questioned the time it would take of Hanson and thought it could make the process more straightforward. Bean was in support of the assistance. Knox, thought to broaden the scope to any initiative not just this particular one. Eisenbeisz thought the attorney should offer, within reason, assistance on the initiative. Potrzuski was in support and pleased with process.

**A motion was made to approve the Municipal Attorney to provide assistance on an initiative application regarding additives in the water system. The motion PASSED by the following vote.**

**Yes:** 6 - Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

**No:** 1 - Miyasato

**XIII. PERSONS TO BE HEARD:**

Charles Bingham reminded his involvement in the walking college fellowship program, that he was working on a walking action plan, and recruiting volunteers to assist. Executive Director of the Greater Sitka Chamber of Commerce Rachel Roy invited the assembly to the chamber luncheon.

**XIV. EXECUTIVE SESSION****N 18-106**

Legal matter - contract claim

**A motion was made by Miyasato to go into executive session with the Municipal Attorney to discuss a legal matter affecting the municipality, as a result of a contract claim, the immediate knowledge of which would adversely affect the finances of the municipality, and invite in Public Works Director Michael Harmon and Municipal Engineer Dan Tadic. The motion PASSED by the following vote.**

**Yes:** 7 - Miyasato, Eisenbeisz, Potrzuski, Hunter, Knox, Bean, and Wein

The assembly met in executive session from 9:39 p.m. to 10:17 p.m.

Potrzuski left the meeting at 10:17 p.m.

**A motion was made by Knox to RECONVENE as the Assembly in regular session. The motion PASSED by unanimous voice vote of six members.**

**XV. ADJOURNMENT**

**A motion was made by Knox to ADJOURN. Hearing no objections, the meeting ADJOURNED at 10:19 p.m.**

**ATTEST:** \_\_\_\_\_  
**Melissa Henshaw, CMC**  
**Acting Municipal Clerk**



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: RES 18-11      Version: 1      Name:

Type: Resolution      Status: AGENDA READY

File created: 6/6/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Authorizing a grant application to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo Res 2018-11.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the consent agenda the following motion is suggested:

**POSSIBLE MOTION**

**I MOVE TO** approve Resolution 2018-11 on first and final reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Chief Jeff Ankerfelt and Serena Wild

**Date:** May 24, 2018

**Subject:** Approve Resolution 2018-11 authorizing a grant application to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program

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### **Background**

The Justice Assistance Grant (JAG) program provides grant funding that allows states and local governments to perform a broad range of enforcement activities to prevent and control crime. The grant funds provide states and agencies with the flexibility to prioritize and use the JAG funds where they are needed most. The State of Alaska and the Sitka Police Department have determined that these funds should be used to employ a Sitka Police Officer that will participate in the Southeast Alaska Cities against Drugs task force (SEACAD). Sitka has been using JAG funds for this purpose for over a decade. The grant requires a request for funding be made annually.

SEACAD is a law enforcement and prosecution collaborative that shares the common goal of addressing drug and violent crime problems in Southeast Alaska. SEACAD enhances the Sitka Police Departments ability to share intelligence and coordinate enforcement activities across jurisdictional boundaries resulting in the more efficient use of resources.

### **Analysis**

This year's grant request of \$121,966.00 will pay the entire personnel cost of one Sitka Police Officer. This Police Officer will be assigned to perform drug investigations in Sitka as part of SEACAD.

### **Fiscal Note**

This is a non-matching grant. The grant would pay for the base salary of the officer including benefits.

### **Recommendation**

It is the recommendation of the Sitka Police Department that we apply for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.



CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-11

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A GRANT  
APPLICATION TO THE EDWARD BYRNE MEMORIAL  
JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**

**WHEREAS**, the Justice Assistance Grant program is an important source of revenue that has funded a Sitka Police Officer dedicated to addressing the manufacture, transportation, and sale of illegal drugs in Sitka and Southeast Alaska; and

**WHEREAS**, the City and Borough of Sitka Police Department seeks to again obtain financial assistance to fund the personnel costs of a Sitka Police Officer position to participate in the Southeast Alaska Cities against Drugs task force (SEACAD); and

**WHEREAS**, with this application, the JAG program will provide funding for the personnel costs of a Sitka Police Officer to enforce laws related to the illegal manufacturing, distribution, and use of illegal drugs in Sitka.

**NOW, THEREFORE, BE IT RESOLVED** by the Assembly of the City and Borough of Sitka that the Administrator is authorized to apply to the Edward Byrne Memorial Justice Assistance Grant Program.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this 12<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Matthew Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> and final reading 6/12/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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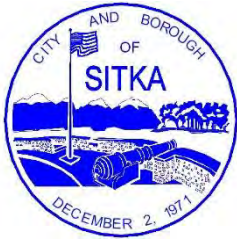
File #: RES 18-12    Version: 1    Name:  
Type: Resolution    Status: AGENDA READY  
File created: 6/6/2018    In control: City and Borough Assembly  
On agenda: 6/12/2018    Final action:  
Title: Setting the millage rates for the fiscal year July 1, 2018 through June 30, 2019  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion Memo Res 2018-12.pdf](#)

Date	Ver.	Action By	Action	Result
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Should this item be pulled from the consent agenda the following motion is suggested:

**POSSIBLE MOTION**

**I MOVE TO** approve Resolution 2018-12 on first and final reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## MEMORANDUM

**To:** Mayor Hunter and Members of the Assembly  
Keith Brady, Municipal Administrator  
Jay Sweeney, Chief Finance and Administrative Officer

**From:** Wendy Lawrence, Assessing Director  
*Wendy Lawrence*

**Date:** June 12, 2018

**Subject:** Certification of Assessment Rolls as of January 1, 2018

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I have completed the certification of the 2018 assessment rolls for the City and Borough of Sitka. The real property roll includes taxable land and building improvements minus the value of the Senior/Veteran exempted properties. The personal property roll includes equipment, supplies, float houses, business personal property and similar items. The total 2018 assessment of taxable property is declared as:

Real Property:	\$1,049,104,400
Personal Property:	<u>\$ 57,532,700</u>
<b>Total Assessed Value of Taxable Property:</b>	<b>\$1,106,637,100</b>

**The is an overall increase in assessed values of 3.04%**

# Final Roll - June 30th 2018

January 1, 2018

		Assessed Values
<b>TAXABLE REAL PROPERTY VALUE</b>		<b>\$ 1,049,104,400</b>
<b><u>SENIOR/VETERAN EXEMPTED VALUES</u></b>		
Senior Citizen Exempted Value	\$ 79,024,300	
Disabled Veteran Exempted Value	\$ 3,654,400	
	<b>\$ 82,678,700</b>	
<b>TOTAL ASSESSED REAL PROPERTY VALUE</b>		<b>\$ 1,131,783,100</b>
<b>TAXABLE PERSONAL PROPERTY VALUE</b>		<b>\$ 57,532,700</b>
<b>TOTAL ASSESSED RP/PP VALUES</b>		<b>\$ 1,189,315,800</b>
<b><u>TOTAL TAX AMOUNT @ 6 MIL</u></b>		<b>\$ 7,135,900</b>
(\$1,189,315,800 * .006 = \$7,135,895)		
<b><u>SEN/VET EXEMPTED AMOUNTS:</u></b>		<b>\$ (496,100)</b>
<b>ASSESSMENT PROJECTED REVENUES</b>		<b>\$ 6,639,800</b>
Prepared by Wendy Lawrence		

**CITY AND BOROUGH OF SITKA**

**RESOLUTION NO. 2018-12**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA  
SETTING THE MILLAGE RATES FOR THE FISCAL YEAR JULY 1, 2018  
THROUGH JUNE 30, 2019**

**WHEREAS**, the Assessor has completed the final assessment records and the total assessed value of all real and personal property within the City and Borough of Sitka as of January 1, 2018, is **\$1,106,637,100**; and

**WHEREAS**, Sitka General Code 4.12.110 states that the Assembly shall fix the rate of tax levy and designate the number of mills upon each dollar of assessed taxable real and personal property.

**NOW, THEREFORE, BE IT RESOLVED** that the Assembly of the City and Borough of Sitka, Alaska by this resolution hereby adopts and levies the following millage rate upon each dollar of assessed taxable real and personal property for the fiscal year July 1, 2018, through June 30, 2017:

GENERAL PURPOSES.....	2.000 mills
SCHOOLS.....	4.000 mills
TOTAL.....	6.000 mills

**BE IT FURTHER RESOLVED**, all property taxes shall become due sixty days after the billing date and if not paid by the due date are delinquent.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on the 12th day of June, 2018.

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Matthew Hunter, Mayor

ATTEST:

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Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> and final reading



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: 18-113 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 6/6/2018 In control: City and Borough Assembly

On agenda: 6/12/2018 Final action:

Title: Appoint 1) Christopher Wright to a three-year term on the Parks and Recreation Committee and 2) Amy Zanuzoski to a three-year term on the Local Emergency Planning Committee and Reappoint 1) Ana Dittmar and Roberta Littlefield to three-year terms on the Historic Preservation Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Appointments.pdf](#)  
[Wright Application.pdf](#)  
[Zanuzoski Application.pdf](#)  
[Dittmar Application.pdf](#)  
[Littlefield Application.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** appoint 1) Christopher Wright to a three-year term on the Parks and Recreation Committee and 2) Amy Zanuzoski to a three-year term on the Local Emergency Planning Committee and reappoint 1) Ana Dittmar and Roberta Littlefield to three-year terms on the Historic Preservation Commission.





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

Board/Commission/Committee: Parks & Recreation Board  
Name: Christopher Wright Daytime Phone: work phone - [REDACTED]  
Address: [REDACTED] Evening Phone: Cell phone - [REDACTED]  
Email Address: [REDACTED] Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 1 month Registered to vote in Sitka? \_\_\_ Yes X No NOT YET!  
Employer: Aspen Hotel & Suites  
Organizations you belong to or participate in: Several

Explain your main reason for applying: I'm new here but since being here this community has been welcoming to me & I'd like to give back. I believe parks provide great aesthetic value, recreational & health benefits as well as creating an economic benefit to the community. To assist with providing positive recreational outlets for our youth.

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

I want to work w/ SLFN creating a partnership w/ the board, the city & SLFN to create a community garden for our entire community. Also I love parks! I don't have a background in parks & recreation but what I have is a passion to serve this community & its beautification.  
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.

No conflicts of interest.

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: 6/6/2018 Signature: Chptl Wright

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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

June 6, 2018

To the Honorable Assembly of the City and Borough of Sitka, Alaska,

I would like to declare before you with this letter my interest to be appointed to the Parks and Recreation Commission for the City of Sitka.


I have just only recently moved to Sitka however I have been welcomed with open arms and much kindness since I have been here and so I would like to be much more involved with this community since I have decided to make it my home. I have a background in hotels and food service and not much in the way of Parks and Recreation however, I believe our city parks are vital to great community development. The natural beauty that surrounds us, The Sitka Sound, the mountains is a blessing but to continue the beautification of our parks is vital to the economic development of Sitka.

Providing positive and recreational outlets for our community's youth is also important to their health and success and formation of them and I would like to be a part of that.

I would like to work with this board, the city and SLFN to create a community garden park for the entire City of Sitka to assist with the Grow Local Movement and provide recreational, agricultural and gardening experiences involving our entire community.

In closing, my background is not parks and recreation but what I can bring to this board is passion, determination and desire to serve this community for its enrichment and development. Sitka is a great place to go and it's a great place to grow. Now I call Sitka home and I'd like to be a part of this community and give back in any way that I can.

Best regards,

A handwritten signature in black ink, appearing to read "C. L. Wright", with a stylized flourish at the end.

Christopher L. Wright



## PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ALLISON MASSEY 1510 B Davidoff Street	907-887-4555 asajm46@gmail.com	04/26/16	04/26/19	<b>CHAIR</b>
WOODY WIDMARK 444 Katlian Street	752-0152 c woodywidmark@gmail.com	9/27/2016	9/27/2019	<b>VICE CHAIR</b>
LORRAINE LIL 105 Austin Street	747-3309 738-1350 c committeework@outlook.com	03/22/16	03/22/19	
BARBARA MORSE PO Box 2972	752-0240 c morseb9@hotmail.com	03/22/16	03/22/19	
CYNTHIA PICKERING CHRISTIANSON 2101 Belmont Drive Anchorage, AK 99517	907-230-8571 cpchristianson@gmail.com	11/22/16	11/22/19	
BETH SMITH 109 Darrin Drive	747-7010 253-590-3137 bekumtoo@hotmail.com	3/14/17	3/14/20	
CLARA WHITEHEAD 2111 Sawmill Creek Road	966-5575 w 360-265-3533 c clara.a.whitehead@uscg.mil	10/7/13	10/7/16	
Kevin Knox PO Box 6415	738-4664 c assemblyknox@cityofsitka.org			Assembly Liaison
Wanda Bush Assistant Contract Coordinator/Office Manager City and Borough of Sitka	747-1806 wanda.bush@cityofsitka.org			Secretary

7 members from public - 3 year terms

Established by Ordinance 75-199 (2.56 SGC)

Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Community Resources				
David Elkowitz Sitka National Historical Park 106 Metlakatla Street	747-0111 w 747-5938-fax david_elkowitz@nps.gov			
Lynne Brandon Sitka Trail Works 801 HPR	747-7244 w 747-7315 fax trail@gci.net			
Anmaria Lapalme Sitka Forest Service 2108 Halibut Point Road	747-4206 alapalme@fs.fed.us			

Revised: January 3, 2018

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

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Amy Zanuzoski

Mailing address: \_\_\_\_\_

Residence address: \_\_\_\_\_

Day phone: \_\_\_\_\_

Home Phone (optional): \_\_\_\_\_

Where employed: Sitka Counseling

Job title: Executive Director

LEPC category/seat that applicant seeks: #4 or #6

*Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env/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: I am working with Connect Postvention Suicide  
to be prepared for when we have an incident here in town, our agency has been  
written into the city wide plan for when there is an incident that needs counseling support  
we have worked in the past with other agencies to provide counselors during sudden death or suicides  
being able to be part of the city LEPC will help us to be a more resource rich community

Organizations in which applicant participates (that are pertinent to the application): \_\_\_\_\_

(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.)

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

Signature \_\_\_\_\_

Date 5/23/18

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? \_\_\_\_ Yes ☒ No

Return to:

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

# Amy Zanuzoski

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## Education

Bachelor of Arts Degree, Radio Television Film  
2000 California State University Northridge

## Experience

5/2009 – Present **Sitka Counseling & Prevention Services, Inc.** Sitka, AK

### **Executive Director**

- Overall daily management to include implementing the mission and strategic goals, fiscal, technology, personnel management, organizational staff development, and program development to serve multi-cultural populations.
- Logic Model development and Grant reporting.
- Develops and implements fund raising projects.
- Act as the liaison between the Board and staff
- Provides monthly reports to the Board concerning agency operations.
- Oversees maintenance of all facilities
- Facilitates community presentations regarding agency programs and services
- Facilitates monthly management meetings, quarterly all staffs
- Establishes and maintains a positive working environment that enhances staff productivity and welcomes clients to participate in agency services
- Maintains an environment that ensures the health and safety of the client and staff
- Authorizes purchases and expenditures within parameters set in the agency budget/by-laws.
- Oversight of licensure training of staff; monitor and maintain qualification of training staff for the benefit of the agency.
- Responsible for meeting HUD requirements in management and occupancy of River's Edge Property; Section 8-11 property.
- Designs and coordinates policy and procedure revisions related to business practices
- Establishes and maintains adequate administrative control systems.
- Maintains employee benefit contracts and agency insurance contracts. Work with Board Risk Management Committee to provide adequate insurance coverage.
- Screen, interview and recommend candidates for hire and supervise administrative staff in the process.
- Directs, develops, and updates program and employee manuals as needed.
- Develops and implements business plan
- Monitor and review compliance with specific grant & contracts terms and accreditation
- Manage completion of annual inventory of agency equipment;

create and maintain system for monitoring technology needs of staff and facilities.

- Supervise and monitor the procurement, installation, and functioning of office technology, including computer system and phones.
- Accuracy, attention to detail, initiative, and ability to manage multiple tasks to meet deadlines

**7/2007 – 5/2009      TheraCare Rehabilitation Services**  
Newbury Park, CA

**Office Manager – Assistant to CFO/CEO**

- Supervise 2 staff members, Payroll, Quick Books, Track payments, A/P, A/R, Collections, mailings, staffing for 19 facilities
- Responsible for medical billing of 19 facilities-monthly, Track 7 independent contractors invoices-monthly, Track Registry payments
- Customer Service, organize office, HR, problem solving, Support Staff for 125 Therapists (OT,PT,ST) and CFO,CEO & Director

**6/2005–6/2007      Holiday Inn Express Hotel & Suites**  
Camarillo, Ca

**General Manager/ Sales Manager**

- Responsible for the overall operations, customer service, quality & guest satisfaction of the hotel
- Worked on revenue management to meet the 2007 monthly budget
- Oversaw 27 staff in all departments (Housekeeping, Front desk, Sales & Marketing, Maintenance, Breakfast Bar)
- A/R and A/P coded and sent out invoices, tracked payments and outstanding balances
- Created and maintained customer driven operations with consistent quality scores in the 90%
- Effectively solicited business for new clients, customer service, monitored production for top accounts, sold meeting space for 5-55 person events
- Maintained accurate & up to date records of sales and transactions
- Hotel tours, assisted GM w/ research & development of annual business, correspond w/ potential clients providing bids, proposals, confirmations of bookings, follow up and thank you letters

**2/2003-6/2005      Maritz Inc.**  
Torrance, CA

**Program Coordinator for University of TOYOTA**

- Schedule four coaches for upcoming Service Lane Visits at dealerships across the United States
- Communicate on a daily basis with business partners and 19 regional /4 area contacts to discuss on going changes with future events
- Track attendance within a web based program and provide accurate credit for ~ 44,760 participants per year
- Administrative contact for the Penske Auto Group, track attendance, organize spreadsheets w/ SSN and Gallup Pins & send class pre-work for 234 students

- Coordinate directly with Toyota/Lexus billing dept. to ensure proper tuitions fees are collected and certification credit is awarded for ~2,338 events per year
- Function as a customer service representative in support for the University of Toyota as the administration team of 11 for Maritz

**2003, 2001 & 2000      National Broadcasting Company**  
Burbank, CA

**Production Assistant, Tournament of Roses Parade**

- Organized the office, travel and accommodations for talent
- Arranged for promotional materials, credentials and tickets
- Coordinated production staff, crew and vendors

**7/2001–3/2002      International Sports Broadcasting**  
Salt Lake City, UT

**Uniform & Merchandise Coordinator/Asst. Broadcast  
Venue Manager, 2002 Winter Olympics/ Paralympics**

- Bought & created gift ideas for VIPs with vendors
- Negotiated prices with merchandise suppliers/vendors
- Created and managed uniform distribution for 1650 crew members
- Designed reports for uniform distribution
- Oversaw 6 broadcast assistants with uniform distribution
- Assisted crews, created & monitored meal voucher system
- Filled in as a spotter on the field of play, for the director, assisted technical crew and manager
- Organized transportation for the Technical Director, Director and producer for ISB

**1/2001-7/2001      National Broadcasting Company**  
Burbank, CA

**Editorial Assistant, NBC Channel 4 News**

- Organized scripts from the news producer for two on-air talents
- Assisted the assignment editor, beat checks, follow up on incoming story ideas and answer the phones
- Worked special events in the field as support for the news dept.

**4/1998 – 11/2000      Biltmore Broadcasting, KADY-TV**  
Camarillo, CA

**Assistant Program Director/ Master Control Operator**

- Produced and distributed weekly program schedules
- Reviewed contracts for new shows, that were to air on KADY
- Contacted major distribution houses for copies of tapes that were missed for the satellite feeds
- In charge of filing children's programming, Educational/Informational, with the FCC
- Responsible for switching shows and commercials on-air
- Keeping track of satellite feeds and recording them in broadcast quality for air

- Created dubs of commercials and satellite feeds
- Tracking audio and video of on-air shows and commercials from the log

**Computer  
Proficiency**

Certified in beginning Excel, Word, and Windows & Outlook.  
Worked in Web based Applications, Care Logic, AKAIMS, Avstar and Opera.

**Community  
Involvement**

- Alaska Addictions Professional Association - Secretary
- Health Needs and Human Service Commission, 3 yrs., City of Sitka
- Member of NAADAC, the association for addiction professionals
- Volunteered at the Port Hueneme Chamber of Commerce
- Volunteered on Fire Line, a Fire education show on Cable
- Co-Editor for Campus Observer at Oxnard College for 1 year
- Volunteered at CIMRI (Channel Islands Marine Research Institute)
- Assisted Frank Ursitti w/ his marine education program on the Coral Sea.





# LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
DAVE MILLER, <b>CHAIR</b>	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
GEORGE BENNETT JR. 225 Tongass Drive	966-8916	gbennett@searhc.org	3/28/17	3/28/20	2
SHANNON FREITAS 222 Tongass Drive	966-8511	shannonf@searhc.org	3/28/17	3/28/20	2
MICHAEL SANDERS PO Box 226	738-2442	md.sanders8@gmail.com	9/26/17	9/26/20	2
ALAN STEVENS 2606 Sawmill Creek Road	747-8848 738-8237	astevenssit@gmail.com	1/23/18	1/23/21	2
PAT HUGHES 1108 Edgumbe Drive	747-0303 738-6119	phughes@sitkahospital.org	2/13/18	2/13/21	2
DONNA CALLISTINI 208 Lake Street #2G	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10, 11/12/13 1/23/18	10/26/13, 11/12/16 1/23/21	3
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kghammons@gmail.com	7/28/15	7/28/18	3
TRISH WHITE 117 Granite Creek Road	747-8006X202 w; 747-5976 h	trish@whitesalaska.com	3/10/09, 3/13/12 3/24/15, 3/27/18	3/10/12, 3/15/15 3/24/18, 3/27/21	5
SCOTT WAGNER 304 Nicole Drive	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13 12/27/16	11/12/16 12/27/19	5
MARY ANN HALL 2037 Halibut Point Road	747-7265		8/23/11, 8/12/14 8/8/17	8/23/14, 8/12/17 8/8/20	6
AUBREY VAUGHAN 315 Seward Street	361-774-1234	ellenvaughan68@gmail.com	10/11/16	10/11/19	6
ROSE MILLER 120 Katlian Street	723-2225		6/13/17	6/13/20	6
JEFF ANKERFELT	747-3245	jeff.ankerfelt@sitkapd.org	Permanent	Police Chief*	2
LANCE EWERS	747-3245	lance.ewers@sitkapd.org	Permanent	Law Enforcement*	2
CRAIG WARREN	747-3233	craig.warren@cityofsitka.org	Permanent	LEPC Coordinator*	7
BOB POTRZUSKI	738-3261	assemblypotrzuski@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		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 – Fire 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

Revised: May 1, 2018



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

Board/Commission/Committee: HISTORIC PRESERVATION Commission

Name: ANA Dittmar Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: SAME

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

Length of Residence in Sitka: SINCE 2009 9 YEARS Registered to vote in Sitka? ☒ Yes ☐ No

Employer: ST Michael's ORTHODOX Cathedral - SITKA

Organizations you belong to or participate in:

ST Michael's Parish Council Officer

CITY OF SITKA - HISTORIC PRESERVATION Commission (SINCE 2012)

Explain your main reason for applying:

CONCERN FOR HISTORIC PRESERVATION IN SITKA. EXPERTISE IN THE FIELD.

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

Ph.D. in Cultural Anthropology, 30 YEARS EXPERIENCE IN  
NPS Archeologist (15 YEARS) CULTURAL RESOURCES

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: May 20, 2018 Signature: Ana Dittmar

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

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

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

CURRENT  
ST Michael's Cathedral: Resident historian, Parish Council officer,  
Project Manager - ST Michael's historic  
TREASURER Bldg. REPAIRS

RETIRED: 12/31/12

**JOB TITLE:** GS-0193-12, Cultural Resources Program Manager/Archeologist

**EMPLOYER:** US National Forest Service, Department of Agriculture,  
Six Rivers National Forest, 1330 Bayshore Way, Eureka, CA, 95501

**SUPERVISOR:** Jean Hawthorne, Line Officer for Recreation/Engineering/Heritage  
(707) 441-3543, [jhawthorne@fs.fed.us](mailto:jhawthorne@fs.fed.us), may contact if being considered

**STARTING DATE:** April 4, 2004 to present, full-time and permanent

**PERMANENT,** GS-12, step 4,

**MAJOR DUTIES AND ACCOMPLISHMENTS:**

Cultural Resources Program Manager and Forest Archeologist for a 1,300,000 acre management area including a National Forest with four District Offices, a National Recreation Area, several Wilderness Areas, and Tribal Trust Lands on the Redwoods Coast of Northwestern California. Duties and professional responsibilities include:

Management of Forest's cultural resource program, including following roles and duties:

- Management of the Forest's cultural resources program and budget;
- Serve as primary agency specialist and contact with SHPO
- Implementation of all Programmatic Agreements with SHPO,
- Integrate Cultural Program with Natural Resource Program
- Serve on interdisciplinary NEPA teams, write specialist documents
- Develop and lead public activities relating to cultural resources;
- Interpret the forest's heritage to the public and to resource specialists;
- Tribal consultation and partnership with tribes associated with the forest;
- Supervision of four staff archeologists, contractors, and forest volunteers;
- Development and operation of the Land Management Plan for protection of the forest's cultural resources;
- Act as point of contact to the Regional Office for cultural issues;
- Serve as member of forest interdisciplinary teams with natural resource program managers, EIS teams, ID Teams, Fires, Fuels reduction projects, Community Protection Projects, Special Use Permits, Timber and Fire Salvage Sales Projects, OHV management team, NEPA, recreational areas development projects, grazing program;
- Coordination with stakeholders on projects; private, public and tribal;
- Develop and maintain professional peer relationships with tribal staffs, & Interagency relationships with Federal, State, and Local agencies;
- Create, negotiate and oversee Co-operative Agreements, Cost-Share, and other contracts with agency and private groups;
- Develop and manage resource inventory and monitoring strategies;
- Design and implement scientific monitoring programs;
- Act as primary Forest representative to Regional CRM, SHPO, ACHP;
- Operation and coordination of the projects that ensure protection of cultural resources with compliance to applicable federal laws;
- Oversight and management of forest museum collections, library and records database;

Act as forest Data Steward for cultural resource, Oracles, I-Web database;  
Maintain GIS files and database for Cultural Resources Program;  
Serve as authoritative expert in appeals and litigations associated with  
cultural resources, especially those involving Native American  
religious values and sensitive archeological resources;  
Preparation and submission of nominations for the National Register of  
Historic Places and Determinations of Eligibility;  
Submission of required, detailed Forest Annual Reports to SHPO;  
Participation in forest-wide team to prepare annual work plan & budget;  
Serve on the Forest Leadership Team.

**JOB TITLE: GS-0193-11, Integrated Resources Program Manager/Archeologist**

**EMPLOYER: US National Park Service, Department of Interior,  
Pu'uhonua o Honaunau National Historical Park, Hawai'i**

**SUPERVISOR: Geri Bell, Superintendent Pu'uhonua o Honaunau NHP, Hawai'i  
(808) 328-2326 or (808) 329-6881, may contact if being considered**

**STARTING DATE: Nov 4, 2002 to April 3, 2004, full-time and permanent  
PERMANENT, GS-11**

**MAJOR DUTIES AND ACCOMPLISHMENTS:**

Chief of Natural and Cultural Resources Programs at a Hawaiian park  
in which natural resources were often considered cultural resources.  
Integrated management specialist whose duties and professional  
responsibilities included:

- Management of an interdisciplinary program and program budget for the  
park's natural and cultural resources;
- Supervision of the division's staff of 5, physical and cultural employees  
including archeologist through CESU University of Hawaii,  
park biologist, vegetation control workers, general laborers,  
seasonals, YCC, volunteers;
- Planning & implementing division work plans, weekly division meetings,  
PMIS project design and planning,
- Maintain the park's ASMIS (archeology), ANCS+ (museum collections),  
and GIS databases, cooperate in the Inventory and Monitoring  
Program as well as Natural Resource & Cultural Resource MAP.
- Contracting, acting as CO/TRA/COR for Agreements and contracts,
- Maintenance of cooperative partnerships with other federal, state, and  
state and indigenous groups, organizations, and agencies;  
partnership with educational institutions and private non-profit  
groups, creation and maintenance of working relationships with  
Native Hawaiian groups and institutions.
- Primary responsibility for maintaining relationships with regulating  
agencies and applying laws and policies regarding cultural

and natural resources, conducting and supervising federal compliance activities and acting as the park's Section 106 Coordinator.

At conferences and professional meetings, to represent the park superintendent, give presentations and participate in agency-wide, regional and local policy decision making,

Act as Selecting Official in hiring,

Participate in and provide leadership at annual traditional cultural festival.

Partner with Chief of Interpretation on various park projects,

Professional member of the Society for Hawaiian Archeology.

**JOB TITLE: GS-1015-11, Museum Curator/Cultural Resources Manager**

**EMPLOYER: US National Park Service, Department of Interior,  
War In The Pacific National Historical Park, Guam, USA, and  
American Memorial Park, Saipan, Commonwealth of the Northern  
Mariana Islands**

**SUPERVISOR: Karen Gustin, formerly WAPA & AMME, Parks Superintendent**

Currently Superintendent of Big Cypress National Preserve

May contact anytime, (239) 695-2000

**STARTING DATE: January, 2001 to November 2002, full-time and permanent**

**PERMANENT, GS-11**

#### **MAJOR DUTIES AND ACCOMPLISHMENTS**

Museum Curator with collateral duties as Cultural Resource Manager whose professional responsibilities included:

Management of the museum program, park library and archives,

Collateral duties as cultural resources program manager;

Oversight of NPS funded projects and PMIS projects,

Management of division budget, supervision of a staff of one,

Partnership with University of Guam to oversee graduate student interns;

Initiation and maintenance of cooperative relationships and partnerships with the Department of Defense, Department of Interior, Government of Guam, Government of the Commonwealth of the Northern Mariana Islands, other federal, state and local groups, organizations, and agencies. International cooperation with Japan, Micronesia, & US territories in the Pacific Islands,

Primary responsibility for supervising and conducting federal compliance activities, acting as the park Section 106 coordinator

Regional Coordinator for the ASMIS (Archeological Sites Management Information System) Pacific Islands.

Familiarity and experience with NAGPRA, NADB, and SHPO, ARPA protocol and policy. Archeological survey and field crew leader.

Act as point of contact in the Western Pacific for Federal Agency cultural

Activities and for public heritage tours related to WWII.  
Member of the Society for Hawaiian Archeology.

**JOB TITLE: GS-0193-05 Archeological Technician**

**EMPLOYER: US National Park Service, Department of Interior,  
Zion National Park, Springdale Utah.**

**SUPERVISOR:** Jack Burns, Formerly Cultural Resources, contact him anytime  
currently at Zion NP, Utah, (435) 772-0145

**STARTING DATE:** March, 1999 to January 2001

**MAJOR DUTIES AND ACCOMPLISHMENTS:** several, seasonal sessions  
As Arch Tech and as Visitor Use Assistant, both GS-05  
About 350 hours as volunteer archeologist, and museum technician.  
Archeologist Technician whose responsibilities included technical  
archeological tasks, specifically:  
Field surveys, inventory broad landscapes on the Colorado Plateau for  
fuels reduction projects.  
ASMIS (Archeological Sites Management Information System) database  
building and maintenance,  
GPS and GIS, digitize all documentation during inventory  
Relocate, update site reports, and monitor sites for condition assessment  
Digital documentation of the park's 90+ List of Classified Structures,  
Site condition assessments and field monitoring of archeological sites,  
Survey of archeological sites for the Zion Park Controlled Burn Program.  
Combination of field and office work.  
Volunteer museum technician, with curatorial duties.  
Also initiated a student internship program between Southern Utah  
University where I had previously been a faculty member and Zion  
National Park Resources Management and Research Division.  
Recruited Native American interns.

**JOB TITLE: Assistant Professor of Anthropology and Sociology**

**EMPLOYER: Southern Utah University, Cedar City, Utah**

**SUPERVISOR:** Department Chair, now retired

Contact Lynne Brown, Director of Multicultural Center, Southern Utah  
University (435) 586-7771, [brown\\_lj@suu.edu](mailto:brown_lj@suu.edu), or Professor  
Larry Ping, Ph.D, Dept Social Sciences, Southern Utah University  
(415) 586-7860, [ping@suu.edu](mailto:ping@suu.edu)

**STARTING DATE:** August 1989 to January 1995

**MAJOR DUTIES AND ACCOMPLISHMENTS:**

Full-time, tenure-track faculty member at Southern Utah University

Taught upper and lower division anthropology and sociology courses, Tested, advised, supervised, and evaluated students and their research, Developed curriculum, served on university committees, conducted original research, wrote technical and original research papers, conducted ethnographic interviews, wrote and presented professional papers at conferences and meetings. Created and implemented a student field internship program, In 1992, was awarded a NEH (National Endowment for the Humanities) grant for research at the University of Southern California. Conferences at which I presented professional papers and participated in panels include: American Anthropological Association, Southwestern Anthropological Association, Society for Popular Culture.

Relevant university courses taught included:

Introduction to Anthropology, World Geography, Native America, The Origins of Human Society, Social Change. Also taught Yoga through department of physical sciences.

#### **EDUCATION:**

**Ph.D. Anthropology**, Rutgers University, New Jersey, 1984

**Emphasis: Cultural Anthropology**

**M.A. Anthropology**, Rutgers University, New Jersey, 1981

**Physical Anthropology and Cultural Anthropology**

**B.A. Anthropology/Sociology**, Stockton State College, N.J., 1978

#### **RELEVANT GRADUATE SCHOOL COURSEWORK TOPICS:**

Cultural Anthropology, Physical Anthropology, Ethnography, Archeology, Native American Studies, Paleontology, Social and Ecological Systems (Human Ecology), Field Research Design,

#### **RELEVANT GRADUATE SCHOOL PROFESSIONAL SKILLS:**

Curriculum development, lecturing, teaching, presenting  
Active fieldwork methods, field research technology  
Supervision of college students, evaluation, testing,  
Implementation of field excavation and analysis of artifacts  
Field survey, mapping, classifying, & analysis  
Implement cultural research with living, indigenous peoples  
Narrative reports and technical reports  
Public presentation of information and research summaries  
Establish and maintain community and professional contacts  
Interviewing skills, oral histories, ethnographic interviews  
Foreign language skills (all in novice or disuse status): French, Serbo-Croatian, Swedish, Russian, German, Hawaiian

#### **ADDITIONAL FEDERAL SERVICE TRAINING AND CERTIFICATION:**

COTR, Federal Contractor Technical Representative, 40 hrs. 3/2009

COTR, Level II, Federal Contractor Technical Representative, 24 hrs.  
COTR, Level II, Refresher Course, 16 hours, 3/2005  
COTR, Level II, Refresher Course, 16 hours, 4/2007  
Supervision, DOD, Basic-40 hours, Reeves-Martin & Assoc., 2003  
Supervision, DOA, Basic 40 hours, 2006  
Supervision refresher, 16 hours, 2007  
NEPA Project Planning, 40 hours, 2/2009  
NEPA accumulated Effects 16 hours, 2007  
NEPA accumulated Effects, 16 hours, 2006  
NEPA, On-Line Basic, 2005  
INFRA (a cultural resources Oracle Database) 24 hours  
Section 106, Federal Compliance/Historic Preservation Law, 24 hrs.  
ARPA, Archeological Law Enforcement Training, 24 hours, 2002  
OSHA 600, Occupational Safety & Health for Supervisors, 24 hours  
American Red Cross, Standard First Aid, & Adult CPR w/AED  
FMSS, Asset Management Process, 32 hours, Indiana University  
GPS-GIS, Trimble, Pathfinder  
ARC-GIS 32 hours, 2006, ARC-GIS 9.2 version  
ANCS+, NPS Museum Management System, 32 hours  
ASMIS, Archeological Sites Management Information system, 24 hours  
GPRA, Government Performance and Results Act, 24 hours training  
MAXIMO, Work Planning System, 32 hours, 11/2002

**RECENT AWARDS: Certificates of Merit**

For assistance in the resolution of long-standing trespass lawsuit on  
Six Rivers National Forest; 3/2009  
For contribution to EIS for North Fork Hel Grazing Allotments; 2007

**ENVIRONMENTAL IMPACT STATEMENTS (EIS):** Contributing Specialist  
Travel Management (OHV Route Designation) Project: 2009  
Orleans Community Fuels Reduction Project: 2008  
SPI Road Project: October 2007





## HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ROBERTA LITTLEFIELD 4102 Halibut Point Road	738-4004 c 747-3444 h robbylittlefield@gci.net	7/13/10 4/24/12 5/27/15	01/27/12 4/24/15 5/27/18	<b>Chair</b> Native community
ANNE POLLNOW PO Box 6326	738-0794 sealevelanne@gmail.com	4/28/15 4/25/17	4/22/17 4/25/20	<b>Vice Chair</b> At large
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h sitka@operamail.com	2/22/11 2/25/14	2/22/14 2/25/17 9/8/18	<b>Secretary</b> Historical Society <i>Ozment's term</i>
ANA DITTMAR 217 Marine Street Unit B	623-7537 anadittmar1@hotmail.com	4/10/12 5/27/15	4/10/15 5/27/18	At large
SCOTT SALINE PO Box 3183	738-7889 c shsaline@gci.net	4/26/16	4/26/19	At large
KITTY SOPOW 3414 Halibut Point Road	907-545-2850 kittysopow@gmail.com	2/28/17	2/28/20	At large
ROBERT SAM 456 Katlian Street	623-7097 bob.sam@sitkatriben-sns.gov	2/24/15 2/27/18	2/24/18 2/27/21	STA
NANCY DOUGLAS 416 Lake Street	747-8380 nancy.douglas@sitkatriben-sns.gov	2/27/18	2/27/21	STA (alternate)
Samantha Pierson Planner I	747-1814 samantha.pierson@cityofsitka.org			Staff Liaison/ Secretary
Benjamin Miyasato 405 DeGroff Street	738-8923 assemblymiyasato@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	738-3261 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison

7 members from selected categories 3-year terms

Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska), At-Large (4)

Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409

Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: March 1, 2018



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

Board/Commission/Committee: Historic Preservation Commission  
Name: Roberta (Roby) Littlefield Daytime Phone: [REDACTED]  
Address: [REDACTED] Evening Phone: [REDACTED]  
Email Address: [REDACTED] Fax Number: n/a  
Length of Residence in Sitka: 48 yrs. Registered to vote in Sitka? ☒ Yes ☐ No

Employer: University of Alaska / Sitka School District

Organizations you belong to or participate in:

Noow Tlein Dancers, Raven Radio Board of Directors, ANS,  
Sitka Kaagwaantaan Dancers, Dog Point Fish Camp/NATIVE inc.

Explain your main reason for applying:

I've served on the Commission since 2008. I'm interested  
in local history and research

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

Experience in documenting oral history and language  
(Tlingit)

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.

\*transmitted by email 5/11/18

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

Date: 5/11/18 Signature: [Signature]

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

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

Return to:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: melissa.henshaw@cityofsitka.org

Roberta N. (Roby) Littlefield

Objective:

Tlingit language and cultural instruction; curriculum development; oral history research & documentation; genealogy research; and digital reformatting and archiving reel to reel tapes, cassette and VHS.

Accomplishments:

- Learned to understand, speak, read and write the Tlingit language.
- Founding member or teacher of three traditional Sitka dance groups.
- Developed curricula to instruct other teachers and students in Tlingit language, a series of 15 lessons for beginning language learners.
- Researched, documented, digitized, transcribed and translated local oral history for over 30 years; provided free transcription services to fluent Elders and other language students and community members.
- Founding board member of N.A.T.I.V.E. Inc., 502(c)3 nonprofit corporation in 1991.
- Founder, in 1978, of the Dog Point Children's Fish Camp Cultural and Language Immersion Programs.

Experience:

Adjunct Professor at University of Alaska, Southeast	2009-2018
Digital Archivist and Cultural Specialist for Sitka Tribe	2007-2009
Director of Family Recovery Culture Camps	2000-2003
Tlingit Language Curricula developer for Sealaska Heritage Foundation, Goldbelt Inc., Sitka School District, UASS	1999-2018
Tlingit language instructor in Sitka School district	1994-2018
Drum making, regalia sewing, and traditional art teacher	1986-2018
Board Secretary for NATIVE, Inc. 501(c)3 non-profit	1986-2018
Language instructor for Sitka Native Education Program	1982-1983
Cultural Camp Facilitator for Dog Point Fish Camp	1978-2014
Preschool van driver for Sitka Native Education Program	1976-1981
Traditional foods harvester in Sitka Sound	1972-2018

Education: Transcripts available on request  
Type M teaching certificate valid until 2020

References:

Mary Wegner  
Ben White  
Leslie Gordon  
Ethel Makinen



(no email, Elder)



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ANNE POLLNOW PO Box 6326	738-0794 sealevelanne@gmail.com	4/28/15 4/25/17	4/22/17 4/25/20	<b>Vice Chair</b> At large
JAMES POULSON 1610 Sawmill Creek Rd	747-3219 w 747-6567 h sitka@operamail.com	2/22/11 2/25/14	2/22/14 2/25/17 9/8/18	<b>Secretary</b> Historical Society <i>Ozment's term</i>
ANA DITTMAR 217 Marine Street Unit B	623-7537 anadittmar1@hotmail.com	4/10/12 5/27/15	4/10/15 5/27/18	At large
SCOTT SALINE PO Box 3183	738-7889 c shsaline@gci.net	4/26/16	4/26/19	At large
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Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409

Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: March 1, 2018





# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 18-21    Version: 1    Name:  
Type: Ordinance    Status: AGENDA READY  
File created: 5/2/2018    In control: City and Borough Assembly  
On agenda: 6/12/2018    Final action:  
Title: Adjusting the FY18 Budget (SEACAD Justice Assistance Grant)  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Motion Memo Ord 2018-21.pdf](#)

Date	Ver.	Action By	Action	Result
5/22/2018	1	City and Borough Assembly		

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-21 on  
second and final reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jeff Ankerfelt, Police Chief

**Date:** May 15, 2018

**Subject:** Approval of Ordinance 2018-21

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### **Background**

The Department of Justice under President Trump has repeatedly delayed the award of Justice Assistance Grants to states and major cities to compel compliance with the administration's immigration enforcement policies. During this delay, the Alaska Department of Public Safety has scrambled to allocate funds to support continued drug enforcement in Southeast Alaska. It is the result of this generous effort that Sitka has repeatedly been awarded new allocations.

Sitka has received the final grant amendment providing an increase in funding of \$17,285.00 to be spent by June 30, 2018. This amount will cover the personnel expenses of SPD's sole drug enforcement officer through June 30, 2018.

### **Analysis**

Justice Assistance Grants are an important source of annual revenue that funds a Sitka Police Officer that is dedicated to addressing the manufacture, transportation and sale of illegal drugs in Sitka and Southeast Alaska.

### **Fiscal Note**

The expenditure budget adjustment reflects the current grant amendment offering to extend the grant end date and amount. The Police Department is currently working on a new JAG solicitation for fiscal year 2019.

### **Recommendation**

Fund 152 – Justice Assistance Grant – Personnel: Increase appropriations for the (SEACAD)-JAG Grant in the amount of \$17,285.00 and extend the project period to June 30, 2018.



Sponsor: Administrator

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2018-21**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA  
ADJUSTING THE FY18 BUDGET (SEACAD JUSTICE ASSISTANCE GRANT)**

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

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.

2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person and circumstances shall not be affected thereby.

3. **PURPOSE.** The purpose of this ordinance is to adjust the FY18 budgets for known changes.

4. **ENACTMENT.** The Assembly of the City and Borough of Sitka hereby adjusts the FY18 budget for known changes. In accordance with Section 11.10(a) of the Charter of the City and Borough of Sitka, Alaska, the budget for the fiscal period beginning July 1, 2017 and ending June 30, 2018 is hereby adjusted as follows:

<b><u>FISCAL YEAR 2018 EXPENDITURE BUDGETS</u></b>	
<b>SPECIAL REVENUE FUND</b>	
<b>Fund 152 – Justice Assistance Grant - Personnel: Increase appropriations for the (SEACAD) JAG Grant in the amount of \$17,285 and extend the project period to June 30, 2018.</b>	

**EXPLANATION**

Necessary revisions in the FY 2018 budget were identified. These changes involve the increase of expenditure accounts and causes decreased cash flows to the fund balance of various funds. A short explanation of each budget revision is included.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 12th Day of June, 2018.

**ATTEST:**

\_\_\_\_\_  
Matthew Hunter, Mayor

\_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading 5/22/18  
2<sup>nd</sup> reading 6/12/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

File #: ORD 18-18    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 4/19/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Amending Title 18 "Property Acquisition and Disposal" and Title 19 "Building and Construction" of the Sitka General Code by modifying Chapter 18.12 "Real Property Disposal", Chapter 18.16 "Tidelands Lease Procedure", and Chapter 19.07 "Demolition or Removal of Municipally Owned Buildings" (postponed from the May 8 Assembly meeting)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memos Ord 2018-18.pdf](#)  
[Ord 2018-18.pdf](#)

Date	Ver.	Action By	Action	Result
5/8/2018	1	City and Borough Assembly	POSTPONED	Pass
4/24/2018	1	City and Borough Assembly	APPROVED	Pass
4/24/2018	1	City and Borough Assembly	APPROVED	Pass

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-18 on second and final reading.

Notes:

- At the May 8 Assembly meeting, second reading of Ordinance 2018-18 was postponed to June 12
- Before the Assembly for consideration on June 12 is first reading of Ordinance 2018-29, an alternative to Ordinance 2018-18



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Mayor Hunter and Assembly Members

**From:** Keith Brady, Municipal Administrator

**Reviewed:** Brian Hanson, Municipal Attorney

**Date:** 4/19/18

**Subject:** Land Disposal

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### Executive Summary

After requesting legal advice to the constitutionality of certain provisions in the Sitka General Code, we found that areas of the Sitka General Code are unconstitutional and not in line with the Alaska Constitution nor would be upheld by the Alaska Supreme Court.

By removing these provisions in the general code, Sitka then becomes compatible with the Alaska Constitution. Additionally, this ordinance allows for greater flexibility in addressing affordable housing challenges in Sitka. It would expedite making municipal property available and approving municipal property sales and leases, such as the Marine Service Center, Sitka Community Hospital, No Name Mountain, and other properties. These municipal property transactions would not be stalled waiting for a municipal election, which could also require expending municipal monies for a special election.

### Recommendation

Approval of the changes to the Sitka General Code to be compatible with the Alaska Constitution.

### Details

Through discussions and readings regarding the disposal and leasing of municipal property, there has been an Alaska Supreme Court ruling stating that the authority to dispose of property lies with the Assembly or elected body. To verify this we hired outside legal counsel to review and give us their recommendation on the subject. Attorney Mike Gatti's brief lays out the answer to the question of, Should "voter ratification of certain land disposals [that] contain legal infirmity ... be remediated"? He argues that certain areas of Sitka General Code should be repealed because it limits the Assembly's legislative authority to control public assets. He also argues that the Assembly cannot appropriate their authority to the people on disposing of public assets.

The Assembly knows, respects and fully supports the rights of citizens to participate in their government. The Assembly is also responsible for abiding by the Alaska Constitution. The Alaska Constitution limits initiatives, including any approval or disapproval of appropriations of assets. The Sitka

General Code amendments that we are proposing makes these sections of code consistent with the Alaska Supreme Court decision in *Alliance of Concerned Taxpayers Inc. versus Kenai Peninsula Borough* ("ACT"), 273 P.3d 1128 (Alaska 2012). According to this decision, the Assembly, rather than the public, holds the authority to approve or disapprove appropriation of public assets, including such assets as municipal land and its disposal (by sale, lease or destruction). The ACT decision found an initiative, unconstitutional that would have enacted a municipal code section that required any construction project over \$1 million to be approved by a public vote. This decision is applicable here, even though not all of the code sections being amended were created by initiative, some were passed by an Assembly ordinance in response to initiative efforts. The underlying ruling in ACT makes it clear that a long series of Alaska Supreme Court decisions on state legislature authority applies to municipal legislatures. These court decisions extended to municipal appropriations of municipal assets, finding that "the legislature [Assembly], and only the legislature [Assembly] retains control over the allocation of state [municipal] assets among competing needs." ACT, 273 P.3d at 1137.

Municipal property transactions (i.e. sales, leases, building destruction) would still involve public hearings because they must be approved by two readings of an ordinance. The public will continue to be advised and involved in these types of municipal property decisions. The changes to the ordinance still allows to the full extent possible under the law for direct involvement of citizens and local government decisions, while recognizing the fact that local governments operate as representatives rather than direct lawmaking form of government. This does not preclude the Assembly from having public advisory votes as desired. These Sitka General Code amendments will expedite the process for addressing land and property disposals, including affordable housing, leasing and sale of property, and disposing of dilapidated municipal buildings and structures. Most importantly, the amendments will result in the Sitka General Code to be consistent with each other and be compatible with provisions of state law and Alaska Constitution.



To: Keith Brady, Borough Administrator  
Brian Hansen, Municipal Attorney

From: Michael Gatti, Jermain Dunnagan & Owens, P.C.

Date: April 11, 2018

Re: Sitka General Code ("SGC") 18.12.010(B) requiring voter ratification of certain land disposals contains legal infirmities that should be remediated

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The City and Borough of Sitka ("CBS") has requested legal advice on the question of whether Sitka General Code ("SGC") 18.12.010(B) requiring voter ratification of certain land disposals contains legal infirmities that should be remediated.<sup>1</sup> For the reasons discussed below, we conclude that the requirement for voter ratification of CBS land disposals should be repealed because it limits the Assembly's legislative authority to control public assets by imposing a voter ratification requirement on the Assembly's authority to make land appropriations.<sup>2</sup>

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<sup>1</sup> SGC 18.12.010(B) provides: "Upon sale or disposal of real property valued over five hundred thousand dollars, or upon lease of real property, including tidelands, of a value of more than seven hundred fifty thousand dollars, the ordinance authorizing the sale, lease, or disposition shall provide that the ordinance be ratified by a majority of the qualified voters voting at a general or special election. Any such sale, lease, or disposition shall be revocable pending the outcome of the election. This subsection shall not apply to leases at the former Alaska Pulp Corporation mill site, and the property leased under Ordinance 99-1539." The voter ratification requirement in various CBS land ordinances has the effect of ratifying or repealing (veto) an Assembly appropriation.

<sup>2</sup> The discussion related to SGC 18.12.010(B) applies equally to SGC 18.12.014(A); SGC 18.16.200; SGC 18.16.220; and SGC 19.07.040. Note land is at a premium in CBS due to its geographical features. The need for affordable housing is another reason land is a very important public asset. The Alaska Constitution, statutes, and the CBS Charter and ordinances establish that the Assembly is the governing body of the Municipality with broad legislative powers to make decisions involving public assets such as lands. AS 29.71.800(10); Alaska Constitution Article 10 Section 1. The CBS Charter requires the Assembly to perform certain acts by ordinance including the conveyance or lease of any lands of CBS. As a home rule municipality (continued) CBS has all legislative powers not prohibited by law or Charter. Sitka Home Rule Charter SHRC 3.01(7). The requirement that the Assembly dispose of



## MUNICIPAL LAND IS A PUBLIC ASSET

In 1978 the Alaska Legislature adopted the Municipal Lands Entitlement Program which is designed to convey land to municipalities to promote community expansion and to establish a source of revenue.<sup>3</sup> In accordance with the State municipal entitlements program, CBS was granted 10,500 acres. Over the years CBS has engaged in a comprehensive land disposal program to identify and classify various parcels of land for municipal purposes. The CBS land disposal program is designed to meet the policy objectives and governmental purposes of the Municipal Lands Entitlement Act and the CBS land management programs. The SGC requirements for voter ratification or veto of the Assembly's land disposal appropriation undermines the Assembly's ability to fully implement the CBS state land entitlement program and its land management function.

## LAND DISPOSAL IS AN APPROPRIATION

The SGC requirement for voter ratification of certain land disposals impermissibly seeks to approve or repeal the appropriation of land by the CBS Assembly. Land is a public asset. Voter ratification (or veto) of Assembly land disposals has the legal effect of making or repealing land appropriations in contravention of Alaska Const., Art. XI, Sec. 7 and Alaska Supreme Court precedent.<sup>4</sup> One of the purposes of this constitutional limitation on direct democracy (on initiative or referendum) is to ensure that “the legislature, and only the legislature, retains control over the allocation of state assets among competing needs.”<sup>5</sup> “[T]he usual rule is ‘to construe voter initiatives broadly so as to preserve them whenever possible. However, initiatives touching upon the allocation

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land by ordinance is mandatory due to the use of the word “shall.” The Assembly is the only entity empowered to enact ordinances. AS 29.04.010. SHRC 1.03; SHRC 2.02.

<sup>3</sup> AS 29.65.010-140, and *see* the CBS Lands Work Session (attached PowerPoint).

<sup>4</sup> While the voter ratification or veto of Assembly land appropriations does not expressly constitute an initiative or referendum because it doesn't follow proper procedure, it improperly imposes an automatic voter initiative or referendum because it affects an Assembly appropriation. *See, Alliance of Concerned Taxpayers Inc. v. Kenai Peninsula Borough*, 273 P.3d 1128, 1138 (2012) (holding “the voters’ ability to veto a capital project, even prior to budget approval, infringes on the assembly’s ability to allocate resources among competing uses because there is nothing that the assembly can do to appropriate money for that project”).

<sup>5</sup> *Alaska Action Center v. Municipality of Anchorage*, 84 P.3d 989, 994 (Alaska 2004) (quoting *Pullen v. Ulmer*, 923 P.2d 54, 62 (Alaska 1996)) (emphasis in original). The legislative body of CBS is the Assembly. AS 29.71.800(10).

of public revenues and assets require careful consideration because the constitutional right of direct legislation is limited by the Alaska Constitution.”<sup>6</sup>

The Alaska Supreme Court has adopted a two-part test for determining whether an initiative or referendum constitutes an appropriation:

We use a two-part inquiry to determine whether a particular initiative makes an appropriation. First, we determine whether the initiative deals with a public asset. In a series of cases, we have determined that public revenue, *land*, a municipally-owned utility, and wild salmon are all public assets that cannot be appropriated by initiative. Second, we determine whether the initiative would appropriate that asset. In deciding where the initiative would have that effect, we have looked to the “two core objectives” of the limitation on the use of the initiative power to make appropriations. One objective is preventing “give-away programs” that appeal to the self-interest of voters and endanger the state treasury. The constitutional delegates were concerned that “[i]nitiatives for the purpose of requiring appropriations [would] pose a special danger of ‘rash, discriminatory, and irresponsible acts.’” The other objective is preserving legislative discretion by “ensur[ing] that the legislature, and *only* the legislature, retains control over the allocation of state assets among competing needs.”<sup>7</sup>

The policy for limiting legislation relating to appropriations is that it “tempt[s] the voter to [prefer] . . . his immediate financial welfare at the expense of vital government activities.”<sup>8</sup> This rationale applies as much to allocation of physical property as it does to allocations of money.<sup>9</sup> Applying these principles to SGC 18.12.010(B) it impermissibly interferes with the Assembly’s legislative authority and discretion to control the allocation of its public assets, in this case land, among the competing needs of the community.

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<sup>6</sup> *Pullen v. Ulmer*, 923 P.2d 54, 58 (Alaska 1996) (citing *City of Fairbanks v. Fairbanks Convention & Visitors Bureau*, 818 P.2d 1153, 1155 (Alaska 1991) (internal citation omitted)). This principle applies equally to municipal assets because the Assembly is the municipal legislative body.

<sup>7</sup> *Citizens for Taxi Reform v. Municipality of Anchorage*, 151 P.3d at 422-23 (Alaska 2006) (internal citations omitted) (emphasis added).

<sup>8</sup> *Pullen*, 923 P.2d at 61 (citing *Thomas v. Bailey*, 595 P.2d 1, 8 (Alaska 1979)).

<sup>9</sup> *McAlpine v. University of Alaska*, 762 P.2d at 81, 88-89 (Alaska 1988).



The Alaska Supreme Court has determined that acts involving the transfer of state land are appropriations because public land is a primary asset of the state treasury.<sup>10</sup> Similarly, the CBS ordinances in their application, affect the Assembly's appropriation of land. Because the SGC ordinances at issue requires voter ratification (or veto) if CBS sells or disposes of public land in various circumstances<sup>11</sup> it effectively limits CBS from appropriating one of its very important public assets, its real property. Pursuant to *Thomas v. Bailey*, the voter ratification or veto of ordinances impermissibly seek to regulate the land appropriations of CBS and are therefore invalid. A point squarely brought home by the Alaska Supreme Court in the following opinions.

In *Alaska Action Center, Inc. v. Municipality of Anchorage*,<sup>12</sup> there was an attempt to dedicate, by initiative, a parcel of municipal property as park land to prevent the municipality from developing land for use as a golf course. The Court reviewed the initiative under the *Pullen* objectives and concluded that it resulted in the allocation of a resource among competing demands, by taking away land from the developers, and allocating it for parkland. This was an impermissible use of the initiative which affected an appropriation. Likewise, ordinances requiring voter ratification or veto of the sale or disposal of public real property valued at \$500,000 or more or for leases of property valued at \$750,000 or more is an unlawful delegation of legislative authority.<sup>13</sup> The clear effect of such ordinances is to allow the voters to automatically ratify or vote to repeal sales, disposals, or leases of property that fit this criteria. These actions would have the effect of limiting CBS' authority and discretion to appropriate and allocate its real property assets.<sup>14</sup>

The Alaska Supreme Court agrees.<sup>15</sup>

In *ACT*, the Court concluded that an initiative which would require voters to ratify, and thus allow voters to veto, any capital improvement project over a certain dollar amount had the effect of diluting the Assembly's *exclusive* control over the budget and therefore was an impermissible appropriation.<sup>16</sup> In *ACT*, the Court addressed whether a voter ratification initiative was unconstitutional when it allocates *away from* a particular

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<sup>10</sup> *Thomas v. Bailey*, 595 P.2d 1 (Alaska 1979).

<sup>11</sup> See SGC 18.12.010(B) and Footnote 2.

<sup>12</sup> 84 P.3d 989 (Alaska 2004).

<sup>13</sup> See Footnote 4

<sup>14</sup> See, *Sitkans for Responsible Government*, (Superior Court Case No. 1SI-08-00130 CI and Supreme Court Case No. S-13394); The Sitka Superior Court in the SRG case concluded the land at the SCIP (Sawmill Cove Industrial Park (SCIP) is a public asset of the CBS. SCIP is now renamed the "Gary Paxton Industrial Park" ("GPIP").

<sup>15</sup> See Footnote 4.

<sup>16</sup> *Id.*, at 1136-1139.

purpose.<sup>17</sup> The court concluded that the *ACT* voter ratification measure would require that voters be permitted to allocate public assets even through the ordinance created by the measure did not itself allocate those assets.<sup>18</sup> The court explained, “Practically, when voters refuse to approve a capital project they allocate municipal funds away from the particular project, which interferes with the Borough’s exclusive power to allocate funds among competing issues.”<sup>19</sup> Like the initiative at issue in the *ACT* case, the ordinance at issue here similarly restricts the appropriation power of the CBS Assembly. The ordinance gives the voters the ability to ratify or veto a sale, lease, or other transaction of CBS which impermissibly infringes on the Assembly’s exclusive control over appropriations. The recent *ACT* case resolves this issue and establishes voter ratification of Assembly appropriations would require voters to allocate public assets in contravention of the Assembly’s powers over appropriation and the express limitations of Alaska Const., art. XI, §7.

The *ACT* case squarely establishes the ordinances in question result in an unlawful appropriation of public assets by requiring voter ratification of a sale, lease, or disposal of CBS property. As the *ACT* case demonstrates, a court need not wait until a vote by the electorate ratifying or vetoing a sale or lease of land to determine that it impermissibly removes the exclusive power of allocating public assets away from the Assembly. In *ACT*, the Alaska Supreme Court found the initiative that created an automatic vote to approve or reject capital projects above a certain amount was an appropriation, holding:

Referring capital projects to voters, however, will almost invariably result in voters “vetoing” certain projects, at which point there is nothing the Borough can do to go forward with the project. In *ACT*’s view this means that the municipal funds are still available to be used at the Borough’s discretion. But the voters’ ability to veto capital projects, even prior to budget approval, infringes on the assembly’s ability to allocate resources among competing uses because there is nothing that the assembly can do appropriate money for that project.<sup>20</sup>

The Alaska Supreme Court further explained:

While the ordinance itself does not allocate public assets, it requires that voters be permitted to allocate those resources. Practically, when voters

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<sup>17</sup> *Id.*, at 1137.

<sup>18</sup> *Id.*, at 1138.

<sup>19</sup> *Id.*

<sup>20</sup> 273 P.3d at 1138 (emphasis added). Whether the ordinances in question were adopted by Assembly ordinance or by voter initiative is irrelevant to our legal analysis. The *ACT* case is controlling authority. See, *Kodiak Island Borough v. Mahoney*, 71 P3d 896 (Alaska 2003)

refuse to approve a capital project they allocate municipal funds away from the particular project, which interferes with the Borough's exclusive power to allocate funds among competing uses.<sup>21</sup>

CBS property is a public asset. The ratification election proposed by SGC 18.12.010(B) (and other code sections) violates Alaska law because it has the effect of making or repealing an appropriation of public assets<sup>22</sup> and because they interfere with the Assembly's exclusive ability to allocate funds among competing issues.

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<sup>21</sup> *Id.* (emphasis added).

<sup>22</sup> *See* Footnote 2.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-18

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 18  
“PROPERTY ACQUISITION AND DISPOSAL” AND TITLE 19 “BUILDING AND  
CONSTRUCTION” OF THE SITKA GENERAL CODE BY MODIFYING CHAPTER 18.12  
“REAL PROPERTY DISPOSAL”, CHAPTER 18.16 “TIDELAND LEASE PROCEDURE”, AND  
CHAPTER 19.07 “DEMOLITION OR REMOVAL OF MUNICIPALLY OWNED BUILDINGS”**

**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 amend Title 18 and Title 19 by deleting and modifying language in sections of the identified chapters that require voter ratification for the sale or disposal of real property valued over five hundred thousand dollars, or upon lease of real property, including tidelands, of a value of more than seven hundred fifty thousand dollars. This amendment repeals provisions of the Sitka General Code believed unconstitutional because they have the effect of making or repealing an appropriation of public assets and because they interfere with the Assembly’s exclusive ability to allocate funds among competing issues.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code be amended as follows by deleting and modifying language in the following sections: 18.12.010.B; 18.12.010.C; 18.12.010.F; 18.12.014.A; 18.12.014.B; 18.16.030; 18.16.170; 18.16.200; 18.16.220; and 19.19.040 (deleted language stricken, new language underlined):

**Title 18  
PROPERTY ACQUISITION AND DISPOSAL**

\* \* \*

- 18.04 General Provisions**
- 18.08 Personal Property Acquisition and Disposal**
- 18.12 Real Property Disposal**
- 18.16 Tideland Lease Procedure**
- 18.20 Tideland Permits**
- 18.24 Abandoned Property**
- 18.32 Public Improvements Bonding Requirements**

\* \* \*

**Chapter 18.12**  
**REAL PROPERTY DISPOSAL**

Sections:

18.12.010 Real property disposal.

~~18.12.014 Requirement for a public vote and disclosure of information for land disposals related to a dock or vessel transfer facility that could be used by large cruise ships.~~

18.12.015 Street and public area vacations.

**18.12.010 Real property disposal.**

A. Real property, including tidelands, and land acquired from the state, may be sold or leased only when authorized by ordinance. Lease of space within municipal buildings that are of a value of less than one thousand dollars shall be treated as disposals of personal property without ordinance. All other leases of space within a municipal building shall be treated as disposal of real property under this chapter.

Note: The value of a lease shall be determined by multiplying the monthly or annual rent by the term of the lease.

~~B.— Upon sale or disposal of real property valued over five hundred thousand dollars, or upon lease of real property, including tidelands, of a value of more than seven hundred fifty thousand dollars, the ordinance authorizing the sale, lease, or disposition shall provide that the ordinance be ratified by a majority of the qualified voters voting at a general or special election. Any such sale, lease, or disposition shall be revocable pending the outcome of the election. This subsection shall not apply to leases at the former Alaska Pulp Corporation mill site, and the property leased under Ordinance 99-1539.~~

~~B. C.~~ No election, ratification by the electorate, or competitive bid is required for exchange of municipal property, both real and personal, including tidelands, or any interest in property, with the United States, the state of Alaska, or a political subdivision.

Such disposals to other governmental units, shall be done by ordinance.

~~All leases of real property and tidelands approved by the assembly and signed by the lessee prior to the date of enactment of the ordinance codified in this title are confirmed and ratified and voter ratification is waived. (Enactment date September 27, 1983).~~

~~C. D.~~ The lease of any municipal property on a temporary basis may be made by the administrator upon motion of the assembly without ordinance. Temporary shall be defined as any lease terminable at the will of the municipality where no more than thirty days prior notice of intent to terminate is required.

~~D. E.~~ Sale or lease of municipal real property, including tidelands shall be by competitive bid, unless the assembly finds that competitive bidding is inappropriate, due to the size, shape, or location of the parcel, rendering it of true usefulness to only one party, or is waived by subsection ~~B C~~ of this section. The assembly may also find that competitive bidding is inappropriate due to the nature of the property or the circumstances surrounding its disposal to

include possible unjust results with regard to the existing lessee, or adjacent or neighboring property owners.

~~E. F.~~ When it is deemed advantageous to the municipality, it may trade uplands or tidelands for other land of approximately equal size or value. ~~Should the municipal property in question be of such size or value or to such a class of grantee as to require an election before conveyance of title can be made, the requirements and procedures concerning such election shall apply.~~

~~E. G.~~ The administrator is authorized to sign all municipal lease and conveyance documents.

**~~18.12.014 Requirement for a public vote and disclosure of information for land disposals related to a dock or vessel transfer facility that could be used by large cruise ships.~~**

~~A. Notwithstanding Sections 2.38.080(A)(7) and 2.38.090 or any other provision of law, any ordinance authorizing the sale, lease or disposal of any real property of the city and borough for a dock or vessel transfer facility that could be used by cruise ships exceeding three hundred feet in length shall be effective only after an affirmative vote of the electorate. Not less than thirty days prior to the election, the city and borough shall make available to the electorate the terms of the proposed sale, lease or disposal of real property and a summary of the direct anticipated costs to the city and borough.~~

~~B. This section applies to tidelands and other real property owned by the city and borough, including any real property in Sawmill Cove.~~

**18.12.015 Street and public area vacations.**

A. Petition. No street, alley or public thoroughfare or any part thereof shall be vacated except upon petition of the owners of the majority of the front feet of the land fronting upon the part of the street, alley or public thoroughfare sought to be vacated.

B. Title to Vacated Area. Title to the street or other public area vacated on a plat, attaches to the lot or lands bordering the area in equal proportions;

except that if the area was originally dedicated by different persons, original boundary lines shall be adhered to so that the street area that lies on one side of the boundary line shall attach to the abutting property on that side. The portion of a vacated street that lies inside the limits of a platted addition attaches to the lots of the platted addition bordering on the area. If a public square is vacated, the title to it vests in the municipality. If the property vacated is a lot, title vests in the rightful owner.

C. Payment.

1. If the municipality acquired the street or other public area vacated for legal consideration or by express dedication to the municipality, other than as a subdivision platting requirement, before the final act of vacation, the fair market value, as required by AS 29.40.160(b), shall be deposited by the petitioner or petitioners with municipality to be paid to the permanent fund upon vacation.

2. If the person or persons petitioning for vacation is, or are, the original subdividers who established the street, alley, or public thoroughfare, or portion thereof, sought to be vacated, then the municipality may vacate the same without payment of any kind being

acquired from the petitioner or petitioners or the property owner or owners who receive the property by virtue of vacation.

3. If the person or persons petitioning for the vacation are not the original subdividers, but the municipality acquired the street, alley, or public thoroughfare or portion thereof as a result of a subdivision platting requirement, before the final act of vacation, the petitioner or petitioners or the owners of the land fronting upon that part of the street, alley, or public thoroughfare sought to be vacated shall be required to pay the amount determined by the assembly.

\* \* \*

## **Chapter 18.16 TIDELAND LEASE PROCEDURE**

### **Sections:**

- 18.16.010 Generally.
- 18.16.020 Leases and permits.
- 18.16.030 Government leases and permits.
- 18.16.040 Classes of approval for permits and leases.
- 18.16.050 Procedures and fees for Class I, Class II, and Class III approvals.
- 18.16.060 Class IIA, Class IIB, and Class IIC approvals – Application requirements.
- 18.16.070 Class IIA, Class IIB, and Class IIC – Notification requirements.
- 18.16.080 Class IIA, Class IIB, and Class IIC review – Planning commission.
- 18.16.090 Class IIA and Class IIB review – Assembly.
- 18.16.100 Class III – Pre-application advice.
- 18.16.110 Class III – Formal application.
- 18.16.120 Class III – Plat requirements.
- 18.16.130 Class III – Lease preference rights and nonpreference rights.
- 18.16.140 Class III – Notification of upland owner.
- 18.16.150 Class III – Preliminary approval.
- 18.16.160 Class III – Notice of auction and intended lease.
- 18.16.170 ~~Reserved. Class III – Ratification by voters.~~
- 18.16.180 Class III – Protest.
- 18.16.190 Class III – Determination of lease price.
- 18.16.200 Class III – Lease by ordinance.
- 18.16.210 Class III – Annual lease payments and terms.
- 18.16.220 Class III – Direct lease by municipality.
- 18.16.230 Execution of permit and lease documents.

\* \* \*

### **18.16.030 Government leases and permits.**

When leases or permits are issued to other local, state, or federal governmental units or a corporation or agency through which the governmental unit acts, there is no limit to the front footage obtainable, or valuation limit, ~~and no requirement of an election as set out by Sections 18.12.010 and 18.16.110, and no consideration for such a lease shall necessarily be required.~~

\* \* \*

**18.16.170 Reserved. Class III – Ratification by voters.**

~~Lease of tidelands to other than preference right holders for areas which have more than two hundred fifty feet of frontage along the upland meander line, or lease of any tidelands valued above seven hundred fifty thousand dollars, shall be submitted to the voters for election ratification. This section shall not apply to leases at the former Alaska Pulp Corporation mill site, and the property leased under Ordinance 99-1539.~~

\* \* \*

**18.16.200 Class III – Lease by ordinance.**

~~Should the auction be held and a bid accepted by the assembly, the lease shall be executed subject to passage of an ordinance authorizing the lease. If the lease is subject to ratification by the voters, the authorizing ordinance should also authorize putting the question to the voters at the next regular or special municipal election.~~

\* \* \*

**18.16.220 Class III – Direct lease by municipality.**

~~By ordinance the municipality may elect to lease tidelands upon its own initiative upon such terms as are set out in the ordinance.~~

~~Tidelands leased by the direct lease procedure shall be subject to a ratification election whenever applicable by other sections of the Sitka General Code.~~

\* \* \*

**Title 19  
BUILDING AND CONSTRUCTION**

\* \* \*

**Chapter 19.19  
DEMOLITION OR REMOVAL OF MUNICIPALLY OWNED BUILDINGS**

\* \* \*

**Sections:**

- 19.19.010 Assembly authority.
- 19.19.020 Bidding.
- 19.19.030 Buildings considered personal property.
- 19.19.040 Authorization by ordinance ~~or election.~~
- 19.19.050 Value determination.
- 19.19.060 Scope.

\* \* \*



**19.19.040 Authorization by ordinance ~~or election.~~**

If the value of the building exceeds twenty-five thousand dollars, its removal or demolition shall be authorized by ordinance. ~~If the value is more than one hundred thousand dollars, the removal must be approved by the voters at a general or special election.~~

**5. EFFECTIVE DATE.** This ordinance shall become effective the day after the dates of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska, this 12<sup>th</sup> day of June, 2018.

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Matthew Hunter, Mayor

ATTEST:

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Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading 4/25/18  
2<sup>nd</sup> reading 5/8/18 postponed  
2<sup>nd</sup> reading 6/12/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: ORD 18-29    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 6/6/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Amending Title 18 "Property Acquisition and Disposal" and Title 19 "Building and Construction" of the Sitka General Code by authorizing an advisory vote and modifying Chapter 18.12 "Real Property Disposal", Chapter 18.16 "Tideland lease Procedure", and Chapter 19.07 "Demolition or Removal of Municipally Owned Buildings"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2018-29.pdf](#)  
[Ord 2018-29.pdf](#)

Date	Ver.	Action By	Action	Result
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Cosponsors: Hunter / Miyasato

## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-29 on  
first reading.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-29

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 18  
“PROPERTY ACQUISITION AND DISPOSAL” AND TITLE 19 “BUILDING AND  
CONSTRUCTION” OF THE SITKA GENERAL CODE BY AUTHORIZING AN ADVISORY  
VOTE AND MODIFYING CHAPTER 18.12 “REAL PROPERTY DISPOSAL”, CHAPTER 18.16  
“TIDELAND LEASE PROCEDURE”, AND CHAPTER 19.07 “DEMOLITION OR REMOVAL  
OF MUNICIPALLY OWNED BUILDINGS”**

**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 amend Title 18 and Title 19 by modifying language in sections of the identified chapters to authorize an advisory vote to replace the current requirement of voter ratification for the sale or disposal of real property valued over five hundred thousand dollars, or upon lease of real property, including tidelands, of a value of more than seven hundred fifty thousand dollars. This amendment will change the mandatory voter ratification to an advisory vote when authorized by the assembly, and will increase the value of sale or disposal of real property valued over five million dollars and the lease of real property valued over seven million five hundred thousand dollars.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code be amended as follows by deleting and/or adding language in the following sections: 18.12.010.A; 18.12.010.B; 18.12.010.C; 18.12.010.F; 18.12.014.A; 18.16.030; 18.16.170; 18.16.200; 18.16.220; and 19.19.040 (deleted language stricken, new language underlined):

**Title 18  
PROPERTY ACQUISITION AND DISPOSAL**

**Chapters:**

- 18.04 General Provisions**
- 18.08 Personal Property Acquisition and Disposal**
- 18.12 Real Property Disposal**
- 18.16 Tideland Lease Procedure**
- 18.20 Tideland Permits**
- 18.24 Abandoned Property**
- 18.32 Public Improvements Bonding Requirements**

\* \* \*

**Chapter 18.12**  
**REAL PROPERTY DISPOSAL**

Sections:

18.12.010 Real property disposal.

18.12.014 ~~Requirement for a public~~ Advisory vote and disclosure of information for land disposals related to a dock or vessel transfer facility that could be used by large cruise ships.

18.12.015 Street and public area vacations.

**18.12.010 Real property disposal.**

A. Real property, including tidelands, and land acquired from the state, may be sold or leased only when authorized by ordinance. Lease of space within municipal buildings that are of a value of less than one thousand dollars shall be treated as disposals of personal property without ordinance. All other leases of space within a municipal building shall be treated as disposal of real property under this chapter.

Note: The value of a lease shall be determined by multiplying the monthly or annual rent by the term of the lease.

B. Upon sale or disposal of real property valued over five ~~hundred thousand~~ million dollars, or upon lease of real property, including tidelands, of a value of more than seven million five hundred ~~fifty thousand~~ dollars, the ordinance authorizing the sale, lease, or disposition ~~shall~~ may provide that the ordinance ~~be receive an advisory vote ratified by a majority of the qualified voters voting at a general or special election. The assembly shall stay its decision on~~ Any such sale, lease, or disposition ~~shall be revocable~~ pending the outcome of the election. This subsection shall not apply to leases at the former Alaska Pulp Corporation mill site, now known as the Gary Paxton Industrial Park, and the property leased under Ordinance 99-1539.

C. ~~No election, advisory vote ratification by the electorate,~~ or competitive bid is required for exchange of municipal property, both real and personal, including tidelands, or any interest in property, with the United States, the state of Alaska, or a political subdivision.

Such disposals to other governmental units, shall be done by ordinance.

All leases of real property and tidelands approved by the assembly and signed by the lessee prior to the date of enactment of the ordinance codified in this title are confirmed and ratified and voter ratification required under the former ordinance is waived. (Enactment date September 27, 1983).

D. The lease of any municipal property on a temporary basis may be made by the administrator upon motion of the assembly without ordinance. Temporary shall be defined as any lease terminable at the will of the municipality where no more than thirty days prior notice of intent to terminate is required.

E. Sale or lease of municipal real property, including tidelands shall be by competitive bid, unless the assembly finds that competitive bidding is inappropriate, due to the size, shape, or location of the parcel, rendering it of true usefulness to only one party, or is waived by

subsection C of this section. The assembly may also find that competitive bidding is inappropriate due to the nature of the property or the circumstances surrounding its disposal to include possible unjust results with regard to the existing lessee, or adjacent or neighboring property owners.

F. When it is deemed advantageous to the municipality, it may trade uplands or tidelands for other land of approximately equal size or value. Should the municipal property in question be of such size or value or to such a class of grantee as to ~~permit~~ require an advisory vote, an advisory vote may be authorized by the assembly election before conveyance of title can be made, and the requirements and procedures concerning such election shall apply.

G. The administrator is authorized to sign all municipal lease and conveyance documents.

**18.12.014 Requirement for a public Advisory vote and disclosure of information for land disposals related to a dock or vessel transfer facility that could be used by large cruise ships.**

A. Notwithstanding Sections 2.38.080(A)(7) and 2.38.090 or any other provision of law, the assembly may authorize an advisory vote for any ordinance authorizing the sale, lease or disposal of any real property of the city and borough for a dock or vessel transfer facility that could be used by cruise ships exceeding three hundred feet in length, shall be effective only after an affirmative vote of the electorate. The assembly shall stay its decision on any such sale, lease, or disposition pending the outcome of the election. If an advisory vote is authorized, Not less than thirty days prior to the election, the city and borough shall make available to the electorate the terms of the proposed sale, lease or disposal of real property and a summary of the direct anticipated costs to the city and borough.

B. This section applies to tidelands and other real property owned by the city and borough, including any real property in Sawmill Cove.

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**Chapter 18.16  
TIDELAND LEASE PROCEDURE**

Sections:

- 18.16.010 Generally.
- 18.16.020 Leases and permits.
- 18.16.030 Government leases and permits.
- 18.16.040 Classes of approval for permits and leases.
- 18.16.050 Procedures and fees for Class I, Class II, and Class III approvals.
- 18.16.060 Class IIA, Class IIB, and Class IIC approvals – Application requirements.
- 18.16.070 Class IIA, Class IIB, and Class IIC – Notification requirements.
- 18.16.080 Class IIA, Class IIB, and Class IIC review – Planning commission.
- 18.16.090 Class IIA and Class IIB review – Assembly.
- 18.16.100 Class III – Pre-application advice.
- 18.16.110 Class III – Formal application.
- 18.16.120 Class III – Plat requirements.
- 18.16.130 Class III – Lease preference rights and nonpreference rights.
- 18.16.140 Class III – Notification of upland owner.

- 18.16.150 Class III – Preliminary approval.
- 18.16.160 Class III – Notice of auction and intended lease.
- 18.16.170 Class III – ~~Ratification~~ Advisory vote by the voters.
- 18.16.180 Class III – Protest.
- 18.16.190 Class III – Determination of lease price.
- 18.16.200 Class III – Lease by ordinance.
- 18.16.210 Class III – Annual lease payments and terms.
- 18.16.220 Class III – Direct lease by municipality.
- 18.16.230 Execution of permit and lease documents.

\* \* \*

**18.16.030 Government leases and permits.**

When leases or permits are issued to other local, state, or federal governmental units or a corporation or agency through which the governmental unit acts, there is no limit to the front footage obtainable, or valuation limit and no ~~permitted advisory requirement of an election as~~ set out by Sections 18.12.010 and 18.16.110, and no consideration for such a lease shall necessarily be required.

\* \* \*

**18.16.170 Class III – ~~Ratification~~ Advisory vote by the voters.**

Lease of tidelands to other than preference right holders for areas which have more than two hundred fifty feet of frontage along the upland meander line, or lease of any tidelands valued above seven ~~million five hundred fifty thousand dollars, shall~~ may be submitted to the voters for ~~an advisory vote, election ratification. The assembly shall stay its decision on any such sale, lease, or disposition pending the outcome of the election.~~ This section shall not apply to leases at the former Alaska Pulp Corporation mill site, now known as Gary Paxton Industrial Park, and the property leased under Ordinance 99-1539.

\* \* \*

**18.16.200 Class III – Lease by ordinance.**

Should the auction be held and a bid accepted by the assembly, the lease shall be executed subject to passage of an ordinance authorizing the lease. If the lease is subject to ~~ratification~~ an advisory vote and the assembly authorizes an advisory vote, the assembly shall stay its decision on the ordinance authorizing the lease pending the outcome of the election. by the voters, the authorizing ordinance should also authorize putting the question to the voters at the next regular or special municipal election.

\* \* \*

**18.16.220 Class III – Direct lease by municipality.**

By ordinance the municipality may elect to lease tidelands upon its own initiative upon such terms as are set out in the ordinance.

Tidelands leased by the direct lease procedure ~~shall~~ may be subject to an advisory vote if approved by the assembly ~~ratification election~~ whenever applicable by other sections of the Sitka General Code.

\* \* \*

**Title 19**  
**BUILDING AND CONSTRUCTION**

\* \* \*

**Chapter 19.19**  
**DEMOLITION OR REMOVAL OF MUNICIPALLY OWNED BUILDINGS**

\* \* \*

Sections:

- 19.19.010 Assembly authority.
- 19.19.020 Bidding.
- 19.19.030 Buildings considered personal property.
- 19.19.040 Authorization by ordinance ~~or election~~.
- 19.19.050 Value determination.
- 19.19.060 Scope.

\* \* \*

**19.19.040 Authorization by ordinance ~~or election~~.**

If the value of the building exceeds twenty-five thousand dollars, its removal or demolition shall be authorized by ordinance. If the value is more than one hundred thousand dollars, the assembly may authorize an advisory vote ~~removal must be approved by the voters at a general or special election and the assembly shall stay its decision pending outcome of the election.~~

**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 26<sup>th</sup> day of June, 2018.

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Matthew Hunter, Mayor

ATTEST:

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Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading 6/12/18  
2<sup>nd</sup> reading 6/26/18





# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: ORD 18-26    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 6/5/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Amending Title 15 "Public Utilities" of the Sitka General Code to increase water rates at Section 15.05.240 "Service Connection Charge" and Section 15.05.620 "Rates and Fees"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2018-26.pdf](#)

[Memo 2018-26 Water Fund rates FY2019.pdf](#)

[Ord 2018-26 2018 Water Fee Increase Final Legal.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-26 on  
first reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer, Melissa Haley, Controller,  
Michael Harmon, Public Works Director

**Date:** 5 June 2018

**Subject:** Approval of Ordinance 2018-26 FY2019 Rate increase for Water Service

The rate increase for the Water fund is the highest increase proposed for FY2019. The increase is driven by the need for significant investment in a backup water supply, as our former backup supply (Indian River) can no longer be used under federal regulations. In order to secure the funding (via low interest loans through the state of Alaska) necessary to undertake this project, we must demonstrate that the fund can generate the revenue necessary to pay the debt service on the loans needed to fund this project. The 22% increase this year will be followed by much lower future year increases (barely above the rate of inflation). As with other funds, the proposed rate structure leads us towards a future in which we must still rely on debt financing, but the level of debt does slowly decrease as we go further out.

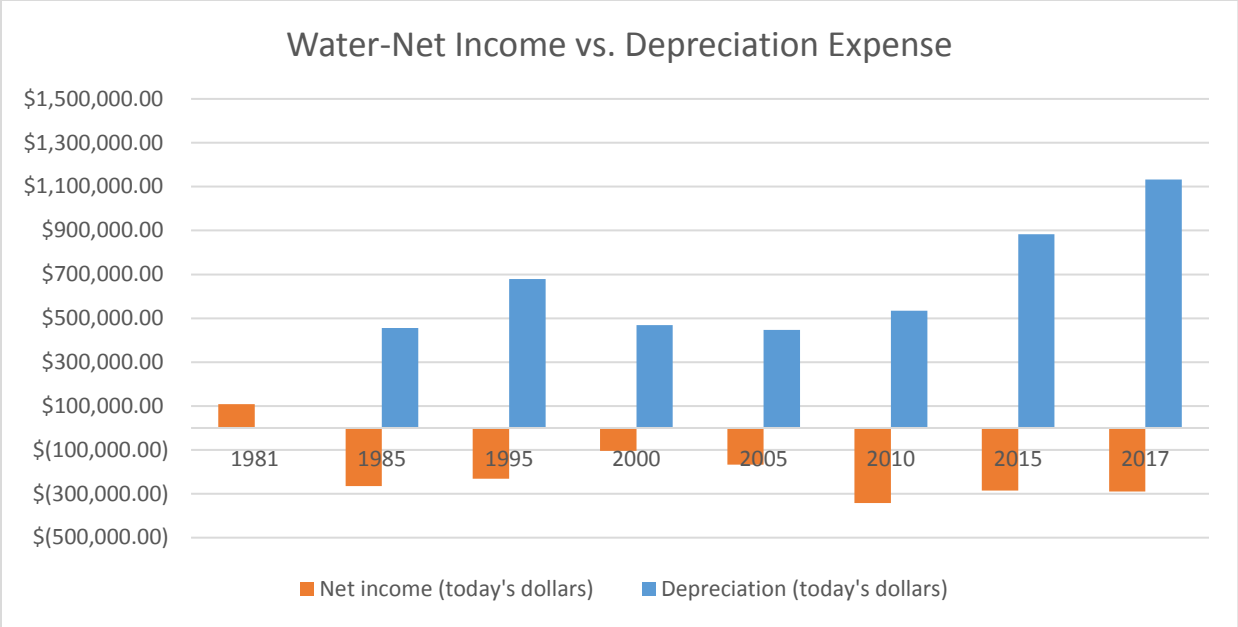
The primary goals for the Water Fund during the next year are to:

- Refine plans, cost estimate, and financing for critical secondary water supply.
- Continue to identify infrastructure that is most at risk of failure and plan for needed improvements.

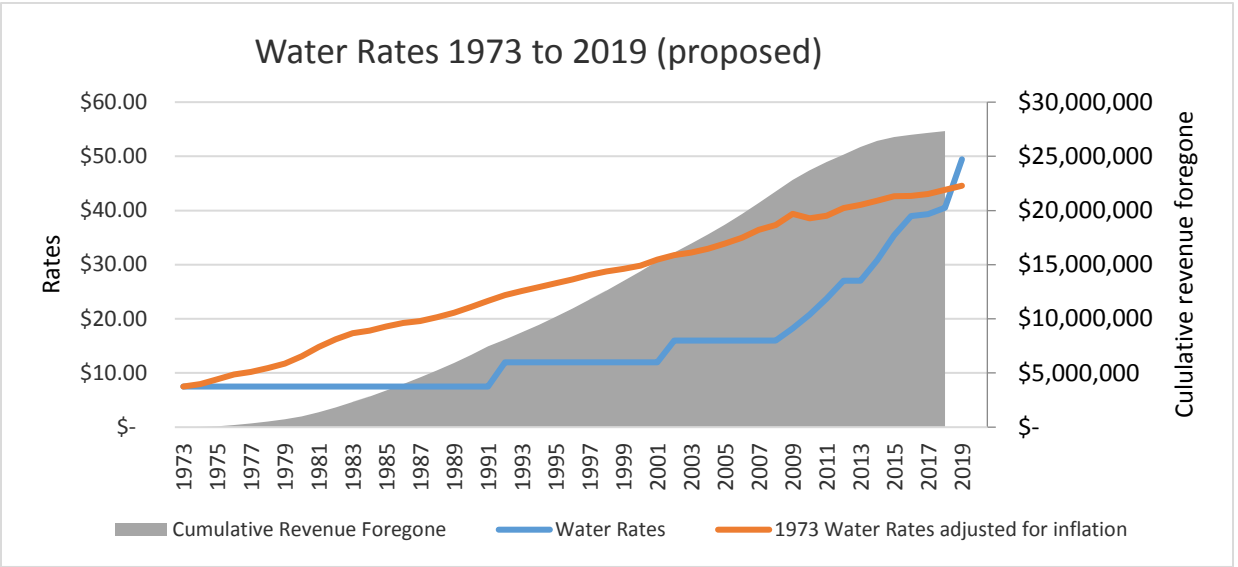
Below is an example demonstrating the total increased cost of a scenario which could be applicable to an average family in Sitka:

Example of typical household service	Total additional cost
Monthly service fee for water	\$8.92
Total cost	\$8.92
<b>Average monthly recurring cost</b>	<b>\$8.92</b>

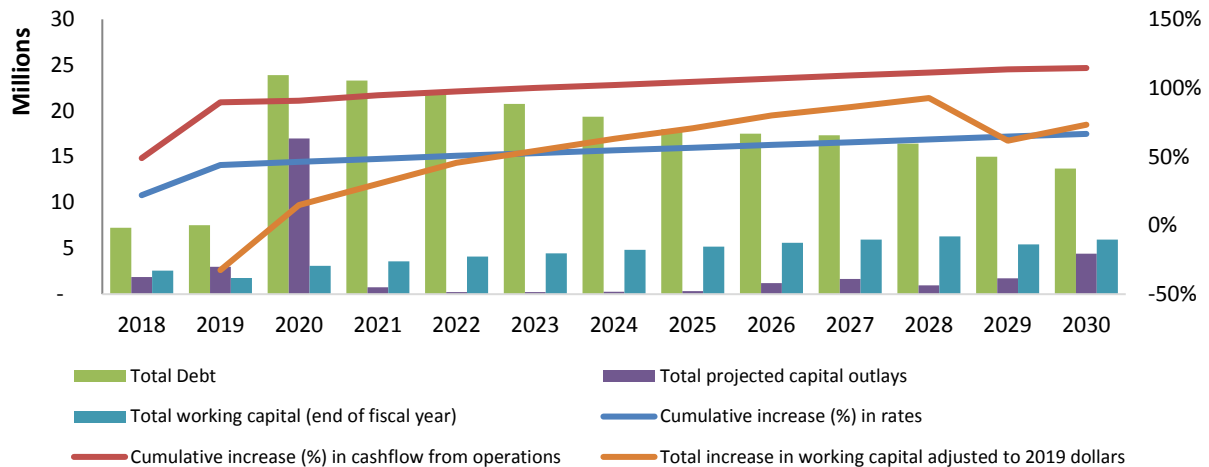
*As is illustrated in the following chart, in the past, water rates have been structured so that general operations are covered by the revenue generated, but not much has been set aside for future infrastructure needs (as can be roughly estimated by using the rate of depreciation). In order to be truly setting aside an amount that would bring the fund closer to generating enough working capital to replace aging assets, the net income (which includes depreciation expense) would need to be positive. In addition, some assets are allowed to stay in use beyond their usable life, thus, in many cases, using annual depreciation expense as a goal for asset replacement may be understating the true need.*



Rates for water services, until quite recently, have remained quite low with increases being passed quite infrequently. Had rates from 1973 been adjusted (just to keep up with inflation) the water fund would now have lower rates and would also be able to fund a significant portion of its infrastructure through working capital (as demonstrated by the level of cumulative revenue forgone in the chart below). As with other funds, long periods in which rate stay flat, mean that (due to inflation) the service becomes less expensive and unrealistic expectations are set.



As noted above, the upfront 22% increase this fiscal year (rather than, for example, an increase of 11% this year and 11% next year) is necessary as it demonstrates to lenders that the Water Fund is capable of generating the revenue necessary to pay the fund’s debt service. Our fiscal models help ensure that key metrics, such as the debt to equity ratio and debt service as a percentage cash flow from operations stay at healthy levels.



As always, our fiscal models evolve every year as new and changing information comes to light. New federal and state legislation or regulations or changes to market forces (such as increased costs to borrow) will impact the models, which use a “middle-of-the road” approach. In the water fund, the fiscal model shows a future in which levels of debt peak in the near future but stay higher than currently levels as we pay down the debt for the secondary water supply.

Category	Service Type	Monthly increase	Notes
Residential	Residential/Dwelling unit	\$8.92	monthly
Commercial	Commercial (General)	\$8.92	monthly
Commercial	Restaurant , bar, lounge, snack bar	\$17.84	20 seats
Commercial	Bed and Breakfast	\$14.27	4 rooms
Commercial	Barber/beauty shop	\$24.98	3 stations
Commercial	Bowling alley	\$44.60	4 lane
Commercial	Church	\$17.84	100 seats
Commercial	Office space-over 10 employees	\$10.70	
Commercial	Hospital	\$115.96	15-bed hospital
Commercial	Meat market	\$35.68	
Commercial	Supermarket/grocery store	\$80.28	
Commercial	Rest home	\$44.60	20 beds
Commercial	Hotel/Motel	\$303.28	100 rooms
Commercial	Dorm/Boarding house	\$62.44	20 rooms
Commercial	RV park	\$62.44	20 spaces
Commercial	Commercial Laundry	\$11.60	guest access to two rooms with sewer connection
Commercial	Launderette (Laundromat)	\$187.32	20 wet machines
Commercial	Schools, college, day care	\$26.76	50 students enrolled
Commercial	Theater	\$26.76	100 seats
Commercial	Car Wash	\$26.76	1 stall
Metered	15,000 allowance	\$12.71	
Metered	General metered over allowance	\$0.28	per 1000 metered gallons
Connection Fee	Water connection fee	\$20.00	increase per connection

## CITY AND BOROUGH OF SITKA

## ORDINANCE NO. 2018-26

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 "PUBLIC UTILITIES" OF THE SITKA GENERAL CODE TO INCREASE WATER RATES AT SECTION 15.05.240 "SERVICE CONNECTION CHARGE" AND SECTION 15.05.620 "RATES AND FEES"**

**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 amend Chapter 15.05 of the Sitka General Code to increase water service connection and water fees.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Sitka General Code Sections 15.05.240 and 15.05.620 are amended to read as follows (new language underlined; deleted language stricken):

**Title 15  
PUBLIC UTILITIES**

\* \* \*

**Chapter 15.05  
WATER SYSTEM**

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**15.05.240 Service connection charge.**

A. At the time the applicant files for a connection permit where no service previously existed; or, if the applicant is filing for a change in service location, or size, or to serve a new structure, the applicant shall submit with this application the service connection charge of seven hundred ~~forty~~ sixty dollars. This charge is to cover permit fees, inspection, and administrative costs.

\* \* \*

**15.05.620 Rates and fees.**

A. Unmetered Water. Base rate: ~~forty-nine~~ dollars and ~~fifty-three~~ forty-five cents per unit.

UNIT DESCRIPTION	UNIT
Residential/Dwelling Unit <sup>(1)</sup>	1.0 <sup>(2)</sup>
Commercial (General, Miscellaneous) <sup>(3)</sup>	1.0
Clubs and lodges without bar or restaurant	

UNIT DESCRIPTION		UNIT
Garages, service stations		
Offices including medical (10 or less employees)		
Shops and stores without food processing		
<b>Commercial Specifics<sup>(3)</sup> (1 Minimum) Plus</b>	<b>Per Each</b>	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel <sup>(4)</sup>	bed or room	0.3
Dormitory, boardinghouse <sup>(4)</sup>	bed or room	0.3
RV park <sup>(4)(6)</sup>	RV space	0.3
Bed and breakfast <sup>(4)</sup>	bed or room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care <sup>(5)</sup>	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

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45 Notes:

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(<sup>1</sup>) Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)

(<sup>2</sup>) Base rate.

(<sup>3</sup>) Business in homes shall be assessed for the additional appropriate commercial rate.

(<sup>4</sup>) Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count beds or rooms. RV parks count RV spaces with utility hookups. (Vacation rates do not apply.)

(<sup>5</sup>) Approximate enrollment—may be reviewed annually.

(<sup>6</sup>) RV parks have all mobile units able to be underway on the road with a minimal amount of time and not require special permits to drive on the road. Underway can be under its own power, pulled by a vehicle or in the bed of a pickup. Rental rates are based on the day and utilities are included.

#### B. Metered Water Service.

##### 1. General Metered Water Service

Meter Size	Allowance (GAL)	Minimum Charge
Up to 1"	15,000	<del>\$57.79</del> <u>\$70.50</u>
2"	50,000	<del>\$126.74</del> <u>\$154.62</u>
3"	100,000	<del>\$190.10</del> <u>\$231.92</u>
4"	250,000	<del>\$380.18</del> <u>\$463.82</u>
6" and above	500,000	<del>\$760.38</del> <u>\$927.66</u>

All over allowance charged at minimum charge plus ~~one dollar twenty six cents~~ one dollar fifty-four cents per one thousand gallons. The over allowance charged at minimum charge plus ~~fifty nine cents~~ seventy-two cents per one thousand gallons will apply to major fish processing plants (Seafood Producers Cooperative, Sitka Sound Seafoods, Inc., aka North Pacific Seafoods, and Stikine Holdings, LLC, aka Silver Bay Seafoods).

##### 2. Gary Paxton Industrial Park.

a. Metered water: ~~one hundred twenty six dollars and seventy four cents~~ one hundred fifty-four dollars and sixty-two cents per month minimum.

i. Treated water: ~~two dollars and fifty three cents~~ three dollars and nine cents per one thousand gallons.

ii. Treated water, fish processing use: ~~one dollar and ninety two cents~~ two dollars and thirty-four cents per one thousand gallons.

iii. Raw water for heating: ~~eighty cents~~ ninety-eight cents per one thousand gallons.



iv. Raw water for industrial processing: ~~one dollar and fourteen cents~~ one dollar and thirty-nine cents per one thousand gallons.

v. Raw water for water bottling at Gary Paxton industrial park: in container sizes of five gallons or less: two dollars and two cents per one thousand gallons.

vi. Raw water for bottling at Gary Paxton industrial park in container sizes greater than five gallons: one cent per gallon.

C. Curb Stop/Service Valve Operation Fee. Except for the initial turn-on that occurs when property is first connected to the municipal water system, each customer or applicant for service shall pay a fee of ~~fifty-eight dollars and five cents~~ fifty-nine dollars and fifty cents for turning on or turning off the water service to the property. The fee shall be paid for each turn-on and turn-off whether at the customer's or applicant's request or due to nonpayment for water services. The water service to a property may not be turned on unless all water system fees associated with the property have been paid in full.

D. Fire Hydrant Use Fee. Provided in Section 15.05.590.

E. Connection Fee. ~~Seven hundred forty dollars~~ Seven hundred sixty dollars per connection.

\* \* \*

**5. EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 26th day of June, 2018.

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Matthew Hunter, Mayor

ATTEST:

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Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading 6/12/18

2<sup>nd</sup> reading 6/26/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: ORD 18-27    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 6/5/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Amending Title 15 "Public Utilities" of the Sitka General Code to increase wastewater treatment rates at Section 15.04.100 "Service Connection Charge" and Section 15.04.320 "Rates and Fees"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2018-27.pdf](#)

[Memo 2018-27 Wastewater Fund rates FY2019 MH MH.pdf](#)  
[Ord 2018-27 2018 Wastewater Fee Increase Final Legal.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-27 on  
first reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer, Melissa Haley, Controller,  
Michael Harmon, Public Works Director

**Date:** 5 June 2018

**Subject:** Approval of Ordinance 2018-27 FY2019 Rate increase for Wastewater

As is the case with other enterprise funds, the Wastewater Fund needs significant levels of capital investment in order to avoid catastrophic failures similar to the one we saw earlier this year when the Thomsen Lift station failed. Both the underground infrastructure as well as the wastewater treatment plant are overdue for very significant repairs. The wastewater treatment plant and much of the underground infrastructure, funded by grants, were put into service in the early to mid-1980's, meaning that this critical infrastructure is nearing the 40-year mark. Thus it is the need for investment in infrastructure that drives the rate increases, rather than just operations (though operational expenses have also increased faster than the rate of inflation). Unfortunately, for decades, the rates charged were structured to cover the cost of operations, not to set aside any significant amount of funding for future infrastructure replacement. Now that we are facing the need to make critical repairs to our infrastructure with no available grant support, we find ourselves in a situation in which we have very little capital available to invest in our infrastructure and must rely on debt to finance the necessary infrastructure repairs. The rates that we propose for FY2019 and forward are structured to slightly increase the amount of working capital available in the fund in order to be able to fund some investments in infrastructure from working capital, but in no way eliminate the need to continue using debt to finance key infrastructure repairs.

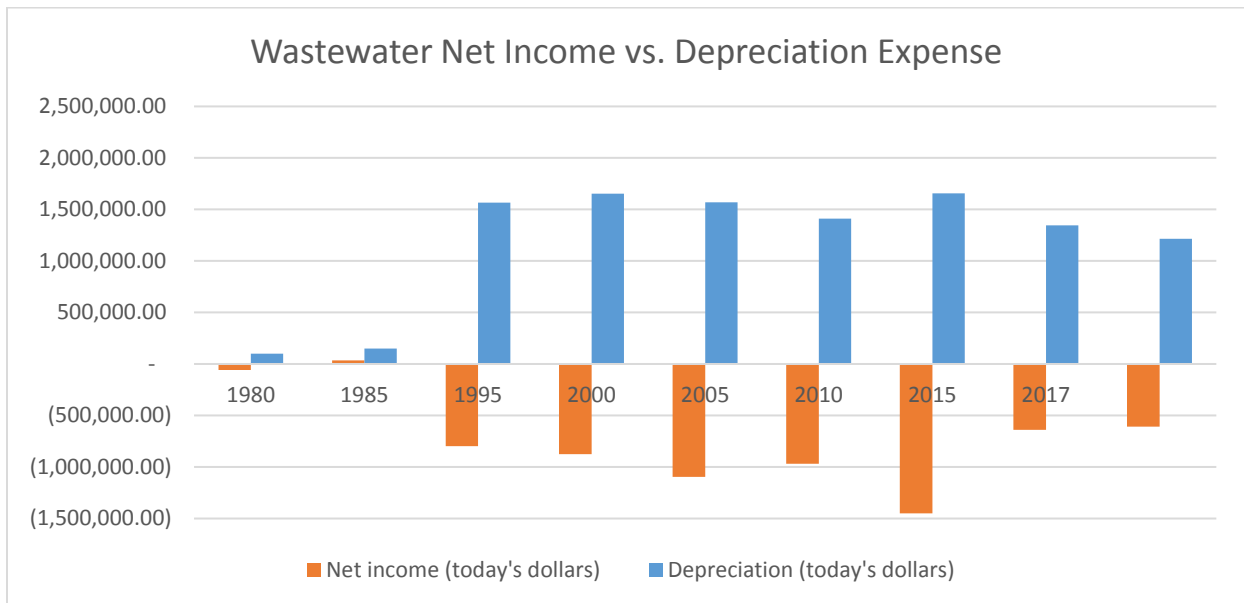
The primary goals for the Wastewater Fund during the next year are to:

- Identify critical repairs to wastewater treatment plant for the longevity of the facility, health and safety of staff, and determine how the project will be funded.
- Continue to identify infrastructure that is most at risk of failure and plan for needed improvements.

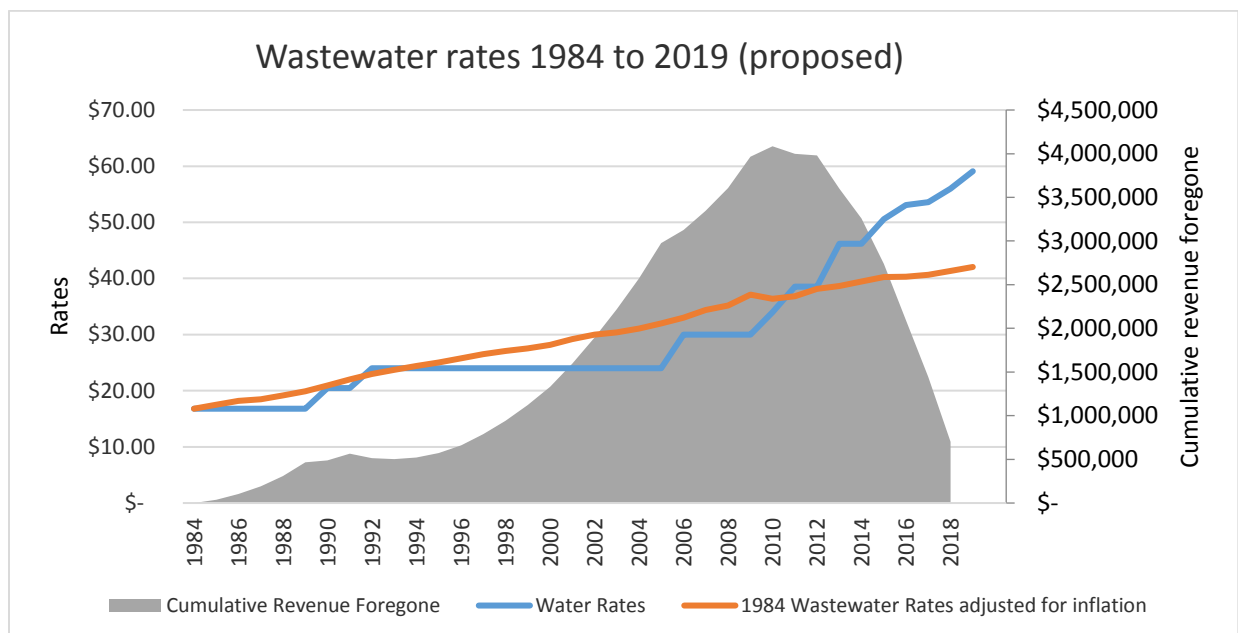
Below is an example demonstrating the total increased cost of a scenario which could be applicable to an average family in Sitka:

Example of typical household service	Total additional cost (proposed rate increase)
Wastewater monthly service fee	\$3.08
Total cost	\$3.08
<b><i>Average monthly recurring cost</i></b>	<b><i>\$3.08</i></b>

As is illustrated in the following chart, in the past, wastewater rates (similar to other utility rates) have been structured so that general operations are covered by the revenue generated, but not much has been set aside for future infrastructure needs (as can be roughly estimated by using the rate of depreciation). In order to be truly setting aside an amount that would bring the fund closer to generating enough working capital to replace aging assets, the net income (which includes depreciation expense) would need to be positive. In addition, some assets are allowed to stay in use beyond their usable life, thus, in many cases, using annual depreciation expense as a goal for asset replacement may be understating the true need.

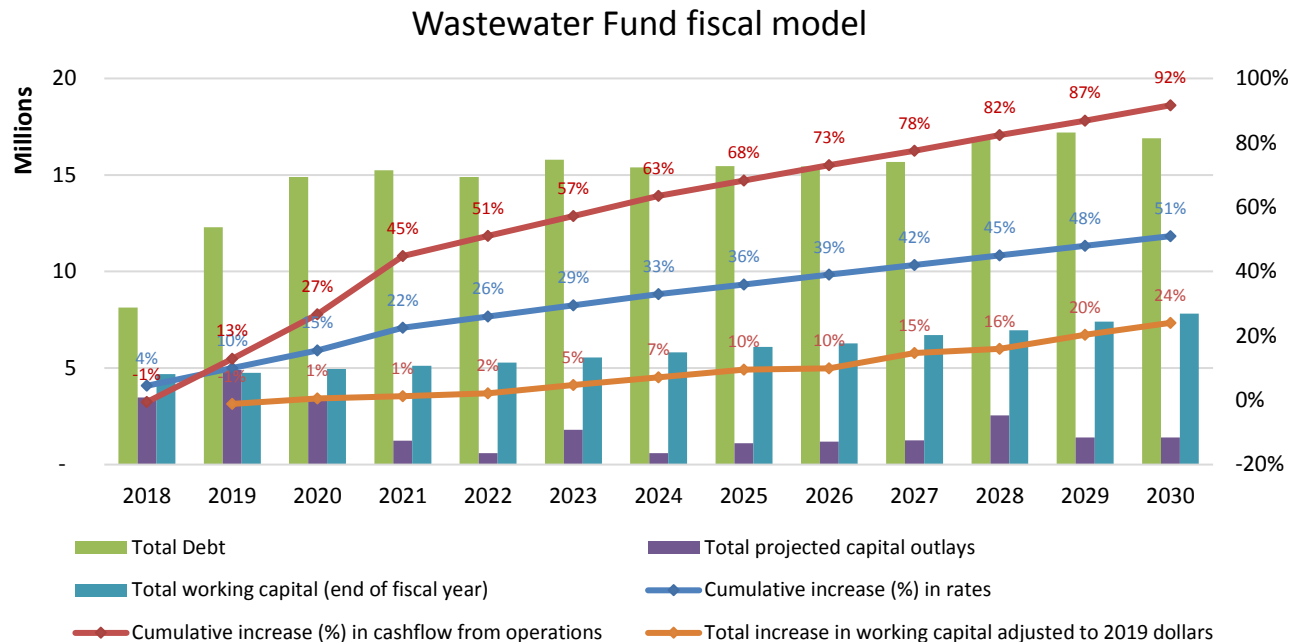


Due to the rapidly ageing infrastructure and the minimal working capital available, current rates are higher now than if the rates at the time the wastewater treatment plan went online had been adjusted for inflation. Yet at the same time, net income still is not covering depreciation expense, meaning that we are still not setting aside significant funds for future capital investment and will continue to rely significantly on debt into the future.



As the chart above demonstrates, there was a significant period of time (1992-2005) where rates were not raised, even by the rate of inflation. Had those increases been made, the more recent and steeper increases likely could have been lessened, though given the ageing of the infrastructure it is likely that rates would still need to be adjusted beyond where the 1984 rates adjusted for inflation would have been as those initial rates only covered operations, not future capital needs. ). Finally, by not increasing rates (in some cases for longer than a decade), services actually become cheaper (due to inflation) and unrealistic expectations are set.

Below is the graphical presentation of the fiscal model that staff used to determine the rates necessary today to ensure the future viability of the fund:



As the chart above shows, future rate increases are necessary to maintain our current infrastructure and also to ensure that debt levels remain fairly steady.

As we have mentioned before, the fiscal models which guide our rates are ever-evolving and generally take a “middle-of-the-road” approach. It is important to note that the April 2018 facility assessment report for the treatment plant identifies an additional \$3-million not currently programed in the rate model. This will not impact the FY2019 rates, but will put more pressure on higher rates in the future. Costs related to this project will remain fluid until the design details are complete and we ultimately receive bids for the work.

Category	Service Type	Monthly Price increase	Notes
Residential	Residential/Dwelling unit	\$3.08	
Commercial	Commercial (General)	\$3.08	
Commercial	Restaurant , bar, lounge, snack bar	\$6.08	20 seats
Commercial	Bed and Breakfast	\$4.93	4 rooms
Commercial	Barber/beauty shop	\$8.62	3 stations
Commercial	Bowling alley	\$15.40	4 lane
Commercial	Church	\$6.16	100 seats

Commercial	Office space-over 10 employees	\$3.70	
Commercial	Hospital	\$40.04	15-bed hospital
Commercial	Meat market	\$12.32	
Commercial	Supermarket/grocery store	\$27.72	
Commercial	Rest home	\$15.40	20 beds
Commercial	Hotel/Motel	\$104.72	100 rooms
Commercial	Dorm/Boarding house	\$21.56	20 rooms
Commercial	RV park	\$21.56	20 spaces
Commercial	Launderette (Laundromat)	\$64.68	20 wet machines
Commercial	Commercial Laundry	\$27.72	1 wet machine
Commercial	Schools, college, day care	\$9.24	50 students enrolled
Commercial	Theater	\$9.24	100 seats
Commercial	Car Wash	\$9.24	1 stall
Metered	General metered	\$3.25	per 1000 metered gallons
Connection Fee	Sewer connection fee	\$20.00	

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2018-27

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 "PUBLIC UTILITIES" OF THE SITKA GENERAL CODE TO INCREASE WASTEWATER TREATMENT RATES AT SECTION 15.04.100 "SERVICE CONNECTION CHARGE" AND SECTION 15.04.320 "RATES AND FEES"**

**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 amend Chapter 15.04 of the Sitka General Code to increase wastewater service connection and wastewater treatment fees.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Sitka General Code Sections 15.04.100 and 15.04.320 are amended to read as follows (new language underlined; deleted language stricken):

**Title 15  
PUBLIC UTILITIES**

\* \* \*

**Chapter 15.04  
SEWER SYSTEM**

\*\*\*

**15.04.100 Service connection charge.**

A. At the time the applicant files for a connection permit where no service previously existed; or, if the applicant is filing for a change in service connection, or size, or to serve a new structure, the applicant shall submit with the application the service connection charge of seven hundred ~~forty~~ sixty dollars. This charge is to cover the costs to the CBS of locating the stub-out from the sewer main (if available), inspection of the sewer service line, administrative costs, and permit fees. Upon approval of the connection, the property owner may proceed in accordance with the provisions in Section 15.04.130.

B. The connection of a sewer service line to a sanitary sewer main located in the state highway right-of-way may be subject to state utility permit fees. Said fees shall be paid by the property owner.

\* \* \*

**15.04.320 Rates and fees.**

A. Base rate: ~~fifty-six dollars and one cent~~ fifty-nine dollars and nine cents per unit per month.



UNIT DESCRIPTION		UNIT
<b>Residential/Dwelling Unit<sup>(1)</sup></b>		1.0 <sup>(2)</sup>
<b>Commercial (General, Miscellaneous)<sup>(3)</sup></b>		1.0
Clubs and lodges without bar or restaurant		
Garages, service stations		
Offices including medical (10 or less employees)		
Shops and stores without food processing		
<b>Commercial Specifics<sup>(3)</sup> (1 Minimum) Plus</b>	<b>Per Each</b>	
Bar, lounge, restaurant, snack bar	seat or stool	0.05
Barber, beauty shop (one station = 1.0)	station	0.6
Bowling alley	lane	1.0
Church	10 seats	0.1
Office/office space	over 10 employees	0.2
Hospital	bed	0.8
Meat market		3.0
Supermarket, grocery store with food process		8.0
Rest home	bed	0.2
Hotel, motel <sup>(4)</sup>	bed or room	0.3
Dormitory, boardinghouse <sup>(4)</sup>	bed or room	0.3
RV park <sup>(4)(6)</sup>	RV space	0.3
Bed and breakfast <sup>(4)</sup>	room	0.15
Commercial laundry	wet machine	8.0
Launderette	wet machine	1.0
Schools, college, day care <sup>(5)</sup>	10 students	0.4
Theater	10 seats	0.2
Car wash (no minimum)	stall	2.0

## Notes:

<sup>(1)</sup> Including apartments and trailers, per each. (Apartments shall be assessed as if on a separate meter.)

<sup>(2)</sup> Base rate.

<sup>(3)</sup> Business in homes shall be assessed for the additional appropriate commercial rate.

(4) Hotel, motel, B&B may count rooms only. Dormitory or boardinghouse must count beds or rooms. RV parks count RV spaces with utility hookups.

(5) Approximate enrollment—may be reviewed annually.

(6) RV parks have all mobile units able to be underway on the road with a minimal amount of time and not require special permits to drive on the road. Underway can be under its own power, pulled by a vehicle or in the bed of a pickup. Rental rates are based on the day and utilities are included.

B. Sewer Service in Conjunction with Metered Water.

1. General Sewer Service in Conjunction with Metered Water. Minimum charge: one times the unmetered sewer base plus three dollars and ~~two~~ nineteen cents per one thousand metered gallons.

Note: Special provisions may be made for facilities such as fish processors, which do not discharge all wastewater into the municipal sewer system. These facilities may be assessed on their equivalent employee loads, such as with offices, dormitories, etc.

a. The charge for any establishment not herein designated will be either:

i. As metered if a meter has been installed; or

ii. The minimum charge as outlined for sewer service, if a meter has not been installed; or

iii. As determined administratively by the public works director.

b. A commercial enterprise consisting of more than one facility shall be charged the sum of the applicable rates for each facility.

c. Partial charges for services are prorated based on a thirty-day month.

2. Gary Paxton Industrial Park. Treated wastewater, metered: minimum charge of ~~one hundred ten dollars and seventy-two cents~~ one hundred sixteen dollars and eighty-one cents per month.

a. Treated wastewater, metered: three dollars and ~~thirty-one~~ forty-nine cents per one thousand gallons water use.

C. Connection Fee. Seven hundred ~~forty~~ sixty dollars per connection.

\* \* \*

**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 26th day of June, 2018.

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ATTEST:

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Matthew Hunter, Mayor

---

Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading 6/12/18  
2<sup>nd</sup> reading 6/26/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: ORD 18-28    Version: 1    Name:

Type: Ordinance    Status: AGENDA READY

File created: 6/5/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Amending Title 15 "Public Utilities" of the Sitka General Code to increase solid waste collection rates at Sections 15.06.020 "Solid Waste Disposal Policy and Rates", 15.06.035 "Rates for Treatment and Collection", 15.06.045 "Special Refuse and Treatment Charges" and changing the title of 15.06.045 to "Transfer Station Drop-Off Charges and Special Refuse Collection Charges"

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Ord 2018-28.pdf](#)  
[Memo 2018-28 Solid Waste Fund rates FY2019.pdf](#)  
[Ord 2018-28 2018 Solid Waste Fee Increase\\_Final\\_Legal.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve Ordinance 2018-28 on  
first reading.



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Jay Sweeney, Chief Finance and Administrative Officer, Melissa Haley, Controller,  
Michael Harmon, Public Works Director

**Date:** 5 June 2018

**Subject:** Approval of Ordinance 2018-28 FY2019 Rate increase for Solid Waste

The Solid Waste Fund operates somewhat differently than our other funds, as the City and Borough of Sitka's waste operations are largely contracted out. For that reason, while still maintaining a long-term outlook for the fund and ensuring that any infrastructure needs are properly planned for, it is the funds operations that have the biggest impact on the rates that must be charged to ensure that waste collection and disposal services can be provided at the same level they are now. Currently, the fund is in a negative financial position as outside costs (particularly off-island shipping) have increased faster than revenues.

The primary goals for the Solid Waste Fund during the next year are to:

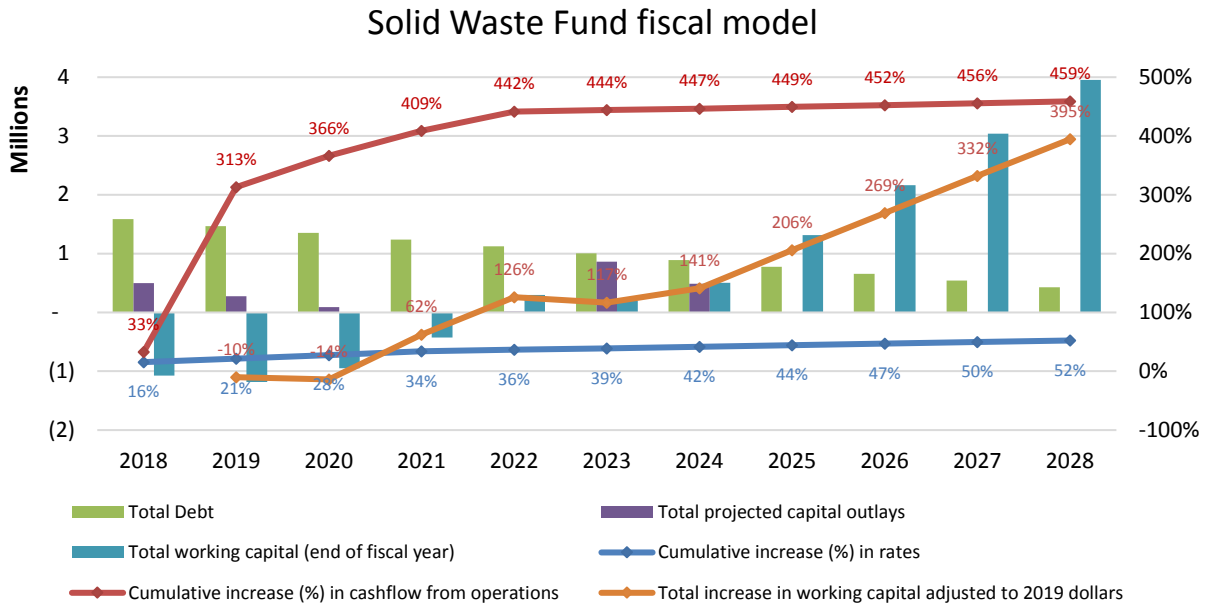
1. Return the fund to a financial position in which outlays are less than revenue. Prior year rate increases have proved to be insufficient to bring the fund back to a point where working capital is positive. This is largely due cost increases, such as shipping, that are out of our control.
2. Adjust transfer station and scrapyard rates so that revenue covers the cost of shipping off-island.
3. Gain efficiencies by taking over operation of the scrapyard.
4. Continue to closely monitor revenues and expenses at a more detailed level, in order to ensure that nuanced rate increases are made where most needed.

Over the past year, detailed analysis of our operations and revenue, has led staff to determine that transfer station and scrapyard operations revenues are not keeping up with expenditures, so adjustments have been made accordingly. Of note, the majority of revenue comes from collection services and the rate increase proposed for those services is 6.5%, based on the closer analysis, we are looking at somewhat higher rate increases for the transfer station and scrapyard (in general from \$.08 to \$.13, but with some exceptions for specific waste items), which are more targeted to actual usage, so as to avoid having the collection services subsidize these other services. The transfer station and scrapyard rates have not been adjusted in recent years and without these targeted increases, the rates for collection services would have to be much higher (roughly double) to offset the foregone revenue.

Below is an example demonstrating the total increased cost of a scenario which could be applicable to an average family in Sitka:

Example of typical household service with additional disposal activities	Total additional cost FY2019
96- gallon collection	\$3.38
250 lbs (200 free 50lbs paid)	\$2.50
disposal of 1 freezer	\$2.00
Total cost	\$7.88
<b>Monthly recurring cost</b>	<b>\$3.38</b>

Below is a graphical representation of the fiscal model for the Solid Waste Fund. To achieve the future outlook depicted below, the passage of the rate increases proposed for FY2019 are crucial.



The impact of the rate increases proposed in Ordinance 2018-28 for the Solid Waste fund are as follows:

Category	Service Type	Price increase	Impact of increase*	Notes
Collection	48-gallon container	\$2.01	\$2.01	6.5% increase
Collection	96-gallon container	\$3.38	\$3.38	6.5% increase
Collection	300-gallon container	\$13.68	\$13.68	6.5% increase
Collection	Complex/unique situations	\$3.06	\$3.06	6.5% increase
Collection	Liveaboard harbor	\$3.06	\$3.06	6.5% increase
Collection	Off Baranof Island	\$1.53	\$1.53	6.5% increase
Transfer Station	Free 200 lbs	\$0.00	\$0.00	No change
Transfer Station	Above 200 lbs	\$0.05	\$30.00	Cost increase of disposing 600 lbs outside of monthly 200lb limit
Scrapyard	Junk vehicles three quarter tons or smaller (per lb)	\$0.07	\$70.00	Increased cost to dispose of 1/2 ton vehicle
Scrapyard	Automobiles/ vehicles/ heavy equipment/ old trailers (larger than 3/4 ton) (per lb)	\$0.06	\$120.00	Additional cost to dispose of 1 ton vehicle
Scrapyard	mixed scrap metals (per lb)	\$0.02	n/a	
Scrapyard	sorted scrap metal (excluding steel) (per lb)	-\$0.02	n/a	savings if scrap metal sorted by type
Scrapyard	Freezers, refrigerators, air conditioners (/ unit)	\$2.00	\$2.00	increase to cost of disposing one refrigerator
Scrapyard	All other appliances/white goods other than above (per lb)	\$0.04	\$4.00	Increase to cost of disposing 100lb appliance
Scrapyard	Recyclables delivered to GPIP scrapyard (per lb)	\$0.09	\$9.00	increase to cost to dispose of 100 lbs of recyclables
Scrapyard	Household hazardous waste	\$0.00	\$0.00	no charge-household only
Scrapyard or Transfer Station	Large tires off of heavy equipment (per tire)	\$2.00	\$8.00	Increase to cost to dispose of 4 large tires
Landfill	Construction/demolition debris	\$0.00	\$0.00	as approved by public works director
Other	Concrete and Asphalt disposal (/cubic yd)	\$1.00	n/a	by appt. only
Other	Asbestos disposal (per cubic yd)	\$4.00	n/a	by appt. only

\* Monthly, unless otherwise noted

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2018-28**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 15 "PUBLIC UTILITIES" OF THE SITKA GENERAL CODE TO INCREASE SOLID WASTE COLLECTION RATES AT SECTIONS 15.06.020 "SOLID WASTE DISPOSAL POLICY AND RATES", 15.06.035 "RATES FOR TREATMENT AND COLLECTION", 15.06.045 "SPECIAL REFUSE AND TREATMENT CHARGES" AND CHANGING THE TITLE OF 15.06.045 TO "TRANSFER STATION DROP-OFF CHARGES AND SPECIAL REFUSE COLLECTION CHARGES"**

**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 amend Chapter 15.06 of the Sitka General Code to increase solid waste collection and disposal fees; to clarify the applicability of solid waste disposal requirements to multiple customers within a common structure and rental and non-rental spaces within a common structure; to clarify language regarding the drop-off of solid waste directly to the municipal transfer station; and, to change the title of section 15.06.045 to accurately reflect the purpose of this section.

**4. ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that Sitka General Code sections 15.06.020, 15.06.035 and 15.06.045 are amended to read as follows (new language underlined; deleted language stricken):

**Title 15  
PUBLIC UTILITIES**

\* \* \*

**Chapter 15.06  
SOLID WASTE TREATMENT AND REFUSE COLLECTION**

\*\*\*

Sections:

- 15.06.005 Frequency of collection.
- 15.06.010 Preparation of refuse.
- 15.06.015 Refuse receptacle.
- 15.06.020 Solid waste disposal policy and rates.
- 15.06.030 Receptacles available.
- 15.06.035 Rates for treatment and collection.
- 15.06.040 Deposit required for smaller containers.
- 15.06.045 ~~Special refuse and treatment charges.~~ Transfer station drop-off charges and special refuse collection charges.
- 15.06.050 Construction and demolition debris.



15.06.055 Restrictions on applicability of rates.

15.06.070 Definitions.

\* \* \*

**15.06.020 Solid waste disposal policy and rates.**

A. In order to promote public health and reduce littering and illegal dumping, every residential unit, business, and live aboard vessel within one mile of the Sitka road system shall be required to pay a waste disposal fee as set by the assembly. This requirement shall apply to each customer within a common structure and combined rental and non-rental spaces within a common structure. There are no exceptions to paying a waste fee under these classifications regardless of the amount of waste generated and/or disposed. Failure to pay any amount of user and/or utility fees owed to the city and borough shall be grounds for disconnection of any or all services and utilities such as electrical service as provided for in Section 15.01.030.

B. Customers shall be permitted to dispose of acceptable waste in collection contractor-provided receptacles. "Acceptable waste" means all putrescible and nonputrescible waste including, but not limited to: garbage; refuse; ashes; paper and cardboard; and approved special waste. "Special waste" means any waste material which, because of its physical characteristics, chemical make-up, or biological nature, requires either special handling procedures and permitting, or poses an unusual threat to human health, equipment, property, or the environment. Customers shall not be permitted to dispose of unacceptable and/or special waste in collection contractor-provided receptacles. "Unacceptable waste" means waste that may not be disposed of at the disposal site under federal, state or local law, regulation, rule, code, permit or permit condition. Special waste shall be disposed of according to subsection (C)(10) of this section or at bi-annual city-sponsored collection events.

C. Fees and Policies Applicable to Specific Solid Waste Categories.

1. Junk automobiles and small trucks (three-quarter ton or smaller) may be delivered to Gary Paxton industrial park (GPIP) scrap yard at a rate of ~~three~~ four cents per pound.

2. Trucks larger than three-quarter ton, larger vehicles, heavy equipment, and old trailers shall be billed at a rate of ~~six~~ seven cents per pound.

3. Mixed scrap metals including steel shall be billed at a rate of eight ~~ten~~ cents per pound. Sorted scrap iron and other metals excluding steel shall be billed at a rate of six cents per pound. Inclusion of any amount of steel within an individual delivery of scrap metal to the Municipal scrap yard shall deem it to be a mixed scrap metal delivery to be billed at the mixed scrap metal rate.

4. Fuel tanks must be cleaned and cut into pieces less than five feet by twelve feet (if over five hundred gallons) prior to delivery to the GPIP scrap yard.

5. Freezers, refrigerators, and air conditioning units shall be billed at a rate of twenty two dollars each.

6. All other appliances or white goods besides freezers, refrigerators, and air conditioning units shall be billed at a rate of ~~six~~ seven cents per pound.

~~7. Recyclables including mixed paper, cardboard, and newsprint that are delivered to the GPIP scrap yard shall be billed at a rate of four cents per pound.~~

~~8.7.~~ Tires off of large trucks and heavy equipment may be delivered to the transfer station or GPIP scrap yard and shall be billed at a rate of ~~twenty-six~~ twenty-eight dollars each.

~~9.8.~~ No construction and demolition debris shall be disposed of at any Sitka landfill unless otherwise authorized by the director of public works.

~~10.9.~~ Household hazardous or special waste may be disposed of during normal business hours at the GPIP scrap yard. Commercially generated household hazardous waste will not be accepted at any time.

~~11.10.~~ Concrete and asphalt disposal shall be billed at a rate of ~~twelve~~ thirteen dollars per cubic yard.

~~12.11.~~ Concrete and asphalt disposal is by appointment only with the public works superintendent.

~~13.12.~~ Asbestos disposal shall be billed at a rate of ~~fifty-five~~ fifty-nine dollars per cubic yard.

~~14.13.~~ Asbestos disposal is by appointment only with the public works superintendent.

\* \* \*

#### **15.06.035 Rates for treatment and collection.**

A. The following rates are effective on the day after the day a solid waste user fee ordinance containing such fees is passed:

48-gallon container	<del>\$30.95</del> <u>\$32.96</u> per month
96-gallon container	<del>\$51.99</del> <u>\$55.37</u> per month
<del>350</del> <u>300</u> -gallon container	<del>\$210.45</del> <u>\$224.13</u> per month

B. These rates are for one container that the refuse collection contractor picks up once a week. For customers that fall into one of the following three categories, the rates for treatment and collection will be:

For those customers in apartment complexes or other unique situations identified on the list maintained by the finance director	<del>\$47.04</del> <u>\$50.10</u> per month
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For those customers living within the harbor system	<del>\$47.04</del> <u>\$50.10</u> per month
For those customers living on an island other than Baranof or connected by bridge to Baranof who do not receive any service from the refuse collection contractor	<del>\$23.52</del> <u>\$25.05</u> per month

C. Rates shall be reviewed annually in January by the assembly.

\* \* \*

**15.06.045 Special refuse and treatment charges Transfer Station Drop-Off Charges and Special Refuse Collection Charges.**

~~Customers requesting special refuse collection which is over and above the normal quantity and which cannot be collected during the normal schedule may call the collection contractor for a special collection. The collection contractor shall be obligated to collect this refuse as requested. It shall be the responsibility of the collection contractor to notify the customer of all charges prior to collection. All billing and collection for this service shall be administered by the refuse collection contractor CBS from documentation provided by the contractor.~~

~~The customer is not obligated to utilize the refuse collection contractor for special request refuse collection. The customer may elect to haul the material to the transfer station. Customers may take up to two hundred pounds per month to the transfer station. All quantities shall be billed at a rate equivalent to the current disposal contract rate of eight cents per pound. (Ord. 05-15 \$ 4(c) (part), 2005.)~~

A. Refuse may be dropped off directly at the Municipal Transfer Station during operating hours by any individual or entity. Each residential solid waste utility customer receiving Municipal solid waste collection and disposal services shall be entitled to dispose of up to two hundred pounds of solid waste per month at the transfer station free of charge. All other refuse disposed of directly at the Municipal Transfer Station shall be billed the rate of thirteen cents per pound.

B. Customers desiring to have refuse in a quantity exceeding the capacity of their refuse containers collected and disposed of may call the collection contractor for a special collection. The collection contractor shall be obligated to collect this refuse as requested. It shall be the responsibility of the collection contractor to notify the customer of all charges prior to collection. All billing and collection for this service shall be administered by the refuse collection contractor and CBS will bill customers based on documentation provided by the contractor.

\* \* \*

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 26th day of June, 2018.

ATTEST:

2<sup>nd</sup> reading 6/26/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 18-110      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 6/5/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Consideration and award of the request for proposals submitted for the available funds (\$42,000) in the Fisheries Enhancement Fund

Sponsors:

Indexes:

Code sections:

Attachments: [Motion and Memo Fisheries Enhancement..pdf](#)  
[Sitka Sound Science Center Proposal.pdf](#)  
[Chinook Futures Coalition Proposal.pdf](#)  
[Alaska Longline Fishermen's Association Proposal.pdf](#)  
[Copy of All Years Combined Amounts Given.pdf](#)  
[SGC excerpt and ordinances.pdf](#)

Date	Ver.	Action By	Action	Result
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## **Step 1**

**I MOVE TO** make \$42,000 in the Fisheries Enhancement Fund available for disbursement.

*Mayor Hunter announces there is an opportunity for applicants and the public to speak to the proposals.*

*\*3 minute time limit per individual\**

## **Step 2**

### **POSSIBLE MOTIONS**

Procedural Notes:

- Motions are to be made and voted on separately
- After a motion is made there will be an opportunity for public testimony

Reminder:

- \$42,000 is available for disbursement from the Fisheries Enhancement Fund. A total of \$61,500 has been requested.

**1) I MOVE TO** award \$\_\_\_\_\_ to the Sitka Sound Science Center. *(Note: \$42,000 requested)*

**2) I MOVE TO** award \$\_\_\_\_\_ to the Chinook Futures Coalition, Inc. *(Note: \$9,500 requested)*

**3) I MOVE TO** award \$\_\_\_\_\_ to the Alaska Longline Fisherman's Association. *(Note: \$10,000 requested)*



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

## Memo

**To:** Mayor Hunter and Members of the Assembly  
**From:** P. Keith Brady, Municipal Administrator *PKB*  
**Date:** June 1, 2018  
**Re:** FY2018 Fisheries Enhancement Fund Proposals

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The Fisheries Enhancement Fund was established by Ordinance 2006-38 and approved by voters in 2006.

The amount available for disbursement from the FY2018 budget is \$42,000. Our office received two timely proposals from:

- Sitka Sound Science Center
- Chinook Futures Coalition, Inc.

By the terms of the advertisement the two proposals meet the requirements.

Our office received one proposal after the deadline. In addition, the proposal does not include pro forma financials as indicated on page 12 of the proposal:

- Alaska Longline Fishermen's Association

By the terms of the advertisement the proposal does not meet the requirements.

### FY18 Fisheries Enhancement Grant Requests

Applicant	FY 2018 Requested	To be Used For	Amount Recommended
Sitka Sound Science Center	\$42,000.00	Continue its hatchery production and support the Mill Building project.	
Chinook Futures Coalition, Inc.	\$9,500.00	Pacific Salmon Treaty Chinook catch limit legal expenses.	
Alaska Longline Fishermen's Association	\$10,000.00	1) Expand apprentice or entry-level deckhand opportunities on commercial fishing boats; 2) facilitate inter-generational transfer of permits and quota to Sitka residents; 3) mentor new fishermen through Sitka-based education and training programs; and 4) launch of an affordable entry level fishery for under-utilized pelagic rockfish stocks.	
<b>TOTAL</b>	<b>\$61,500.00</b>		<b>\$0.00</b>

Note: \$42,000 is available for disbursement from the Fisheries Enhancement Fund



To: Susan McFadden

From: Renee Wheat

Publish: April 27, May 4, 11, 18, 23

Thanks!

**Request for Proposals  
By the City and Borough of Sitka, Alaska  
Fisheries Enhancement Fund**

Request for Proposals for the disbursement of the available \$42,000 in the Fisheries Enhancement Fund, established by Ordinance 2006-38 and approved by voters in the regular election held October 3, 2006, will be received at the office of the Municipal Clerk, City Hall, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska until Friday, May 25, 2018, 2:00 pm. Proposals received after the time fixed for receipt will not be considered.

The proposal should contain the following information:

- History of the organization
- Current balance sheet
- Pro forma financial statements
- Dollars requested from funds
- Statement of what will be achieved with the funding
- Explanation of how this will enhance the fisheries within the City and Borough of Sitka

Questions may be directed to Renee Wheat, Admin. Coordinator, 100 Lincoln St., Sitka, Alaska, 747-1808.

★ Right now, the official U.S. time is:

**03:31:02 p.m.**

12-hr 24-hr

Thursday, May 10, 2018  
Alaska Time (DST)  
Corrected for network delay 65.5 m

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Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

[PRIVACY POLICY & SECURITY NOTICE](#) [TIME EXHIBITS](#)

Also, try the [alternate Flash page](#) or see [About This Site](#)

Fisheries Enhancement Fund  
Gutha Sound Science Center  
5-10-18 3:31 pm SP

# SITKA SOUND SCIENCE CENTER

834 Lincoln Street, Suite 200  
Sitka, Alaska 99835  
Admin Phone: 907.747.8878  
[www.sitkascience.org](http://www.sitkascience.org)



May 9, 2018

Dear City and Borough Assembly members,

It is a great pleasure to send this proposal request for the Fisheries Enhancement Fund on behalf of the Sitka Sound Science Center (SSSC). The City of Sitka has been a strong supporter and partner in moving our community forward in salmon enhancement, science research and science education. In addition to our hatchery adding to the common property fishery of Sitka Sound, our visitor programs educate thousands of people about salmon enhancement, fisheries, and marine and terrestrial science issues.

The voters approved the Enhancement Funds to be used in part for fisheries enhancement in the Sitka area. Our proposal does exactly what the voters had in mind. SSSC has utilized the dollars from this Fund to provide salmon to the common property fishery in Sitka Sound and Deep Inlet through its operation of the Sheldon Jackson Salmon. In addition, the Sitka Sound Science Center trains people to work in the salmon enhancement sector and provide support to the aquaculture industry. The requirement to submit a proforma, a standard part of hatchery operation, is because the Assembly expected the funds to be allocated for fishery enhancement which benefits the users who pay the tax.

The funds will be used to operate our hatchery and help support the Mill Building project which is a critical structure for hatchery operations and a National Historic Landmark.

Thank you for your past support and for helping us build an organization that is adding to the fishing sector of our community.

Thank you also for your careful consideration of this proposal. I welcome your interest in our organization and invite you to tour the facility with me when it is convenient for you.

All the best,

A handwritten signature in black ink, appearing to read 'Lisa Busch', with a stylized flourish at the end.

Lisa Busch  
Executive Director  
Sitka Sound Science Center

## **Application City and Borough of Sitka Fisheries Enhancement Fund**

### **Sitka Sound Science Center**

**2018**

**The Sitka Sound Science Center respectfully requests the City and Borough of Sitka consider providing the Sheldon Jackson Salmon Hatchery \$42,000 from the Fisheries Enhancement Fund. The SJ salmon hatchery work aligns perfectly with the purpose of the Fisheries Enhancement Fund. Our facility is permitted for 12 million chums, 3 million pink and 250,000 coho eggs. The Sitka Sound Science Center produces these fish for the charter, commercial, sport and subsistence harvest in Sitka Sound and Deep Inlet. We have a partnership with the Northern Southeast Regional Aquaculture, for whom we provide 9 million chum eggs, returning \$7.1 million total value to the commercial fishing fleets of Sitka over the past ten years and millions to the guided sport industry. The salmon Sitka Sound Science Center release in front of our facility are valued at another \$2 million over the last 10 years just for the commercial catch. In 2017, SSSC contributed \$1.2 million to the commercial salmon fleet, and (though undocumented) enhanced the guided sport fishery. Our hatchery fish are also caught by recreational, and subsistence fishermen in Sitka Sound and surrounding waters and our return site adjacent to the Sage Beach provides a unique opportunity for anglers of all ages to catch salmon.**

### **History of the Organization: Sitka Sound Science Center**

The Sitka Sound Science Center (SSSC) is a **non-profit 501c3** organization formed in 2007. The Sitka Sound Science Center is dedicated to increasing understanding and awareness of terrestrial and aquatic ecosystems of Alaska through education and research. Our vision is to build on Sitka's legacy and potential as an educational and scientific community. We have 15 year-round staff members and 14 additional summer employees. We own the 1929-era Sage building that at one time housed the Sheldon Jackson College science classrooms and laboratories. Today we operate the Molly O Ahlgren Aquarium and the Sheldon Jackson Salmon Hatchery. Our hatchery contributes to the guided sport and recreational fisheries, Sitka Sound common property fishery, the Deep Inlet chum fishery and towards training people in the UAS Fisheries Technology Training Program as well as in the Sitka School District and Mt. Edgecumbe High School. Students in these programs are the future of salmon enhancement and fisheries management. This year we provided a new aquaculture class with hands-on, experiential learning to Pacific High School students.

The Sheldon Jackson Salmon Hatchery was the first hatchery permitted in the State of Alaska. The hatchery was a production facility and a training location where students learned fisheries biology, natural resource management and fisheries enhancement techniques. Graduates from the fisheries program at Sheldon Jackson College from 1975 to 2007 are now professionals and leaders in fisheries enhancement, management and policy around the State of Alaska. When the Science Center took over operation of the hatchery in 2007, our board remained committed to contributing to the common property fishery and the continuation of the unique training program our location and facility affords.

Today, SSSC delivers high quality science education programs and conducts collaborative research with a number of research institutions from around the nation. SSSC works to conduct research that reflects

Sitka's locally relevant scientific questions and in close partnership with fishing interests such as NSRAA, Silver Bay Seafoods, and the Alaska Longline Fishermen's Association.

### **Our programs:**

**What's new?** We instituted **an aquaculture class for Pacific High School** in which PacHigh students receive exposure to aquaculture issues, visit aquaculture facilities and do hands on activities with SSSC hatchery and education department staff. Our dive programs have also grown as the state and the nation become more interested in ocean acidification (OA) and mariculture. University of Santa Cruz conducts dive research on kelp and OA educational programs and held a winter dive field course for undergraduates in February.

We continued our strong partnerships with the University of Alaska Southeast Fish Tech program, NSRAA, Sitka School District, Alaska Longline Fishermen's Association, Mt. Edgecumbe High School, National Institute of Health, University of Alaska Fairbanks, Stanford University, University of San Francisco, U.S. Coast Guard Academy, Mote Marine Laboratory, NOAA, US Geologic Survey, National Park Service, U.S. Forest Service, and the Alaska Department of Fish and Game.

We provide salmon culture workshops for students in the University of Alaska Fisheries Technology Program. Our after-school, and summer camps have become enormously popular and our Scientists in the Schools program, integrated into the K-12 curriculum for the Sitka School District and Mt. Edgecumbe High School, has been credited for raising science test scores and closing the academic achievement gap in science between Alaska Natives and non Natives. Our other education programs include our Sprouts program for 3-5 years olds, a natural history seminar series, and Sitka WhaleFest. We institute community programs with Sitka Tribe of Alaska, the National Park Service, and Sitka Conservation Society.

### *Enhancement*

Sitka Sound Science Center is part of the almost \$1 billion aquaculture industry in Alaska. Southeast Alaska hatcheries contribute millions of pounds of fish to commercial, charter, sport, personal use and subsistence fisheries, resulting in the injection of millions of dollars into the Sitka economy. The McDowell study (May 2010) demonstrates how important hatcheries are to our community and regional economy. The SJ Hatchery facility is permitted by the State for 12 million Chums, 3 million Pinks, and 250,000 Coho that return to Crescent Bay, providing important local sport, commercial and charter fishing opportunities near town. Sitka has 81 guided sport businesses and employs more than 160 people.(with Sitka residencies). While we don't know the exact numbers of fish taken by non resident guided anglers, we know that a McDowell study done 7 years ago in Ketchikan shows that the industry there (with similar numbers of businesses) contributes \$15 million to the economy each year. A chance to fish in Sitka Sound is the basis for the experience. In addition, visitors target our fish when fishing near the sea walk and Sage Beach (adjacent to our facility). Our nonprofit organization provides 9 million chum eggs for the Deep Inlet remote release site. **The value of SSSC's S.J. Hatchery returning chum salmon to the Deep Inlet fishery in 2017 was valued at \$225,000 to the commercial fleet, and the chum salmon on the SSSC permit that were released by NSRAA was valued at \$1.028 million.** Because of our location, SSSC-reared salmon are easily accessible to commercial fishermen, recreational and guided sport fishermen including land-based sport fishing. The return site adjacent to Sage Beach provides a unique opportunity for anglers to catch salmon from the shore, an opportunity used by



children, family and elders during the salmon return. We also provide salmon carcasses for locals to use for dog food and gardening. In addition, SSSC is training people to work in fisheries enhancement. We have a formal Memorandum of Understanding with the University of Alaska Southeast to provide hands on training to people in the University of Alaska Fisheries Technology Program. **We are the only working training facility hatchery in the State of Alaska, and one of only two in the Pacific Northwest.**

We are part of the State of Alaska \$20 million long term study on the interaction between wild and hatchery chum salmon overseeing the Southeast field crews conducting the research. SSSC continues to conduct controlled research experiments for the hatchery feed company Skretting in which we are testing alternative fish food ingredients. We continue to collaborate on doing research in partnership with University of Alaska Southeast and University of Alaska Fairbanks School of Fisheries, on humpback whales feeding on hatchery released smolt and fry.

SSSC conducts longline fishery research, funded by NOAA, and in partnership with Scripps Institution of Oceanography, the University of Alaska Southeast, the Central Bering Sea Fishermen's Cooperative, and the Alaska Longline Fishermen's Association.

Our facility receives approximately 18,000 visitors annually, including many charter clients in town for fishing as well as cruise ship passengers, students and scientists. As part of the visitor experience, we provide them with a history of salmon enhancement and commercial, sport and subsistence fishing in Alaska. We teach visitors about the salmon life cycle, how our community depends on fishing for an economic base and the importance of culture in our relationship with the natural world.

### *Community Support*

Sitka Sound Science Center has a wide breadth of community support as represented by our donation and in-kind support from fish processors such as Silver Bay Seafoods, and Sitka Sound Seafoods; private foundations including the Sitka Permanent Charitable Trust, the Boat Company, Rasmuson Foundation, members, and a breadth of individual donations. We are also supported by Douglas Island Pink and Chum (DIPAC) and the Northern Southeast Regional Aquaculture Association (NSRAA). Our Board of Directors represents a cross section of Sitka. Our board members are: Trish White (chair, owner, White's Pharmacy); Kitty LaBounty (vice chair, UAS); Justin Penny (Wells Fargo), Linda Waller (co-secretary, Sitka Sound Seafoods); Steve Clayton (building contractor); Rob Allen (Sitka Community Hospital administrator, treasurer); Randy Lantaigne (Silver Bay Seafoods) Madison Kosma (UAF graduate student)

**Dollars Requested:** Sitka Sound Science Center respectfully requests the balance of the fisheries enhancement fund \$42,000

**Statement of what will be achieved with the funding:** Fisheries Enhancement funding will enable Sitka Sound Science Center to maintain its hatchery production and enhancement operations. The monies from the Fisheries Enhancement Fund go directly into supporting hatchery operations and staffing the hatchery. These positions are responsible for overseeing fish health, spawning, daily fish culture, tagging fish, water quality monitoring, research operations, facility issues and other essential hatchery tasks that support strong, healthy fish releases. Because of the small size of our facility, cost recovery fishing does not pay all the bills for operations. The funds provided by the fish box tax are vital for our organization, particularly this year with diminished federal and state opportunities for grants and contracts. **Also, this**

**year funds will be used for the renovation of the Mill Building which houses much of our aquaculture equipment and fish food.**

**Explanation of how this will enhance the fisheries within the City and Borough of Sitka:** Sitka Sound Science Center provides fisheries enhancement in many ways. We directly contribute to salmon fishing opportunities for all users in Sitka by:

- Enhance the quantity of fish stocks returning to Sitka Sound by releasing 250,000 Coho, 3 million Chum and 3 million Pink salmon that return to Crescent Bay.
- Enhance and contribute to the Deep Inlet terminal fishery in partnership with NSRAA to release 9 million Chum salmon.

Additionally, we ensure fisheries enhancement into the future by:

- Train adults and students to become competent aquaculture technicians for work at NSRAA or other hatcheries/salmon enhancement projects through on-the-job training and UAS Fisheries Technology class laboratories.
- Introduce K-12 students to fisheries enhancement, science and other marine related disciplines as options for their future careers by providing hands-on laboratories and supporting science curriculum at all Sitka Schools.
- Educate visitors (including charter clients) about hatcheries and how salmon enhancement works in conjunction with wild salmon management and conservation in Southeast Alaska and the important role of commercial, sport and subsistence fishing to Sitka's economy, lifestyle and culture.
- Provide internship opportunities for college students studying science and to work in science education and hatchery operations during the summer.
- Provide summer employment opportunities for Sitka High School students to work in science education and hatchery operations.

**ATTACHED:**

**Hatchery Pro Forma(and narrative)**

**SSSC recent Balance Sheet**

**Support Letter from NSRAA and Southeast Alaska Guide Organization**

May 9, 2018

**RE: Support for Sitka Sound Science Center 2018 Fish Box Tax Request**

Dear Mayor Hunter & Sitka Assembly,

The Sitka Sound Science Center through its operation of the Sheldon Jackson Hatchery fully meets the criteria for receiving the 2018 Fish Box Tax funds in the category for salmon enhancement. SSSC conducts and is committed to salmon enhancement programs that benefit common property fisheries in Sitka. No other entity in Sitka, applying for the funds, fulfills that mission. In addition, SSSC provides several functions that support enhancement programs in important and fundamental ways, including kindergarten to college science education and aquaculture research, as well as providing student/employee salmon hatchery training.

Commercial fishermen have benefited directly from the 12 million chum eggs (increased from 10 million in 2013) associated with the Sheldon Jackson Hatchery permit. If it were not for SSSC operating the hatchery there would be 125,000 fewer adult chum salmon to catch in Sitka Sound each year. The total value of the SJ hatchery chum caught in Deep Inlet by the commercial fleet from 2007 to 2017 is \$7,300,000. These dollars flow through Sitka's economy. While the ex-vessel value accrues to fishermen and the community, it doesn't pay for the SJ hatchery program which is why the box tax is significant and important to SSSC.

NSRAA is a private non-profit fisheries enhancement organization based in Sitka. We have several large salmon production facilities that benefit commercial, sport, subsistence, and personal use fishermen in the region. The NSRAA board is comprised of 15 commercial fishermen representing the three salmon gear groups, one crew seat, and 9 non-commercial seats including subsistence, conservation, municipality, Native organization, and sport fishermen. NSRAA has a strong partnership with Sitka Sound Science Center that began at its inception. NSRAA believes SSSC is ideally suited for receipt of the fish box tax, and wholly deserves the funds.

The SJ hatchery was one of the very first permitted enhancement facilities in the State of Alaska. It has been producing salmon for common property fisheries in Sitka Sound since 1975. Importantly, SSSC has improved the hatchery infrastructure, staff, and programs. Fishermen depend on SSSC's 12 million permitted chum eggs.

A final comment regarding the origin of the 'box tax' that you may find relevant. The sponsors of the 'box tax' specifically wanted a tax levied on entities that were benefiting from enhanced salmon, particularly coho and chinook, but not paying or contributing to salmon enhancement costs. Commercial fishermen via NSRAA were and are footing 99% of local production costs for chinook, silver brites (chum) and coho through the 3% SET tax. In discussions with the 'box tax' sponsors, they expected the tax money to flow to NSRAA as a way to offset some of the costs. Subsequent to the 'box tax' implementation the NSRAA board established a policy prohibiting acceptance of sport charter derived money in order to maintain clean accounting of commercial



fishermen paying for 100% of the production costs. Therefore, it is logical that the only other producer of enhanced salmon in the Sitka area, SSSC should receive the 'box tax' funds for its intended purpose.

Please support this important enhancement operation in Sitka.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Reifentuhl". The signature is fluid and cursive, with the first name "Steve" being more prominent.

Steve Reifentuhl, General Manager

Northern Southeast Regional Aquaculture Association



Sitka Assembly Members  
City of Sitka  
100 Lincoln St.  
Sitka, AK 99835

May 9, 2018

RE: Sitka Sound Science Center Application  
Fisheries Enhancement Fund Grant

Dear Sitka Assembly Members,

The Southeast Alaska Guides Organization (SEAGO) is a non-profit dedicated to the sustainability of the sport fishing industry in Southeast Alaska. We work to promote the tradition of sport fishing in Southeast Alaska through reasonable regulations that ensure the long-term sustainability of our members' businesses and fish resources. SEAGO supports the Sitka Sound Science Center's (SSSC) mission to increasing understanding and awareness of aquatic ecosystems of Alaska through education and research. The SSSC's dedication to fisheries and to Sitka is one reason SEAGO supports fully funding the SSSC's grant request at its historic levels.

SSSC research encompasses its hatchery program, which enhances the pink and chum fisheries around Sitka while supporting Alaska's mandate to protect wild stocks. The original intent of the fish box tax revenue was to help sustain the guided sport fleet by spending the funds on fishery enhancement. The guided sport industry contributes a great deal to the Sitka economy. The most recent economic study from Institute of Social and Economic Research (ISER) in 2006 demonstrates that the charter industry annually brings over \$28 million into Sitka's economy as gross revenue. According to the Alaska Department of Fish and Game, there are 81 businesses and 161 Sitka residents operating as guides. This does not include the deckhands, lodge staff, restaurant owners and employees, gift shops, and various other residents and businesses who benefit from healthy charter operations.

Enhancing fisheries in Sitka Sound is critical to maintaining these jobs and businesses. We know that the SSSC is important to your community and the work of its hatchery contributes greatly to the common property fishery. We wholeheartedly support their request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Samantha', is located below the 'Sincerely,' text.

Samantha Weinstein  
SEAGO, Executive Director  
Samantha@seagoalaska.org

<b>PROJECTED FINANCIAL STATUS</b>												
<b>RETURN YEAR</b>	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>FISCAL YEAR</b>	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>INCOME:</b>												
PINK GROSS REVENUES	\$ 34,659	\$ 81,500	\$ 40,370	\$ 46,480	\$ 39,298	\$ 37,842	\$ 46,223	\$ 47,377	\$ 48,561	\$ 49,774	\$ 51,017	\$ 52,292
CHUM GROSS REVENUES	\$ 1,994	\$ 6,900	\$ 92,836	\$ 61,284	\$ 66,682	\$ 61,350	\$ 70,710	\$ 75,309	\$ 77,186	\$ 79,259	\$ 81,234	\$ 83,259
COHO GROSS REVENUES	\$0	\$7	\$230	\$1,070	\$1,114	\$1,142	\$1,170	\$1,199	\$1,229	\$1,260	\$1,292	\$1,324
CHINOOK GROSS REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$39,765	\$27,900	\$28,000	\$90,000	\$80,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Loans	\$0	\$0	\$0		\$600,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contract income	\$1,362	\$2,005	\$2,775	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
NSRAA agreement	\$162,400	\$167,200	\$172,144	\$150,000	\$154,500	\$159,135	\$163,909	\$168,826	\$173,891	\$179,108	\$184,481	\$190,016
Donation income/ 1 cent for science	\$30,000	\$70,010	\$16,350	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTAL REVENUE</b>	<b>\$ 270,180</b>	<b>\$ 355,522</b>	<b>\$ 352,704</b>	<b>\$ 376,334</b>	<b>\$ 949,094</b>	<b>\$ 326,968</b>	<b>\$ 349,512</b>	<b>\$ 360,212</b>	<b>\$ 368,367</b>	<b>\$ 376,901</b>	<b>\$ 385,524</b>	<b>\$ 394,390</b>
<b>EXPENSES:</b>												
OPERATING	\$252,345	\$217,603	\$219,620	\$225,111	\$230,738	\$236,507	\$242,419	\$248,480	\$254,692	\$261,059	\$267,586	\$274,275
- FISH FOOD/other supplies	\$44,412	\$41,535	\$37,770	\$38,714	\$39,682	\$40,674	\$41,691	\$42,733	\$43,802	\$44,897	\$46,019	\$47,170
CAPITAL IMPROVEMENTS	\$0	\$37,900	\$50,915	\$75,000	\$625,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$10,000
<b>TOTAL EXPENSES</b>	<b>\$296,757</b>	<b>\$297,038</b>	<b>\$308,305</b>	<b>\$338,825</b>	<b>\$895,420</b>	<b>\$302,181</b>	<b>\$309,110</b>	<b>\$316,213</b>	<b>\$323,493</b>	<b>\$330,956</b>	<b>\$338,605</b>	<b>\$331,445</b>
<b>Net Income/ Loan repayment</b>	<b>\$ (26,577)</b>	<b>\$58,484</b>	<b>\$44,096</b>	<b>\$37,509</b>	<b>\$53,674</b>	<b>\$24,787</b>	<b>\$40,401</b>	<b>\$43,999</b>	<b>\$44,874</b>	<b>\$45,945</b>	<b>\$48,919</b>	<b>\$62,945</b>

**SJ Hatchery Proforma Narrative - updated March 30, 2018, Angie Bowers**

- For the SSSC both the return year and fiscal year are the same. The SSSC works on the calendar year for its fiscal year.
- Assumptions for egg to fry/smolt release survivals and adult returns can be found within each species block
- In 2013, ADF&G approved a PAR for an additional 2 million chum at the SJ Hatchery. This will mean 3 million eggs and a resulting ~2.7 million fry. Increased adult chum salmon returns were observed in 2017 with the first returning 4 year olds. The first return year for fully increased chum production will be this year when all broodyears will be represented at the new 3 million egg permitted capacity.
- Price per pound for each species was updated for 2017 and projected 2018 prices and are then increased each year by 2.5%
- The hatchery operating budget assumes an annual increase of 2.5% per year including fish food
- The SJ Hatchery currently has agreements with our fish feed suppliers to offset costs. Skretting donates 4,000kg/year and this year Cargill (EWOS) has started donating a kilo for each kilo purchased. This is 42% of our fish feed that is donated.
- The current fish food budget is increased by 2.5% each year based on recent historical pricing.
- Part of the grant funding each year comes from the City of Sitka Fish Box Tax; the rest of the grant funding is done through the grant application process for capital improvements.
- Contract income is received each year for workshops and classes that are held through the hatchery.
- SSSC receives most of its donation income from the "One Cent for Science" program through Silver Bay Seafoods each year. Other donation income is received from businesses that are directly involved in the fishing industry.
- 2018 net income is predicted to be less because SSSC Hatchery is working on several capital improvement projects that are only partially funded through grants.
- SSSC currently has 2 State FELP loans, one for \$222,500 that will be paid in full by the end of 2018 and one for \$413,000 that will have yearly installments of \$37,069 starting in 2021. SSSC is applying for a \$600,000 FELP in 2018 that is expected to be received and used in 2019 for a major capital improvement project. The projected payments for the 2019 FELP are predicted to be yearly payments of \$42,000 starting in 2025. SSSC currently reserves the yearly net income from the hatchery to be able to pay each FELP loan down in full by the time the yearly installments start. This pro forma is based on the option that SSSC will choose to make yearly payments instead of paying the loans in full.


★ Right now, the official U.S. time is:

# 11:53:58 a.m.

12-hr 24-hr

Friday, May 25, 2018  
Alaska Time (DST)  
Corrected for network delay 63 ms

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Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Ready: Renee Wheat

Date: 5-25-18

Time: 11:53 am

From: Chinook Futures Coalition, Inc

For: Fisheries Enhancement Fund RFP



# CHINOOK FUTURES COALITION, INC

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Deborah A. Lyons, Executive Director [dlyons@gci.net](mailto:dlyons@gci.net)

907-738-3362

May 25, 2018

Dear Members of the Sitka Assembly,

Chinook Futures has raised \$9,500 in local membership dues and is requesting consideration of a **matching amount of \$9,500 from the Fisheries Enhancement Fund**. Our legal expenses will be ongoing until the issue of the Pacific Salmon Treaty Chinook catch limit for Alaska is settled.

We appreciate your consideration of this request. Please see the attached organization history and financial statements. We are reacting and adapting on a daily basis to changes in the Pacific Salmon Treaty negotiation landscape. An unexpected and unanticipated need for an additional legislative liaison has arisen; one that will put Alaskan interest first and will work aggressively to recover lost Chinook salmon allocations. Chinook Futures is filling that gap, but it has put a strain on our financial resources. Any assistance that the City of Sitka could offer is most welcome and appreciated. Funds will be applied to the cost of the legislative liaison in Washington DC and to presentations, events, letters and resolutions advocating for restoration of a portion of Southeast Alaska's historic harvest share of Chinook.

For more information please contact Deborah Lyons, Chinook Futures Coalition Executive Director. 907-738-3362

Howard Pendell 

Howard Pendell, President Chinook Futures Board of Directors.

## CHINOOK FUTURES COALITION ORGANIZATION HISTORY

Chinook Futures Coalition, an organization formed in 2012, has reinvigorated its activities to respond to an unacceptable reduction in Chinook catch limits as a result of unfairly brokered Pacific Salmon Treaty negotiations.

Previously funded by the Aquaculture Associations, DIPAC, NSRAA and SSRAA, for a project concerning the status of Snake River Fall Chinook, Chinook Futures has taken the lead in a campaign to educate the public about the serious consequences of Alaska Department of Fish and Game management decisions and the loss of Chinook salmon quota as a result of current Treaty negotiations. Our goal is to prevent the further loss of any Treaty Chinook, and to push back against misuse of the Endangered Species Act. We seek to regain the 15% harvest share of Chinook lost to the State in 2009. Regaining Chinook lost under the Pacific Salmon Treaty benefits everyone that fishes for King salmon in Sitka and all the businesses that depend on them. Our mission is not allocative, that is the business of the Board of Fish. We are on a laser beam focus to stop the hemorrhage of king salmon from this community and Southeast as a whole.

Chinook Futures gave a presentation at the December 2017 Southeast Conference in Juneau that opened people's eyes to the dire predicament of the Southeast Alaska fishing economy. Region wide closures of recreational and commercial fisheries to protect weak returns of Southeast Alaska King salmon are having a chilling effect on economic activity. In 2017 ADF&G management decisions were made in error and cost Sitka over \$1.8 million. The 2018 All-gear Chinook catch limit will be the lowest since Statehood because of low ocean abundance and the current Treaty catch limit formula. The outlook is not good.

Chinook Futures sponsored two King Salmon Forums to allow members of organizations affected by these events to share experiences and perspectives. They were extremely well attended with over 160 people packing the Assembly Chambers at each event. Scott Kelley ADFG Commercial Fisheries Director attended the first Forum in December of 2017 and Lt. Governor Byron Mallot came to town on March 21, to visit the processors and to have a meeting with Coalition members. That evening his chief fisheries staff person Barbara Blake accompanied by Scott Kelley listened to two hours of presentations and testimony concerning King salmon management and the Pacific Salmon Treaty and impacts on our community.

Members of the Coalition were invited to meet at the Office of the Governor. At that meeting ADF&G Commissioner Cotten and Lt. Governor Mallot welcomed the addition of Jack Ferguson, a respected and well-connected natural resource lobbyist hired by the Coalition. Other participants at the Governor luncheon were: Steve Reifentstahl NSRAA, Craig Shoemaker-SPC and Tim Ryan-Sitka Sound Seafoods, Eric Jordan, Tad Fujioka, Jim Moore-ATA VP, Carina Nichols-ALFA and Harvey Kitka. Jev Shelton a former Pacific Salmon Treaty Commissioner with concerns about the Transboundary Rivers Chapter of the Salmon Treaty agreement was also in attendance. On April 24<sup>th</sup>, the day after the meeting with the Lt. Governor, a letter of concern was sent to Senator Sullivan. The following week a teleconference of all of the Congressional Delegation fisheries staff, Office of the Governor staff, and CFC Executive Director Deborah Lyons took place. The group conferred with Mr. Ferguson on options for moving forward to push back on NMFS control of Pacific Salmon Treaty negotiations and rumors that the negotiating team was feeling pressured to give up even more Chinook. On May 7, Senator Murkowski staff invited Coalition members to a teleconference to articulate concerns and, as a result Senator Murkowski contacted the Office of the Secretary of Commerce Wilbur Ross (Commerce oversees the Treaty) with questions about issues within the Pacific Salmon Treaty. She reiterated her concern publicly during the Commerce budget committee hearing later that week.

On May 21<sup>st</sup> the ADF&G sponsored a Chinook Salmon Symposium in Sitka. Coincidentally news of the harvest reductions that the Alaska Treaty team had agreed to take had leaked out and Chinook Futures sponsored a rally and fundraiser that was covered in the press. Reductions in Chinook harvest are having a devastating affect on the economy of Sitka and the world at large is beginning to take note. Commissioner Sam Cotton was photographed observing the demonstration.

As a direct result of our work Senator Sullivan has now scheduled a hearing on the Pacific Salmon Treaty funding, date to be announced in June. The Sitka Chamber of Commerce and Sitka Economic Development Association have passed Resolution of Support, attached and our "Shrinking Salmon" Ad will be appearing in Southeast newspapers.

We intend to remain engaged if talks go government to government or if the Secretary of Commerce puts this Treaty Agreement under review. We also intend to submit requests for funding from the Aquaculture Associations this fall, as we have done in the past.



"Article II. Chinook Futures Coalition Purposes

1. To promote the availability of Chinook salmon in Southeast Alaska for harvest by commercial and recreational fishermen.
2. To promote and enhance the economic value of Chinook salmon harvested in Southeast Alaska to seafood consumers, visitors to the region and local communities.
3. To engage in activities directed at the improvement of business conditions for southeast Alaska businesses engaged in the harvest of Chinook salmon.
4. To conduct scientific and public policy research about Chinook salmon ecology and fishery management and provide information, outreach and education services to members and the public.
5. To seek, receive and maintain funds for the above purposes.
6. To pursue other appropriate action to promote the interests of its members to the extent consistent with the Alaska Non-profit Corporations Act and § 501(c) of the Internal Revenue Code as amended, which allows for exemption from federal income taxes, and § 170(a) of the Internal Revenue Code of 1986, which allows for tax deductible contributions to the organization."

8:01 AM  
05/25/18  
Accrual Basis

**Chinook Futures Coalition**  
**Balance Sheet**  
**As of May 25, 2018**

	<u>May 25, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 - Cash	
1010 - WF Gold Bus Checking	10,413.95
Total 1000 - Cash	<u>10,413.95</u>
Total Checking/Savings	10,413.95
Other Current Assets	
12000 - Undeposited Funds	300.00
Total Other Current Assets	<u>300.00</u>
Total Current Assets	<u>10,713.95</u>
<b>TOTAL ASSETS</b>	<u><b>10,713.95</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 - Unrestricted Net Assets	25,419.86
Net Income	-14,705.91
Total Equity	<u>10,713.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>10,713.95</b></u>

8:06 AM  
05/25/18  
Accrual Basis

**Chinook Futures Coalition**  
**Profit & Loss**  
**January 1 through May 25, 2018**

	<u>Jan 1 - May 25, 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
43400 · Direct Public Support	
43450 · Individ, Business Contributions	650.00
<b>Total 43400 · Direct Public Support</b>	<u>650.00</u>
47200 · Program Income	
47230 · Membership Dues	8,880.00
<b>Total 47200 · Program Income</b>	<u>8,880.00</u>
<b>Total Income</b>	<u>9,530.00</u>
<b>Expense</b>	
62100 · Contract Services	
62140 · Legal Fees	15,000.00
62150 · Outside Contract Services	9,067.91
<b>Total 62100 · Contract Services</b>	<u>24,067.91</u>
65000 · Operations	
65020 · Postage, Mailing Service	168.00
<b>Total 65000 · Operations</b>	<u>168.00</u>
<b>Total Expense</b>	<u>24,235.91</u>
<b>Net Ordinary Income</b>	<u>-14,705.91</u>
<b>Net Income</b>	<u><u>-14,705.91</u></u>

## ALASKA HAS LOST HARVEST SHARE OF SALMON AT EVERY NEGOTIATION

1979-1982 Historic Average Chinook Catch 333,655

1985 -1995  
22% Reduction  
263,000



1996  
30%-35%-40%-45% reductions  
233,558 – 183,510



1999  
35%-40%-45% reductions  
217,876 – 183,510



2009  
49%-55%-63% reductions  
170,164 – 123,452



2018  
56.5%-61.5%-70.5%  
145,140 – 98,428



# THE GREATER SITKA chamber OF COMMERCE

## BOARD OF DIRECTORS RESOLUTION 2018-01

### IN SUPPORT OF THE PROTECTION OF THE COMMERCIAL FISHERIES

**WHEREAS**, the Board of Directors ("Board") of the Greater Sitka Chamber of Commerce has a responsibility to its members; and

**WHEREAS**, the Greater Sitka Chamber of Commerce's mission is to promote, support, and facilitate commerce and economic growth in the community; and

**WHEREAS**, the Greater Sitka Chamber of Commerce recognizes the substantial economic impact of the commercial fisheries to Sitka; and

**WHEREAS**, supports the Office of the Governor in efforts to strengthen the Pacific Salmon Treaty Commissioner and industry appointees to the PSC in their work to protect all salmon fisheries under the Pacific Salmon Treaty; and

**WHEREAS**, the Greater Sitka Chamber of Commerce supports regaining Chinook harvest share that is warranted to the State through the Chinook rebuilding program, with

**WHEREAS**, the 2018 State of Alaska Pacific Salmon Treaty Chinook catch limit being reduced by 55% from the State's historic harvest share; and

**WHEREAS**, the Greater Sitka Chamber of Commerce supports a coordinated effort between the Offices of the Alaska Congressional Delegation and the Office of the Governor to work towards an interpretation of the Endangered Species Act that recognizes the minimal impact that the Alaskan Chinook fisheries have on salmon protected under the Endangered Species Act; and

**WHEREAS**, the Greater Sitka Chamber of Commerce believe current demands from National Marine Fisheries Service for Alaska to take additional reductions in harvest share unjustified; and

**WHEREAS**, supports the State of Alaska's fisheries management authority, and supports the legislatively mandated Board of Fisheries process; and

**NOW THEREFORE BE IT RESOLVED** the Chamber announces and affirms its support of stable members of the Greater Sitka Chamber of Commerce in order to protect commercial fisheries by advocating for stable regulatory regimes at state and federal levels and to retain access to resources, recommends the following:

That the Alaska Department of Fish and Game Commissioner

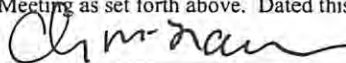
- Provide the highest level of communication possible through annual, or more frequent meetings between processors and fishermen to review how the management plans and action plans will be applied, and
- The ADF&G and public should work together to anticipate seasonal challenges and to develop a regionally coordinated response, and
- The ADF&G should develop and make available verifiable data in justification for emergency order actions taken in-season; and

**BE IT FURTHER RESOLVED** that this resolution shall be effective immediately; and

**BE IT FINALLY RESOLVED** that the officers and agents of the Greater Sitka Chamber of Commerce be and are hereby authorized to take all action necessary to effect the foregoing resolution.

#### CERTIFICATION

I hereby certify that the foregoing resolution was adopted by the Sitka Chamber of Commerce in accordance with its organic documents at a Meeting of the Sitka Chamber of Commerce held on May 7, 2018 and said resolution appears in the record of said Meeting as set forth above. Dated this 7th day of May 2018.



Chris McGraw, President

## **RESOLUTION 18-01**

### **RESOLUTION OF THE SITKA ECONOMIC DEVELOPMENT ASSOCIATION (SEDA) IN SUPPORT OF THE PROTECTION OF COMMERCIAL FISHERIES BY ADVOCATING FOR STABLE REGULATORY REGIMES AT STATE AND FEDERAL LEVELS, AND TO RETAIN ACCESS TO FISHERIES RESOURCES"**

**WHEREAS**, it is a top priority of SEDA's 2016 Strategic Plan to development and support local seafood and fisheries sectors.

**WHEREAS**, public notices made by ADF&G for 2017 closures of spring and summer commercial fisheries were unexpected and made with little to no advance notice, and resulted in destabilization of the seafood business environment due to the unplanned loss of product to markets, disruption to processor production plans, and the lost opportunity to harvest Chinook stocks worth millions of dollars to Southeast fishermen and the communities that depend on them, and

**WHEREAS**, data justifying these decisions were not made available prior to or at the time of these management actions therefore industry could not appeal the basis of the decisions, and, because of the time involved, the possibility of reopening fisheries closed in error was delayed or precluded, and

**WHEREAS**, the 2017 Southeast Alaska catch limit of 209,000 Chinook established by the Pacific Salmon Commission process is only 51% of the State's historic harvest share under a Chinook rebuilding program begun in 1985 and represents the loss of millions of dollars in revenue and benefits that have been reallocated to Canada, Washington and Oregon at the expense of the Southeast Alaska economy, and

**WHEREAS**, some of the management actions of 2017 were incorrectly justified as obligations under the International Pacific Salmon Treaty and circumvented the State of Alaska Board of Fisheries process, causing members of the Southeast seafood economy to question why the State of Alaska would interpret this international agreement in a manner that weakens the State's regulatory authority.

**NOW, THEREFORE, BE IT RESOLVED THAT:** in order to protect commercial fisheries by advocating for stable regulatory regimes at state and federal levels and to retain access to resources, SEDA recommends the following:

That the Alaska Department of Fish and Game Commissioner

- provide the highest level of communication possible through annual, or more frequent meetings between processors and fishermen to review how the management plans and action plans will be applied, and
- that the department and public work together to anticipate seasonal challenges and to develop a regionally coordinated response, and
- that the ADFG develop and make available verifiable data in justification for emergency order actions taken in-season, and

Through the Office of the Governor, exhort the Treaty Commissioner and industry appointees to the Pacific Salmon Commission to work to regain Chinook harvest share that is warranted to the State through the Chinook rebuilding program, and,

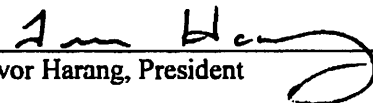
To zealously guard the State of Alaska's management authority, to maintain the legislatively-mandated Board of Fisheries process and return the day-to-day management of Southeast fisheries to the authority of the ADG&G.

**Sitka Economic Development Association (SEDA)**

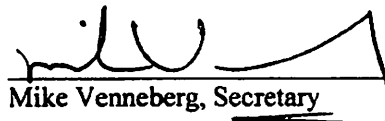
**CERTIFICATION**

I hereby certify that the foregoing resolution was adopted by the SEDA Board, in accordance with its organic documents at a meeting of the Board of Directors held on March 1, 2018 and that said resolution appears in the record of said meeting as set forth above.

Dated 4/17 2018.

  
Trevor Harang, President

Attested by:

  
Mike Venneberg, Secretary


★ Right now, the official U.S. time is:

# 03:20:15 p.m.

12-hr 24-hr

Friday, May 25, 2018  
Alaska Time (DST)  
Corrected for network delay 251 m

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Sun is shining in light region  
It is night in dark region

THE U.S. TIME IS PROVIDED BY NIST & USNO

PRIVACY POLICY & SECURITY NOTICE TIME EXHIBITS

Also, try the [alternate Flash page](#) or see [About This Site](#)

Rec'd by: Renee Wheat

Date: 5-25-18

Time: 3:20pm

From: Alaskan Longline Fishermen's Association

For: Fisheries Enhancement Fund RFP





# Alaska Longline

## FISHERMEN'S ASSOCIATION

### Application to Fisheries Enhancement Fund City and Borough of Sitka

**Organization Name:** Alaska Longline Fishermen's Association

**Street 1:** 834 Lincoln Street Room 23

**City:** Sitka

**State:** AK

**Country:** USA

**Zip Code:** 99835

**Telephone No.:** 907 747 3400

**Extension:**

**Mobile:** 907 738 3615

**Fax:** 907 747 3462

**Email:** [alfafish@acsalaska.net](mailto:alfafish@acsalaska.net); [alfastaff@gmail.com](mailto:alfastaff@gmail.com)

**Website:** [www.alfafish.org](http://www.alfafish.org)

**Summary of ALFA mission:**

The Alaska Longline Fishermen's Association (ALFA) is a non-profit association of independent vessel owners and crewmembers who promote sustainable harvest of marine fisheries, thriving coastal communities, and healthy marine ecosystems. ALFA represents fishermen in local, state and national marine management forums and actively engages fishermen in marine research, conservation and management to strengthen marine stewardship and improve the economic viability of small scale fisheries.

## **Fisheries Enhancement Fund: Overview of Proposal**

Respectfully submitted by: Alaska Longline Fishermen's Association

### **Summary**

The Sitka-based Alaska Longline Fishermen's Association (ALFA) is an alliance of small scale commercial fishermen committed to sustainable fisheries and thriving coastal communities. Our members support science-based fisheries management through collaborative research, advocacy and innovation. We work to safeguard ocean health and improve the economic viability of small boat fishing.

This grant application is divided into the following 5 sections:

- History of our Organization (pages 2-3)
- What we achieved with last year's Sitka Fisheries Enhancement Funds
- What we will achieve with 2018 Funding (pages -)
- How the project will enhance Sitka's Fisheries (pages )
- Timeline and Evaluation of Project (pages 7-8)
- Project Staff (page 8-9)
- Budget (page 1)
- Enclosures (page 1)

### **The History of our Organization:**

#### **ALFA Timeline:**

- ALFA was launched in 1978 by fishermen dedicated to protecting fish stocks from foreign fishing and directing the economic benefits of commercial fishing to Alaska fishermen and coastal communities.
- ALFA led a successful campaign to rebuild Alaska sablefish and rockfish stocks in the early 1980s, foregoing harvest until stocks rebuilt.
- When U.S.-based factory boats replaced the foreign fleet, ALFA again worked to protect the local fishing fleet and the communities that depend on it.
- In 1991, when the current ALFA executive director was hired, ALFA launched what became a six-year battle to eliminate trawling from the Southeast Alaska fishing grounds that support the local fishing fleet.
- During development of the Alaska halibut/sablefish catch share program, ALFA successfully championed measures designed to promote sustained participation by Alaska's small boat fleet.
- At the local level, ALFA actively participated in creating and championing the Sitka Local Area Management Plan, which prioritizes access for Sitka's non-commercial fishing residents to local halibut stocks.
- At the national level, ALFA has actively advocated for resource and community provisions during the last two and current reauthorizations of the Magnuson-Stevens Act.
- ALFA is engaged in multiple national networks and willingly shares lessons learned regarding effective policy advocacy with community-based fishing groups from around the nation through the Fishing Communities Coalition, the Marine

Fish Conservation Network (MFCN) and the Community Fisheries Network (CFN).

- In 2009, ALFA launched a Fishery Conservation Network that engages scientists and fishermen in collaborative research to improve best fishing practices and the economic viability of small scale fisheries.
- Since 2009, ALFA has received over \$2 million in federal and private foundation grants in support of our marine conservation and fishery enhancement initiatives.
- In 2016, ALFA, and ALFA's director Linda Behnken, received a White House award as Champion for Change of Sustainable Seafood.
- In 2017, Linda and ALFA were awarded an Alaska legislative honorarium.

**Organizational Capacity:** ALFA operated with a single staff member supported by fishermen and processor membership dues from 1978 until the late 1990s. In the '90s, ALFA began to build a stronger statewide presence and ALFA staff engaged in national policy development. After deliberative strategic planning in the early 2000s, ALFA expanded staff capacity, formed collaborative partnerships, secured additional grant support, and engaged fishing members in marine research and conservation initiatives. This collaborative research, which was formalized into the Fishery Conservation Network (FCN) in 2009, now attracts grant invitations from scientists and fishing organizations that recognize the skills and expertise that the organization brings to the table. Core ALFA operations are supported by fishing industry memberships, local and marine businesses, and an annual seafood raffle/fundraiser.

**Staffing:** ALFA currently has six staff members, 5 FTE, 1 part-time.

**Standing:** ALFA does not hold any debt and is well recognized as a force for sustainable community-based fisheries at both the state and national level.

**Supporting Sitka's Young Fishermen:** ALFA is deeply engaged in supporting the next generation of fishermen. Thirty years ago, a young person who wanted to fish commercially needed a boat, some fishing gear, and a sense of adventure to get started in the business. Today young fishermen face staggering entry level costs, high operating costs, and a level of risk that is equivalent to buying a starter hotel, instead of a starter house, as a first step in home-ownership.

Between 1975 and 2014, Alaska's rural communities experienced a net loss of over 2,300 limited entry permits.<sup>1</sup> Federal quota has also become concentrated into fewer hands and migrated from rural communities. Because few alternative employment opportunities exist in these communities, losing access means losing livelihood and, ultimately, losing community. Central to the mission of ALFA is the belief that Alaska needs a vibrant and sustainable fishing industry supporting economically empowered and self-sufficient communities. This includes ensuring that emerging fishermen have access to a career in the fisheries, including a path towards direct ownership of permits and quota. We are committed to helping young fishermen overcome obstacles to entry, and to ensuring that Sitka continues to have a strong economic base in commercial fisheries.

**What we achieved with funding from the Sitka FEF in 2017**

With the generous support of CBS, ALFA achieved objectives identified in our 2017 FEF proposal. In 2017, our objectives included: 1) expansion of ALFA's deckhand apprentice program; 2) inter-generational transfer of permits and quota to Sitka residents; 3) mentorship and training/education of young fishermen; and, 4) market expansion of our Community Supported Fishery program, Alaskans Own. We successfully leveraged funds from the CBS to secure outside funding in each of the four target areas and grew our young fishermen programs to new levels. Our success, and CBS support for our community's young fishermen, did not go unnoticed: at the end of 2017, **Sitka was named "Town that best promotes fishing futures" by the Alaska Fisheries Report**, which highlighted ALFA's work to train local fishermen, market local catches, improve fish quality, support buy-in opportunities for new entrants, and invest in future fishing careers for Sitka residents.<sup>2</sup>

In the body of this grant request, we have provided an update on progress made toward each of the four 2017 objectives, but by way of overview: in 2017 ALFA engaged 105 fishermen working on 100 different fishing vessels in seven collaborative projects with 19 scientists or engineers from 13 agencies, leveraging \$00,000 and more than 1,000 sea days, the later donated as an in-kind contribution by involved fishermen. These projects enhance Sitka's fisheries both ecologically and economically.

#### **What we will achieve with funding from the Sitka FEF in 2018**

ALFA is again requesting \$10,000 from the FEF to enhance Sitka's fisheries through our Young Fishermen's programs. As you will recognize through the report below, local support is critical to unlocking outside investment in these programs. In 2018, ALFA's Young Fishermen's goals include: 1) ongoing expansion of our commercial deckhand apprenticeship program; 2) inter-generational transfer of permits and quota to Sitka residents; 3) mentorship of new fishermen through Sitka-based education and training programs; and, 4) launch of an affordable entry level fishery for under-utilized pelagic rockfish stocks.

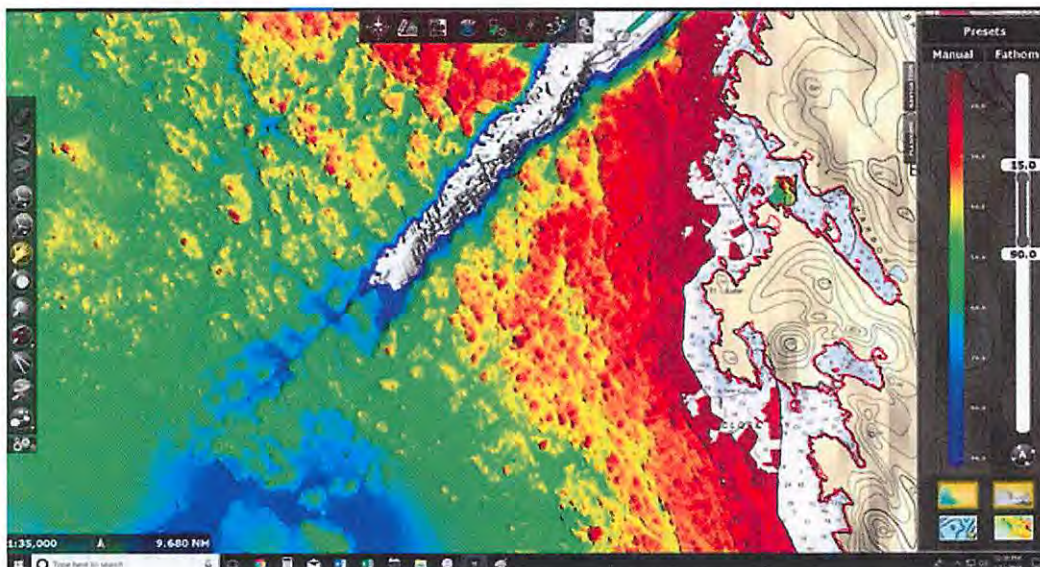
**Objective 1- Continue to expand ALFA deckhand apprentice program:** Last year we shared with the Assembly our objective to expand ALFA's deckhand apprentice program, which until that time had engaged one vessel (the *FVI Gotta*) in taking first time deckhands commercial fishing, to include 4-5 host vessels and additional opportunity for young people. We described our intent to create and share curriculum to support other communities in launching similar programs, and to apply for funding from the National Fish and Wildlife Foundation (NFWF) to support this work. In Fall, ALFA was awarded a \$70,000 NFWF grant (\$140,000 with required matching funds) to implement at scale our deckhand apprentice program. In the first year of this two-year grant, ALFA received over 100 applicants for our deckhand apprentice program! This spring we trained and added host vessels to our program (more than twice our identified goal), and we expect to place crewmembers on these host boats in 2018. ALFA project coordinator Alyssa Russell worked with skipper Eric Jordan to create a curriculum to prepare young

fishermen for success in their first job, and training materials to ensure host skippers provide a safe and rewarding first time experience. Alyssa and Eric also visited Blatchley Middle School classes to talk to students about preparing for a future in commercial fishing. In May, ALFA will co-host with AMSEA a safety training for our apprentices, and over the summer we will be monitoring both host skippers and apprentices to provide support as needed. This fall, we will work with UAS to create a college level intern apprentice opportunity and offer a "Fisheries Management 101" course during our Sitka Fishermen's Expo to help engage the next generation in fisheries management and marine stewardship. Over the winter/spring we will recruit additional skippers and apprentices as we continue to increase capacity in our program, and ALFA staff will participate in forums to share lessons learned. Our apprentice program materials are available on ALFA's website ([alfafish.org](http://alfafish.org)). This NFWF grant required a 50% match; Sitka's support through the Fisheries Enhancement Fund provides a critical match for this two-year grant and the support we need to build a sustainable program.

**Objective 2: Facilitate inter-generational transfer of QS and entry-level opportunity for Sitka residents:** Over the past year, ALFA worked with project partners at the Alaska Sustainable Fisheries Trust, The Nature Conservancy and NatureVest to advance Local Fish Fund LLC, an innovative financing program to recapture fishery access in Sitka and other Alaska communities. We explored a number of potential loan administrators for the Trust, eventually selecting Craft3 ([Craft3.org](http://Craft3.org)) in March as the best fit. In April 2018, all project partners convened for a successful Sitka site visit. The NatureVest team is now actively working to raise the program related investment funding for a July 2018 launch. Sitka Fishery Enhancement funds provided the necessary match to allow project partners to access \$180,000 in committed grant funds, and to secure an additional \$25,000 in capacity funding from a national non-profit. While the complexity of quota share financing has caused this program launch to take longer than anticipated, the added time has ensured the right project partners and program structure are in place to ensure success. We anticipate lending \$1.5 million to support local fishermen in accessing quota through an innovative approach that reduces down payment and risk faced by new entrants.

**Objective 3: Mentor new fishermen through Sitka-based education and training programs:** Over the past year, ALFA's Fishery Conservation Network mentoring program involved 110 fishermen. Most FCN members are engaged in our bathymetric mapping initiative, which assists fishermen in successfully and efficiently harvesting target species while controlling bycatch of non-target species, such as rockfish. Others are engaged in ALFA's fuel efficiency project, electronic monitoring, or whale avoidance work. In January 2018 we hired Sitka fisherman and GIS expert Jacquie Foss to update the ALFA bathymetric maps to include the 240 million data points contributed to date by ALFA members as well as the NOAA and ADFG sonar data. ALFA's bathymetric maps are now the most accurate and detailed bathymetry maps of the Eastern Gulf of Alaska. By way of example, below is a screen shot of the bathymetry off Whale Bay, which is 30 miles south of Sitka on Baranof Island.





In 2017, ALFA leveraged FEF resources with industry sponsorships to host two Sitka Fishermen Expos, providing workshops and on-board troubleshooting support to local fishermen on new gear types, technology innovations, business and financial planning, fishery projections, marketing insights, and safety equipment. The Fishermen's Expos featured gear manufacturers, software designers, stock assessment scientists and financial experts from Seattle, Homer, Juneau and Sitka, who shared information with the approximately 100 fishermen participants. Strong positive feedback emphasized the ongoing need for these trainings. With continued support, ALFA will plan and host annual or twice annual Expos with trainings focused on topics identified by fishermen, processors, managers and staff.

We are also proud to report that the Young Fishermen's Development Act, which will provide support for education and training programs such as ALFA's Sitka Fishermen's Expo, has steadily gained co-sponsors in the House and Senate. If passed and signed into law, the [Young Fishermen's Development Fund](#) created by the Act will provide grants of up to \$200,000 to academic, tribal and fishermen organizations to host education and training opportunities for young fishermen. The bill, which was introduced in both the House and Senate by Alaska's Congressional members, is based on legislation currently in place to support young farmers, ranchers and aquaculturists. With ongoing support from the City, we will continue to educate lawmakers of the importance of establishing this fund that invests in the future of young fishermen and, once the bill is passed, we will leverage City funds to access the YFDF to provide additional support and training to Sitka fishermen.

**Objective 4: Build connections between Alaska fishermen and consumers through Alaskans Own (AO) Community Supported Fishery program**

AO is a Sitka-based Community Supported Fishery (CSF) program, similar to Community Supported Agriculture programs, that forges stronger consumer-producer relationships by sharing with costumers the story behind the seafood and the commitment of ALFA fishermen to sustainable fisheries and the next generation of young fishermen.

By forward-funding a season of seafood, consumers invest in sustainable harvest and the community-based fishermen who catch their fish. Profits from AO support ALFA's Fishery Conservation Network. AO has a steadily growing subscriber and bulk customer base, and every opportunity for exposure has yielded tangible impacts in increased number of subscriptions.

With the support of 2017 CBS FEF funding, AO leveraged \$12,000 in grant funds from the Alaska Southwest Municipal Conference to create three video shorts that promote Sitka's value-added seafood manufacturing. You can view these stunning videos, produced by talented filmmaker Alyssa Russell, on the ALFA home page ([alfafish.org](http://alfafish.org)). The videos feature AO, Seafood Producers Cooperative and Sitka Sound Seafood, highlighting the fishermen behind the fish and the high quality of locally produced seafood. ALFA also leveraged 2017 FEF to secure a two-year \$99,000 USDA grant to increase the availability of and consumer enthusiasm for fresh frozen seafood at Alaska Farmers Markets. Again, documenting local support for our work is key to unlocking non-local funding.

**Objective 5 Launch a new entry level fishery for Sitka fishermen-** In 2003, ALFA piloted tested fishing gear to harvest under-utilized pelagic rockfish stocks. With the help of local fishermen, ALFA identified a type of fishing gear that efficiently and "cleanly" caught pelagic rockfish. Until this year, strong salmon prices and weak rockfish markets limited interest in the fishery. All that changed in 2017 when the Alaska Board of Fisheries declared four Southeast Chinook salmon runs "stocks of concern" and noted low returns in other Southeast river systems. The Board and industry recognize that recovering Chinook stocks is a multi-year project with an uncertain outcome. This realization triggered significant reductions in Chinook catch limits and fishing opportunities for the 1000 vessels that depend of the salmon troll fishery. Alternative fishing opportunities are critical for Southeast trollers while Chinook stocks recover. At the same time, consumer demand for rockfish and the development of niche markets, such as Alaskans Own CSF, now support improved ex-vessel prices for rockfish. These changing circumstances have triggered the strong potential to launch a successful pelagic rockfish fishery.

This spring ALFA has submitting a grant pre-proposal to the National Fish and Wildlife Foundation to: 1) adapt and improve the pelagic rockfish gear ALFA's pilot project developed to increase fleet compatibility, fishing efficiency and ergonomic success; 2) integrate value added pelagic rockfish products into Alaskans Own, ALFA's community supported fishery (CSF) program; and, 3) launch a viable and local-fleet compatible new fishery to provide entry-level and regional diversification opportunities. The grant requires a 1:1 match. **If funded, ALFA will pledge FEF toward the required NFWF grant match to support the launch of this new entry level Sitka fishery.** While the funds will not provide the entire match, they will establish strong support from the Sitka community to provide local fishermen with this affordable and fleet compatible entry level opportunity.



**How the project will enhance Sitka fisheries:**

Funding ALFA's young fishermen's initiative will benefit Sitka's fisheries by ensuring Sitka fishermen continue to have access to adjacent fisheries and that fishing jobs and revenue remain a cornerstone of Sitka's economy. Entry-level opportunities, expanded fishery access, and adequate training will strengthen Sitka's stake in the future of fisheries which will, in turn, strengthen Sitka's economic base. Fishing in Alaska has traditionally offered a way of life that many choose for the tangible connection to the ocean, the independence and self-determination it provides, and the opportunity to work alongside family. This way of life engenders a strong sense of place and a deep commitment to community and resource stewardship.

Limited access programs have significantly raised the cost of entry to Alaska's fisheries and are changing the character of the fishing fleet. As the cost of entry to fisheries rises, fishing is increasingly dominated by a more industrial and corporate model of extraction. Bigger operations pressure the system to allow increased consolidation of access privileges and to foster policy that marginalizes small operations. Corporate fishing operations seek profits now while overlooking long-term costs to ecosystem and community health. ALFA's mission is to hold space in Alaska and the nation's fisheries for small, community-based operations; to ensure policy is scaled to meet the needs of this conservation-minded fleet; and to create market forces that support the economic success and political leverage of community-based fishermen. We consider ALFA's Young Fishermen Initiative to be crucial to accomplishing our mission.

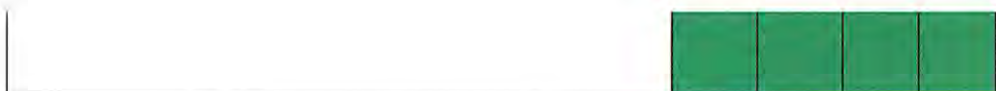
**Project Timeline and Evaluation (green denotes quarter when activity will be carried out/achieved)****TIMELINE:**

<b>TIMELINE: July 2018-June 2019</b>	<b>201</b>		<b>201</b>	
	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>
<b>Objective 1) Expand apprentice or entry-level deckhand opportunities on commercial fishing boats</b>				
Task 1: Mentor apprentices and collect feedback from all program participants				
Task 2: Evaluate program and course correct as indicated				
Task 3: Release call for applicants and host skippers				
Task 4: Train additional host skippers and select 20-30 individuals for apprentice opportunity				
Task 5: final report to Sitka Assembly				
<b>Activity 2) Facilitate inter-generational transfer of permits and quota to Sitka residents</b>				
Task 1: Finalize terms with a regional fiscal agent that will guide program expansion as we				



take Local Fish Fund to scale				
Task 2: Activate \$1.2 million in capital pledged by fishermen and finalize \$1.5 million in program related investment capital pending through NatureVest				
Task 3. Work with project partners and local impact committee to select fishermen borrowers and support intergenerational quota transfer.				
<b>Activity 3) Mentor new fishermen through Sitka-based education and training programs</b>				
Task 1: Identify topics for future training/education				
Task 2: Select and invite educators, industry sponsors				
Task 3: Engage young and established fishermen to enhance training/mentorship				
Task 4: Host Expo events, including young fishermen's "mixer/job fair"				

[illegible]



Overall progress will be monitored relative to achieving the metrics and expected results/outcomes identified above.

#### **ALFA Management Team**

Linda Behnken, ALFA	Ms. Behnken is the Executive Director of ALFA and has served in this capacity since 1991. Ms. Behnken has a BA from Dartmouth College and a Masters in Environmental Science from Yale University. Ms. Behnken served on the North Pacific Fishery Management Council (NPFMC) from 1992-2001 and currently serves as a U.S. Commissioner to the International Pacific Halibut Commission. Ms. Behnken received an honorarium from the Alaska State Legislature in 2017, was recognized as a White House Champion of Change for Sustainable Seafood in 2016, and awarded the National Fisherman Highliner award in 2009 for her work promoting healthy marine ecosystems and strong coastal communities, and was a keynote speaker. Ms. Behnken has been a Sitka resident since 1985 and fished commercially since 1982. Ms. Behnken be responsible for project oversight and reporting.
Daniel Falvey,	Mr. Falvey has a BA in resource management and policy from Western Washington University and training in Geographic Information Systems

ALFA	analysis from Penn State World Campus. He has owned/operated commercial fishing vessels in Alaska since 1984. Mr. Falvey served on the Advisory Panel to the NPFMC from 1991-2004, and currently serves as a member of the Council's electronic monitoring workgroup and Observer Advisory Committee. Mr. Falvey is a member of the International Pacific Halibut Commission's Management Strategy Advisory Board and served on the Advisory Panel of the North Pacific Research Board from 2010-2017. In 2011, Mr. Falvey was awarded the National Fisherman Highliner. Mr. Falvey has worked with ALFA in a number of capacities since 1993, and has successfully coordinated multiple cooperative research projects. Mr. Falvey will serve as the project's financial manager.
Willow Moore, ALFA	Ms. Moore is the Deputy Director of ALFA. Ms. Moore joined the dynamic ALFA team in 2016. Ms. Moore holds a degree in nursing, an undergraduate degree in psychology and a Masters of Public Administration in Natural Resource Management degree, all from University of Alaska. In 2013 Ms. Moore was the recipient of the Rasmuson educational award for Emerging Leaders and in 2014 was a Rasmuson Foundation Sabbatical award winner. Ms. Moore is currently working on her doctorate degree in fisheries ecology and oceanography. Throughout her 20 years of work in the nonprofit sector, Ms. Moore has specialized in executive management and program development and sustainability, working to build and support business strategies and objectives through effective marketing plans, increased partnerships, developing performance-measurement systems, and improved integration of quality, operational, and financial information. Ms. Moore has lived in Sitka since 2001 and is deeply committed to locally and sustainably harvested seafood. Ms. Moore and her family were among the program's first subscribers when the Alaskan's Own program was founded.
Alyssa Russell	Alyssa Russell is the Communications Director at the Alaska Longline Fishermen's Association (ALFA). In her work, she focuses on using media (including film, writing, photography, and traditional outlets) to communicate stories and information surrounding best fishing practices, small boat fisheries, and sustainable, local seafood. Alyssa's background is in communications, graphic design, and resource conservation, and prior to working with ALFA she was a communications associate with Conservation International's Policy Center for Environment and Peace. Because of her interest in issues relating to equitable access to local fisheries, she recently joined the steering committee for the Alaska Young Fishermen's Network and currently serves as the project director for ALFA's deckhand apprentice program. Ms. Russell crews part-time in Southeast Alaska on a commercial troller. She was named a summit scholar at the 2017 Seaweb Sustainable Seafood Summit. Alyssa is a graduate of Boston University and holds a BS in Public Relations and a BA in International Relations.

## Budget

### Staff Time (for all 4 objectives)

Description	# of Units	Per Unit Cost	Total
Alfa Staff Time	250	\$40.00	\$10,000.00
<b>Total Staff Time</b>			<b>\$7,000.00</b>

ALFA staff time to coordinate stakeholder and marketing involvement and outreach, grant reporting, and administration requirements. Duties will be assigned to ALFA staff members as appropriate.

### Marketing and Promotion/Printing

Description	# of Units	Per Unit Cost	Total
Outreach materials	4 (1 per each project)	\$750.00	\$3,000.00

**Total Printing** **\$3,000.00**

For all four objectives outlined in this proposal, ALFA will conduct outreach to consumers, partners, fishermen and local producers in all four objectives outlined above, and will include project updates on the ALFA and AO websites as well as in ALFA newsletters. ALFA/AO will communicate at least monthly with subscribers and businesses carrying AO product via email, email and printed material; and will host events in each subscriber community to build awareness and thank subscribers for their participation as well as to provide outreach opportunities for new subscribers.

\*Marketing estimates are based on 3 different quotes from local and state printing vendors.

### Enclosed:

ALFA contracts with a third-party bookkeeper and at this time does not have pro forma financial statements. ALFA is audited yearly and if appropriate, ALFA would like to submit extra financial documentation to provide the necessary documentation for the project. Please see enclosed the following attachments, we are happy to provide any necessary further information:

<sup>1</sup> Rachel Donkersloot & Courtney Carothers (2016) The Greying of the Alaskan Fishing Fleet, Environment: Science and Policy for Sustainable Development.

<sup>2</sup> <http://www.alaskafishradio.com/ak-fishing-picks-pans-2017/>

- IRS Non-Profit Status
- ALFA 990
- ALFA Balance Sheet as of 2018
- ALFA Income Statement as of April 2018
- Latest available ALFA Audited financials (we are very happy to provide the last five years of audited financial statements if appropriate.)

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

DEPARTMENT OF THE TREASURY

Date: **APR 09 2010**

ALASKA LONGLINE FISHERMEN'S  
ASSOCIATION  
PO BOX 1229  
SITKA, AK 99835

Employer Identification Number:  
01-0951115  
DLN:  
600098021  
Contact Person:  
DENISE L. TAMAYO ID# 95120  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 6, 2009  
Contribution Deductibility:  
No

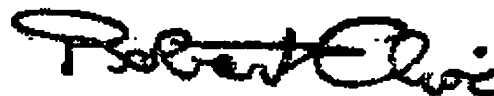
Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), for some helpful information about your responsibilities as an exempt organization.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-NC

**ALASKA LONGLINE FISHERMEN'S ASSOCIATION**

**FINANCIAL STATEMENTS**

**December 31, 2016**

# ALASKA LONGLINE FISHERMEN'S ASSOCIATION

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# CHRISTINE E. HARRINGTON

Certified Public Accountant, LLC

329 Harbor Drive, Suite 210, P.O. Box 1328 Sitka, Alaska 99835 (907) 747-5500

## Independent Auditor's Report

Board of Directors  
Alaska Longline Fishermen's Association  
Sitka, Alaska

I have audited the accompanying financial statements of the Alaska Longline Fishermen's Association (a nonprofit organization), which comprise the statements of financial position as of December 31, 2016 and 2015, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

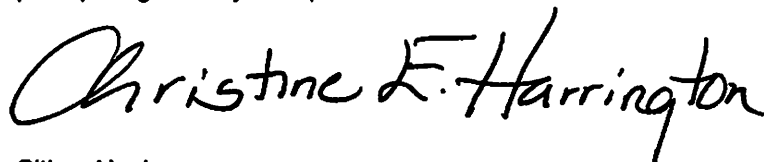
My responsibility is to express an opinion on these financial statements based on my audits. I conducted my audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Alaska Longline Fishermen's Association as of December 31, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.



Sitka, Alaska  
July 22, 2017

**ALASKA LONGLINE FISHERMAN'S ASSOCIATION**

**STATEMENTS OF FINANCIAL POSITION**

December 31, 2016 and 2015

<b>Assets</b>	<b>2016</b>	<b>2015</b>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 187,439	\$ 284,848
Grants receivable	38,610	15,308
Other receivables	11,317	10,000
Retail inventory	6,294	7,600
Prepays and deposits	350	950
	<hr/>	<hr/>
Total current assets	244,010	318,706
	<hr/>	<hr/>
	\$ 244,010	\$ 318,706
	<hr/>	<hr/>
 <b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Accounts payable	\$ 2,748	\$ 891
Accrued liabilities	3,599	2,133
Deferred revenue	119,682	173,608
	<hr/>	<hr/>
Total current liabilities	126,029	176,632
 <b>Net assets:</b>		
Unrestricted, undesignated	117,981	142,074
	<hr/>	<hr/>
Total net assets	117,981	142,074
	<hr/>	<hr/>
	\$ 244,010	\$ 318,706
	<hr/>	<hr/>

**ALASKA LONGLINE FISHERMAN'S ASSOCIATION**

**STATEMENTS OF ACTIVITIES**

**For the Year Ended December 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Revenues, gains and other support:</b>		
Grant revenue	\$ 331,960	\$ 234,679
Contract revenue	198,996	50,353
Product sales	106,371	11,725
Membership dues	40,972	44,480
Interest	479	236
Fundraising	6,046	5,495
Donations	<u>2,507</u>	<u>6,154</u>
<b>Total revenues, gains and other support</b>	<b>687,331</b>	<b>353,122</b>
<b>Expenses and losses:</b>		
Marine conservation and protection	505,609	228,863
Information outreach to public policy forums	22,001	49,975
Direct support to consumers	110,220	-
Management support	<u>73,594</u>	<u>53,678</u>
<b>Total expenses</b>	<b><u>711,424</u></b>	<b><u>332,516</u></b>
<b>Change in net assets</b>	<b>(24,093)</b>	<b>20,606</b>
<b>Net assets, beginning of year</b>	<b><u>142,074</u></b>	<b><u>121,468</u></b>
<b>Net assets, end of year</b>	<b><u>\$ 117,981</u></b>	<b><u>\$ 142,074</u></b>

**ALASKA LONGLINE FISHERMEN'S ASSOCIATION**

**STATEMENTS OF FUNCTIONAL EXPENSES**

**For the Year Ended December 31, 2016 and 2015**

December 31, 2016						December 31, 2015			
	Marine Conservation and Protection	Information Outreach to Public Policy Forums	Direct Support to Consumers	Management Support	Total	Marine Conservation and Protection	Information Outreach to Public Policy Forums	Management Support	Total
Expenses:									
Cash operating activities:									
Personal services	\$ 93,814	\$ 1,793	\$ 14,036	\$ 40,094	\$ 149,737	\$ 62,053	\$ -	\$ 26,084	\$ 88,137
Direct support to target population	50,845	3,649	111	-	54,605	29,159	4,864	-	34,023
Professional services	214,264	-	1,459	16,735	232,458	35,800	12,482	11,897	60,179
Travel and conferences	29,522	16,559	-	-	46,081	14,363	14,482	-	28,845
Small equipment	64,306	-	541	-	64,847	26,665	-	-	26,665
Other direct costs	52,858	-	94,073	16,765	163,696	60,823	18,147	15,697	94,667
	<u>\$ 505,609</u>	<u>\$ 22,001</u>	<u>\$ 110,220</u>	<u>\$ 73,594</u>	<u>\$ 711,424</u>	<u>\$ 228,863</u>	<u>\$ 49,975</u>	<u>\$ 53,678</u>	<u>\$ 332,516</u>

**ALASKA LONGLINE FISHERMEN'S ASSOCIATION**

**STATEMENTS OF CASH FLOWS**

**For the Year Ended December 31, 2016 and 2015**

	<u>2016</u>	<u>2015</u>
<b>Cash flows from operating activities:</b>		
Cash received from granting and contracting agencies	\$ 453,728	\$ 415,890
Cash received from members and contributors	49,525	56,129
Cash received from product sales	106,371	11,725
Interest received	479	236
Cash paid to suppliers	(559,242)	(250,273)
Cash paid to employees	<u>(148,270)</u>	<u>(87,345)</u>
Net cash provided (used) by operating activities	(97,409)	146,362
<b>Cash flow from investing activities:</b>		
Cash advances to other organizations	<u>-</u>	<u>(10,000)</u>
Net cash used by investing activities	<u>-</u>	<u>(10,000)</u>
Net change in cash and cash equivalents	(97,409)	136,362
Cash and cash equivalents, beginning of year	<u>284,848</u>	<u>148,486</u>
Cash and cash equivalents, end of year	<u><u>\$ 187,439</u></u>	<u><u>\$ 284,848</u></u>
<b>Reconciliation of change in net assets to net cash used by operating activities:</b>		
Change in net assets	\$ (24,093)	\$ 20,606
<b>Adjustments to reconcile change in net assets to net cash used by operating activities:</b>		
<b>Changes in assets and liabilities</b>		
(Increase) decrease in grants receivable	(23,302)	19,928
(Increase) decrease in inventory	1,306	(510)
(Increase) in prepaids and deposits	600	(450)
(Increase) in other receivables	(1,317)	-
Increase (decrease) in accounts payable	1,857	(4,934)
Increase in payroll taxes payable	1,466	792
Increase (decrease) in deferred revenue	<u>(53,926)</u>	<u>110,930</u>
Total adjustments	<u>(73,316)</u>	<u>125,756</u>
Net cash provided (used) by operating activities	<u><u>\$ (97,409)</u></u>	<u><u>\$ 146,362</u></u>

# **ALASKA LONGLINE FISHERMEN'S ASSOCIATION**

## **NOTES TO FINANCIAL STATEMENTS**

**December 31, 2016**

### **Note 1. Organization and Summary of Significant Accounting Policies**

#### **A. Organization**

Alaska Longline Fishermen's Association ("ALFA") is a non-profit association of independent commercial longline vessel owners and crewmembers who are committed to continuing the sustainable harvest of sablefish, halibut, and groundfish, while supporting healthy marine ecosystems and strong coastal communities through resource stewardship and participation in federal, state, and local forums.

ALFA's income includes membership dues, donations, and grant and contract revenue. During 2016, ALFA administered the following grants and contracts:

A core capacity grant from the Oak Foundation to support the ongoing work of ALFA including sustainable fisheries policy development at the state, federal and national level; stewardship innovation through support of ALFA's Fishery conservation network, and maintaining local access through development of the Alaska Sustainable Fisheries Trust.

A grant from the National Fish and Wildlife Foundation related to at-sea electronic monitoring ("EM") of the Alaskan halibut and sablefish IFQ (individual fishing quota) fisheries. This grant supported Alfa continued engagement of stakeholders in the process of transitioning at-sea monitoring of the Alaskan halibut and sablefish IFQ fisheries from the pilot program stage to an operational program, and to support EM hardware and field service requirements during the 2016 and 2017 pre-implementation period.

A contract with the Central Bering Sea Fishermen's Association to continue development and testing of active and passive deterrent strategies for sperm and killer whales, and to conduct tagging operations on sperm whales to track their location and movement.

Two contracts with the Sitka Sound Science Center to coordinate fishing vessel participation in whale deterrent testing programs. The first contract was to deploy underwater cameras to record whale depredation events; the second was to develop a reporting network and tagging program to evaluate whale avoidance measures.

A contract with the Alaska Fisheries Development Foundation to coordinate field work related to collecting base line fuel efficiency data on small Alaskan commercial fishing vessels and developing outreach materials to engage fishery stakeholders on fuel saving techniques.

A contract with the Marine Fisheries Conservation Network to engage young fishermen with fisheries management policy issues at the National level.

A contract with the City of Sitka to develop a young fishermen's apprentice program.

Grants and contracts were approximately 80% of ALFA's total revenue for each of the years ended December 31, 2016 and 2015.

# ALASKA LONGLINE FISHERMEN'S ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS

### **Note 1. - continued**

#### **B. Basis of Presentation**

The accounting records of the ALFA are maintained on the accrual basis of accounting under which revenues are recognized when earned and liabilities and expenses when incurred. Grant revenues are recorded as earned after allowable costs related to the grant have been incurred.

ALFA is required to report information regarding its financial position and activities according to three classes of net assets as follows:

Unrestricted net assets represent the portion of the net assets of ALFA that are neither permanently nor temporarily restricted.

Temporarily restricted net assets are that portion of net assets restricted by the donor, grantor or other outside parties whose restriction either expires by the passage of time or can be fulfilled and removed by the actions of ALFA. When the restriction expires temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets represent the portion of the net assets from contributions and grants whose use by ALFA is limited by donor-imposed stipulations which neither expire by the passage of time nor can be removed by an action of ALFA.

ALFA has no permanently or temporarily restricted net assets.

#### **C. Revenue Recognition**

Grants funds restricted by the donor, grantor, or other outside party for a particular purpose are deemed to be earned when ALFA has incurred expenditures in compliance with the specific restrictions. However, any advance payments on grants received but not used in accordance with the requirements of the grants are reflected as deferred revenue until the grant restriction has been released.

#### **D. Use of Estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **E. Subsequent Events**

ALFA has evaluated subsequent events through the date of the Independent Auditor's Report, which is commensurate with the date the financial statements were available to be issued.

#### **F. Assets, Liabilities and Net Assets**

##### **Cash and Cash Equivalents**

Cash and cash equivalents are stated at cost, which approximates market. For the purposes of the statement of cash flows cash equivalents include cash in bank and savings accounts.

# ALASKA LONGLINE FISHERMEN'S ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS

### Note 1. - continued

#### Other Receivables

Other receivables include a short-term advance to the Alaska Sustainable Fisheries Trust (ASFT), a nonprofit organization, to provide operating cash. The advance will be repaid with amounts due to ASFT under the terms of a grant.

#### Property and Equipment

The Organization's only property and equipment is used office furniture and computer equipment. None of these items meet the criteria for capitalization and have been recognized as an expense when purchased

#### Deferred Revenue

Deferred revenue represents amounts for which the revenue recognition criteria have not been met. In the case of ALFA, deferred revenue results from grant funds received prior to incurring allowable grant costs or contract advances received prior to fulfilling the terms of the contract.

#### Income Taxes

The Corporation is exempt from federal income taxes under Section 501(c)(6) of the U.S. Internal Revenue Code. The organization's Form 990s, *Return of Organizations Exempt from Income Tax* are subject to possible examination by the Internal Revenue Service until the expiration of the related statute of limitation on those tax returns, which, in general, is three years.

#### Advertising Costs

Advertising costs are expensed as incurred.

#### Functional Allocation of Expenses

The cost of providing ALFA's programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program and supporting services benefited based on an estimate by management of time spent supporting each function.

### Note 2. Cash and Cash Equivalents

Cash and cash equivalents includes the following at December 31,:

	<u>2016</u>	<u>2015</u>
Demand deposits	\$ 183,178	\$ 284,227
Paypal deposits	3,922	500
Petty cash	<u>339</u>	<u>121</u>
	<u>\$ 187,439</u>	<u>\$ 284,848</u>



# ALASKA LONGLINE FISHERMEN'S ASSOCIATION

## NOTES TO FINANCIAL STATEMENTS

### Note 2. - continued

Demand deposits are guaranteed under the Federal Deposit Insurance Corporation (FDIC) up to a maximum of \$250,000 of total deposits in a bank. At December 31, 2016 the bank balance was \$194,866. The entire amount was insured by the FDIC.

At December 31, 2015 the bank balance was \$364,482. The amount in excess of the FDIC limit was \$114,482, which is uninsured.

Paypal deposits are held by FDIC insured banks. Individual customer balances are subject to FDIC pass-through deposit coverage up to a total of \$100,000.

### Note 3. Grants Receivable

At December 31, 2016 grants receivable included amounts due from the National Fish and Wildlife Foundation and the Sitka Sound Science Center. Grants receivable at December 31, 2015 include amounts due from the National Fish and Wildlife Foundation. All receivables in both years were for allowable expenses under the terms of grants. Management considers grants receivable to be fully collectible at both year-ends. Accordingly, no allowance for doubtful accounts has been recorded.

### Note 4. Deferred Revenue

Deferred revenue includes both advances from granting agencies which were not spent or otherwise obligated at the end of the year and advances on contracts with third parties. ALFA recognizes contract income based on the estimated percent of completion at year end.

Deferred revenue includes the following at December 31,:

		<u>2016</u>		<u>2015</u>
Advances from granting agencies	\$	79,910	\$	155,710
Unearned contract revenue		<u>39,772</u>		<u>17,898</u>
	\$	<u>119,682</u>	\$	<u>173,608</u>

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05/24/18

Accrual Basis

**ALFA**  
**Balance Sheet**  
 As of April 30, 2018

	<u>Apr 30, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
First Bank Checking 9212	79,608.59
First Bank Savings	66,309.99
Gaming Account	6,814.88
PayPal	4,965.55
Petty Cash	22.00
Total Checking/Savings	<u>157,721.01</u>
Accounts Receivable	
11000 · Accounts Receivable	-51.38
Total Accounts Receivable	<u>-51.38</u>
Other Current Assets	
Square Up Deferrals	131.69
1220 · Loan to ASFT	10,000.00
1500 · Security Deposit	50.00
Total Other Current Assets	<u>10,181.69</u>
Total Current Assets	<u>167,851.32</u>
Fixed Assets	
15000 · Furniture and Equipment	7,090.00
Total Fixed Assets	<u>7,090.00</u>
Other Assets	
18700 · Rent Deposit	300.00
Total Other Assets	<u>300.00</u>
<b>TOTAL ASSETS</b>	<b><u>175,241.32</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	1,085.85
Total Accounts Payable	<u>1,085.85</u>
Other Current Liabilities	
Payroll Tax Liability	4,343.63
Total Other Current Liabilities	<u>4,343.63</u>
Total Current Liabilities	<u>5,429.48</u>
Total Liabilities	<u>5,429.48</u>
Equity	
32000 · Retained Earnings	154,345.17
Net Income	15,466.67
Total Equity	<u>169,811.84</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>175,241.32</u></b>

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05/24/18

Accrual Basis

**ALFA**  
**Income Statement**  
 January through April 2018

	<u>Jan - Apr 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Grant Income	275,749.25
4005 · Contract Income	33,761.19
4010 · Individual Membership Dues	12,250.00
4020 · Business Membership	14,100.00
4030 · Donation Income	600.50
4035 · FCN Donations	100.00
4040 · Fundraising Income	613.00
4050 · Retail Sales	259.50
4060 · Alaskans Own Fish Sales	22,595.90
<b>Total Income</b>	<u>360,029.34</u>
<b>Cost of Goods Sold</b>	
5000 · Cost of Goods Sold	-2,600.00
5002 · Credit Card Merchant Fees	925.79
5020 · Shipping Supplies/Packaging	92.23
5030 · Freight/Shipping/Air Cargo	848.49
<b>Total COGS</b>	<u>-733.49</u>
<b>Gross Profit</b>	<u>360,762.83</u>
<b>Expense</b>	
100 · Personnel Services Expense	
110 · Payroll Tax Expense	5,586.83
120 · Director Salary	15,000.00
130 · Salary & Wages	49,587.53
140 · Worker's Comp	1,517.00
<b>Total 100 · Personnel Services Expense</b>	<u>71,691.36</u>
200 · Direct Supp to Target Pop	
250 · Dues, Subscript. & Memberships	3,000.00
<b>Total 200 · Direct Supp to Target Pop</b>	<u>3,000.00</u>
300 · Consultants & Contracted	
330 · Accounting	3,984.09
360 · Professional Services	238,883.00
390 · Other Contractual/Professional	3,150.00
<b>Total 300 · Consultants &amp; Contracted</b>	<u>246,017.09</u>

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05/24/18

Accrual Basis

**ALFA**  
**Income Statement**  
 January through April 2018

	<u>Jan - Apr 18</u>
400 · Travel & Conferences	
410 · NPFMC	4,955.27
420 · IPHC	2,370.60
430 · Outreach Travel	8,050.22
460 · Other Travel	275.44
	<u>15,651.53</u>
Total 400 · Travel & Conferences	15,651.53
500 · Equipment & Capital Expenditure	99.99
600 · Other Direct Costs	
601 · Postage, Shipping, PO Rental	414.44
602 · Rent	2,647.50
603 · Telephone/Internet	1,016.98
605 · Office	1,734.47
607 · Program	-255.56
609 · Promotion/Outreach Costs	2,656.34
610 · Advertising/Printing	381.25
630 · Insurance	500.00
650 · Grant Expense	60.56
680 · Meeting Expense	145.30
695 · Taxes, Licenses & Permit	-30.00
699 · Bank Charges	74.00
	<u>9,345.28</u>
Total 600 · Other Direct Costs	9,345.28
Total Expense	<u>345,805.25</u>
Net Ordinary Income	14,957.58
Other Income/Expense	
Other Income	
720 · Interest/Div Income	79.46
	<u>79.46</u>
Total Other Income	79.46
Other Expense	
899 · Unknown Transactions	-429.63
	<u>-429.63</u>
Total Other Expense	-429.63
Net Other Income	<u>509.09</u>
Net Income	<u><u>15,466.67</u></u>

### Fisheries Enhancement Fund Request for Proposal History

[illegible]

#### **4.09.010 Levy of sales tax.**

---

A. There is levied a consumer's sales tax on sales, rents, and leases made in the city and borough of Sitka. This tax applies to sales, rentals, and leases of tangible personal property; sales of services sold within the city and borough of Sitka; sales of services performed wholly or partially within the city and borough of Sitka when the provision of such services originates or terminates within the city and borough of Sitka; and rentals and leases of real property located within the city and borough of Sitka. Notwithstanding any provision of law, air or sea charter services, provided a person or entity in the business of providing such charter services, are exempt from sales tax by the city and borough of Sitka if the charter does not commence and end within the city and borough of Sitka.

B. The rate of levy of the sales tax levied under subsection A of this section is five percent on sales made during the months of October, November, December, January, February, and March. The rate of levy of the sales tax levied under subsection A of this section is six percent on sales made during the months of April, May, June, July, August, and September.<sup>1</sup>

C. A flat rate of ten dollars per fish box shall be levied on the packaged fish and/or seafood caught or taken and retained by fish charter customers as part of the fish charter. This tax shall be paid by the fish charter customer, collected by whoever packages the fish and/or seafood caught or taken by the fish charter customer, and is in addition to any sales tax paid based on the cost of the charter. This tax is effective January 1, 2007. For purposes of this subsection, a "fish box" means any packaging by a fish charter operator or processor of fish and/or seafood caught or taken as part of the charter by a fish charter customer. The sales tax collected from this levy on fish boxes shall be deposited by the finance director in the following funds in the following ratios:

1. Thirty percent in the harbor fund;
2. Thirty percent in a fisheries enhancement fund, available to be used for any fisheries enhancement proposal upon approval of the proposal by the assembly; and
3. Forty percent in the general fund.

D. Except as provided in subsection C of this section, all moneys accumulated under the terms of this chapter shall be deposited by the finance director in the general fund of the city and borough of Sitka and shall be used for the general operating expenses of the city and borough of Sitka in such a proportion as deemed advisable from time to time by the assembly.

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2006-38**

**-AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING SITKA GENERAL CODE SECTION 4.09.010 ENTITLED "LEVY OF SALES TAX" TO IMPOSE A FLAT SALES TAX RATE TO BE PAID BY FISHING CHARTER CUSTOMERS ON THE VALUE OF PACKAGED FISH AND/OR SEAFOOD CAUGHT OR TAKEN BY FISHING CHARTER CUSTOMERS.**

1. **CLASIFICATION.** This ordinance is of a permanent nature and is intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska upon election certification.

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.** Sitka General Code Section 4.09.030, entitled "Presumption of taxability—sales price and purchase price," recognizes that "in a sale which the amount of money paid does not represent the value of the property or service purchased, the sales tax must be imposed on the value of property or service purchased." Under the current Sitka General Code sales tax provisions, the value of the packaged fish and/or seafood obtained by fish charter customers as part of a charter has not been taxed. Fish charter customers are charged the same charter fee regardless if they obtain fish and/or seafood as part of a charter, and is then packaged for the customer. The purpose of this ordinance is to impose a sales tax on the value of the packaged fish and/or seafood caught or taken and retained by fish charter customers as a result of their charter.

The proposed amendment to Sitka General Code Section 4.09.010 would impose a flat rate charge of \$10 per fish box as a reasonable sales tax levy rate for the value of the packaged fish and/or seafood of fishing charter customers. This flat rate levy and the amount of the tax takes into consideration that each fish box may contain a varied amount, type, and size of fish and/or seafood which makes it difficult to precisely calculate its value. Additionally, since the fish and/or seafood has been caught and/or taken by the charter customer, the value of the packaged fish and/or seafood cannot be directly correlated with retail sales prices of fish and/or seafood. Thus, the City and Borough of Sitka, Alaska finds that the flat rate charge of \$10 per fish box is a reasonable sales tax rate.

Additionally, the sales tax collected from this levy on fish boxes shall be deposited by the finance director in the following funds and in the following rations:

- a. 20% in the harbor fund;
- b. 30% in the Sitka Permanent Fund;
- c. 20% in a fisheries enhancement fund, available to be used for any fisheries enhancement proposal upon approval of the proposal by the Assembly; and
- d. 30% in the general fund.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED By the City and Borough of Sitka that Sitka General Code Section 4.09.010, entitled "Levy of Sales Tax," is amended by adding a new subsection to read as follows (new language underlined, deleted language stricken):

**4.09.010 Levy of sales tax.**

- A. There is levied a consumer's sales tax on sales, rents, and leases made in the City and Borough of Sitka. This tax applies to sales, rentals, and leases of tangible personal property; sales of services sold within the City and Borough of Sitka; sales of services performed wholly or partially within the City and Borough of Sitka when the provisions of such services originates or terminates within the City and Borough of Sitka; and rentals and leases of real property located with the City and Borough of Sitka. Notwithstanding any provision of law, air or sea charter services, provided a person or entity in the business of providing such charter services, are exempt from sales tax by the City and Borough of Sitka if the charter does not commence and end within the City and Borough of Sitka.
- B. The rate of levy of the sales tax levied under subsection A of this section is five percent on sales made during the months of October, November, December, January, February, and March. Effective April 1, 2004, the rate of levy of the sales tax levied under subsection A of this section is six percent on sales made during the months of April, May, June, July, August, and September. The rate of levy of the sales tax shall become five percent all year around three days after the Administrator certifies in writing to the Assembly that either (a) any and all bonds issued pursuant to the ratification by the voters on March 18, 2003, of propositions set out in Ordinances Nos. 02-1707 and 02-1712 are entirely paid off or (b) the seasonal sales tax increase of one percentage point on sales made during the months of April, May, June, July, August, and September described in the previous sentence has generated (or-based on historical projections-will generate in the next succeeding quarter) sufficient revenues to pay off any and all bonds issued pursuant to the ratification by the voters on march 18, 2003, of propositions set out in Ordinances Nos. 02-1707 and 02-1712, whether or not such bonds have been paid off.

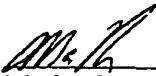


- C. A flat rate of \$10 per fish box shall be levied on the packaged fish and/or seafood caught or taken and retained by fish charter customers as part of the fish charter. This tax shall be paid by the fish charter customer,
- D. collected by whoever packages the fish and/or seafood caught or taken by the fish charter customer, and is in addition to any sales tax paid based on the cost of the charter. This tax is effective January 1, 2007. For purposes of this subsection, a fish box means any packaging by a fish charter operator or processor, of fish and/or seafood caught or taken as part of the charter by a fish charter customer. The sales tax collected from this levy on fish boxes shall be deposited by the finance director in the following funds in the following ratios:
1. 20% in the harbor fund;
  2. 30% in the Sitka Permanent Fund;
  3. 20% in a fisheries enhancement fund, available to be used for any fisheries enhancement proposal upon approval of the proposal by the Assembly; and
  4. 30% in the general fund.
- E. Except as provided in subsection C above, all moneys accumulated under the terms of this chapter shall be deposited by the Finance Director in the general fund of the City and Borough of Sitka and shall be used for the general operating expenses of the City and Borough of Sitka in such a proportion as deemed advisable from time to time by the Assembly.

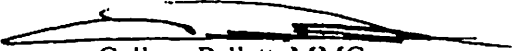
5. **EFFECTIVE DATE.** This ordinance shall become effective immediately on certification of the election results that show a majority of qualified voters approved the enactment.

**PASSED BY A MAJORITY VOTE OF THE ELECTORATE AT A REGULAR MUNICIPAL ELECTION HELD OCTOBER 3, 2006.**

**Results: YES = 2,011  
NO = 1,000**

  
Marko Dapceovich, Mayor

ATTEST:

  
Colleen Pellett, MMC  
Municipal Clerk

Sponsors: Cavanaugh and Westover

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2009-55**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING  
SITKA GENERAL CODE SECTION 4.09.010 ENTITLED "LEVY OF SALES  
TAX" TO REALLOCATE THE PERCENTAGES OF THE FISH BOX SALES  
TAX REVENUES IN THE VARIOUS CITY AND BOROUGH OF SITKA FUNDS**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code ("SGC").

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.** Sitka General Code Section 4.09.010, entitled "Levy of Sales Tax," is amended to reallocate the percentages of the revenues from the "Fish Box Sales Tax" in the various City and Borough of Sitka ("CBS") funds as follows:

- a. 30% instead of 20% in the harbor fund;
- b. Removal of revenue percentage formerly applied to Sitka Permanent Fund;
- c. 30% instead of 20% in a fisheries enhancement fund, available to be used for any fisheries enhancement proposal upon approval of the proposal by the Assembly; and
- d. 40% instead of 30% in the general fund.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 4.09.010 "Levy of Sales Tax" is amended as follows (new language underlined; deleted language stricken):

**4.09.010 Levy of Sales Tax.**

\* \* \*

- C. A flat rate of ten dollars per fish box shall be levied on the packaged fish and/or seafood caught or taken and retained by fish charter customers as part of the fish charter. This tax shall be paid by the fish charter customer, collected by whoever packages the fish and/or seafood caught or taken by the fish charter customer, and is in addition to any sales tax paid based on the cost of the charter. This tax is effective January 1, 2007. For purposes of this subsection, a "fish box" means any packaging by a fish charter operator or processor of fish and/or seafood caught or taken as part of the charter by a fish charter

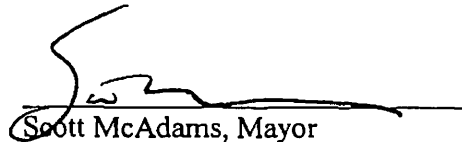
customer. The sales tax collected from this levy on fish boxes shall be deposited by the finance director in the following funds in the following ratios:

1. ~~Thirty Twenty~~ percent in the harbor fund;
2. ~~Thirty percent in the Sitka permanent fund;~~
- 2 3. ~~Thirty Twenty~~ percent in a fisheries enhancement fund, available to be used for any fisheries enhancement proposal upon approval of the proposal by the assembly; and
- 3 4. ~~Forty Thirty~~ percent in the general fund.

D. Except as provided in subsection C above, all moneys accumulated under the terms of this chapter shall be deposited by the Finance Director in the general fund of the City and Borough of Sitka and shall be used for the general operating expenses of the City and Borough of Sitka in such proportion as deemed advisable from time to time by the Assembly.

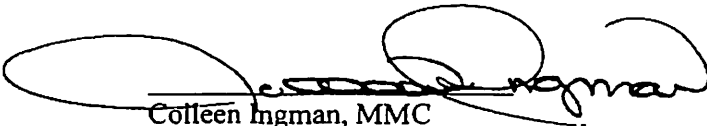
5. **EFFECTIVE DATE.** This ordinance shall become effective on April 1, 2009, after passage by the City and Borough of Sitka Assembly.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this 24th day of March 2009.



Scott McAdams, Mayor

ATTEST:



Colleen Ingman, MMC  
Municipal Clerk



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 18-114      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 6/6/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Approve a lease agreement between Trident Seafoods Corporation and the City and Borough of Sitka for Block 4, Lot 6 of the Gary Paxton Industrial Park

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Trident Seafoods Lease.pdf](#)  
[Memo Trident lot 6 request - Assembly.pdf](#)  
[Trident Seafoods Lease.pdf](#)  
[Trident Lot 6 lease exhibit A001.pdf](#)  
[Trident Entity details.pdf](#)  
[GPIPstrategicplan2017approved.pdf](#)  
[2016useplan 11.02.16.pdf](#)

Date	Ver.	Action By	Action	Result
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## **POSSIBLE MOTION**

**I MOVE TO** approve, as recommended by the Gary Paxton Industrial Park Board, a lease agreement between Trident Seafoods Corporation and the City and Borough of Sitka for Block 4, Lot 6 of the Gary Paxton Industrial Park and authorize the Municipal Administrator to execute this document.



329 Harbor Drive, Suite 212  
Sitka, AK 99835  
Phone: 907-747-2660

Tuesday, June 5th, 2018

## MEMORANDUM

To: Keith Brady – CBS Administrator  
From: Garry White, Director  
Subject: Trident Seafoods Lot 6 Lease Request

### **Introduction**

Trident Seafoods Corporation is requesting to lease a portion of Lot 6 of the Gary Paxton Industrial Park (GPIP) for staging and storing of fishing equipment. Please see the attached request from Trident.

The GPIP Board met on May 10<sup>th</sup> and approved the following motion:

**MOTION: M/S Bevan/Jones** Moved to recommend the City and Borough of Sitka Assembly lease 34,860 square feet of Lot 6 to Trident Seafoods for a term of 3 years at a rate of \$14,120.00 annually, with no buying option and no extension.

### **ACTION: Motion PASSED 5/0**

Yes: 5 – Finkenbinder, Jones, Bevan, Wagner, Unger.

### **Background**

Trident Seafood Company is a large seafood processing company based out of Seattle, Washington. Trident has processing plants in SE Alaska.

### **Lease Terms**

The GPIP Board of Directors is recommending to lease 34,860 SF of Lot 6 to Trident Seafoods for 36 months for an annual payment of \$14,120 a year.

Lot 6 is a 41,028 SF parcel of raw property located in the northern portion of the park. Currently, 6,165 SF of lot 6 is leased to Sitka Bike and Hike on a month to month basis.

$41,028 \text{ SF} - 6,165 \text{ SF} = 34,863 \text{ SF}$  of remaining space on Lot 6 to lease.

### **Rent**

Lot 6 was appraised in 2014 at a value of \$184,626 or \$4.50/SF. The CBS Assessor suggests an increase in the value of property for 2018 at a value of \$255,200 or \$6.22/SF

$34,863 \text{ SF} @ \$6.22/\text{SF} = \$216,853$

$\$216,853 @ 9\% \text{ return on asset value} = \$19,517 \text{ annually or } \$1,626.40/\text{month}$

The GPIIP Board is recommending leasing the property for \$14,120 based off the property value in 2014.

34,863 SF @ \$4.50/SF = \$156,884

\$156,884 @ 9% return on asset value = \$14,120 annually

*(The GPIIP Board typically tries to achieve a 9% return annually on the value of the property asset in rental amount. Rent is adjusted based on activity, business establishment, and job creation.)*

### **Additional Information**

The GPIIP Board's 2017 Strategic Plan for the development of the GPIIP calls for Lot 6 to be designated for future private or public development to support maritime industry. The Board is recommended a 3 year term to allow time for the maritime industry to develop at the site and then determine the best use for lot 6 and job creation.

### **Action**

- Assembly approval of the attached lease between the CBS and Trident Seafood Company.



# **LEASE AGREEMENT**

**BETWEEN**

**THE  
CITY AND BOROUGH OF  
SITKA, ALASKA**

**AND**

**TRIDENT SEAFOODS CORPORATION  
BLOCK 4, LOT 6, GPIP**



**LEASE AGREEMENT  
BETWEEN  
CITY AND BOROUGH OF SITKA, ALASKA  
AND  
TRIDENT SEAFOODS CORPORATION**

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#### Exhibits

Exhibit A – Diagram of area leased

**LEASE AGREEMENT  
BETWEEN  
CITY AND BOROUGH OF SITKA, ALASKA  
AND  
TRIDENT SEAFOODS CORPORATION**

**PREAMBLE**

This Lease Agreement ("Lease") between City and Borough of Sitka, Alaska and Trident Seafoods Corporation is effective upon execution of the Lease by both Parties, City and Borough of Sitka, Alaska, 100 Lincoln Street, Sitka, Alaska 99835 ("Sitka" or "Lessor") and Trident Seafoods Corporation, 5303 Shilshole Avenue NW, Seattle, Washington 98107-4000 ("Lessee"). This Lease consists of the Special Provisions, the General Provisions, and the attached Exhibit A, which is a pictorial representation of the area leased- Block 4, Lot 6, consisting of approximately 34,863 square feet of raw land.

**SPECIAL PROVISIONS**

**ARTICLE I LEASE, TERM OF LEASE, AND TERMINATION OF LEASE**

**Section 1.1 Conveyance of Estate in Lease.**

Lessor, for and in consideration of the Rents received and of the covenants and agreements made by Lessee, does lease to Lessee, and Lessee leases from Lessor, the "Subject Property" as shown on Exhibit A.

**Section 1.2 Lease Term.**

The Lease term is for three (3) years and commences on June 15, 2018, and ends on June 14, 2021, unless sooner terminated or extended as provided in this Lease.

**Section 1.3 [RESERVED]**

**Section 1.4 Disposition of Improvements and Lessee's Personal Property Following Term of Lease.**

With the exception of such improvements described in the next sentence, Lessee shall remove from the Subject Property any personal property or improvements constructed, installed, or deposited on the Subject Property at the termination of this Lease or any extension unless Lessee makes a separate written agreement with Lessor to do otherwise. Any improvements or personal property not removed after thirty (30) days have passed after termination of this Lease shall be deemed abandoned, and at Lessor's option, shall become the property of Lessor. Lessee shall repay to Lessor any costs of removing such improvements or personal property from the Subject Property if Lessor does not exercise such option. Subject to Lessor's obligations under Subsection 3.1 below, Lessee agrees to leave Subject Property in a neat and clean condition at the end of the Term of the Lease.



### **Section 1.5 Covenants to Perform.**

This Lease is made upon the above and the following terms and conditions, each of which the Party bound by such covenants and conditions agrees to perform, irrespective of whether the particular provision is in the form of a covenant, an agreement, a condition, a direction, or otherwise, and each Party agrees to provide the other Party with documents or further assurances as may be required to carry out the expressed intentions.

## **ARTICLE II RENT**

### **Section 2.1 Calculation and Method of Payment of Rent During the Initial Term of the Lease.**

The first year of the Lease begins on the commencement date of this Lease set out in Article I. Each successive year of the Lease begins on the corresponding anniversary commencement date of the Lease. Notwithstanding any other provision of this Lease, Lessee shall pay Rent each year in advance on the commencement date of this lease and on each successive year during the term of this Lease on the corresponding anniversary commencement date of this Lease at a rate of **\$14,120.00/year**. The Rent will be adjusted annually on June 30 of each year based on the change in the previous December's Consumer Price Index for "Urban Wage Earners and Clerical Workers" for Anchorage.

### **Section 2.2 [RESERVED]**

### **Section 2.3 [RESERVED]**

### **Section 2.4 Property Tax Responsibility.**

Beginning with the Term of this Lease and each calendar year after, Lessee will be responsible to pay Lessor property taxes for its possessory interest in the land and improvements to the extent taxable as determined by the Municipal Assessor.

## **ARTICLE III RESTRICTIONS UPON USE OF SUBJECT PROPERTY**

### **Section 3.1 Lessee's Obligations as to Construction, Maintenance, Repair and Safety**

(a) Except as otherwise provided in this Lease, Lessee acknowledges the leasehold is in an "as is" condition. At the sole cost and expense of Lessee and in compliance with all legal requirements, and subject to Section 3.2, Lessee may purchase, construct, develop, repair, transfer to the Subject Property, and/or maintain any improvements, personal property, fixtures, and other items on the Subject Property in a first-class manner using materials of good quality.

Lessor shall maintain the Subject Property and any Lessor provided equipment. Lessor reserves the right to expand or modify the Subject Property. In that event, Lessor and Lessee will work together to complete such expansion or modification in a manner that minimizes disruption to Lessee's use of the Subject Property. Some anticipated disruptions could be interruption in utilities (e.g. power, water), and operational disturbances from noise, dust and other construction activities.

(b) Lessee acknowledges that Lessor has made no representation or warranty with respect to Lessee's ability to obtain any permit, license, or approval.

(c) Lessee shall also use the Subject Property and any improvements placed on the Subject Property only for lawful uses and as specified in the Lease and only for permitted and approved conditional uses subject to the Sitka General Code, Title 22.

(d) Lessee shall confine its equipment, storage and operation to the Subject Property.

(e) Lessee shall not permit the accumulation of waste or refuse matter on the Subject Property, and Lessee shall not obstruct or permit the obstruction of the streets, sidewalks, access ways, or alleys adjoining the Subject Property, except as may be permitted by Lessor or other municipal authorities having jurisdiction. Lessee shall do all things necessary during the term of this Lease to remove any dangerous condition from time to time existing on the Subject Property as the result of the use by Lessee.

(f) Lessee may erect outdoor signage at its expense with the written permission of Lessor Building Official and the Public Works Director. The style, size and physical placement location of the sign will be approved on a case-by-case basis.

### **Section 3.2 Lessor's Approval of Certain Improvements or Alterations.**

Lessee shall not make or permit to be made any structural improvements or alteration of, addition to, or change in, structures and improvements, nor demolish all or any part of the structures or improvements without the prior written consent of Lessor, which consent shall not be unreasonably withheld. The phrase "structures and improvements" in the previous sentence includes water and wastewater systems and electrical systems. In requesting consent, Lessee shall comply with all applicable laws and ordinances, and shall submit to the Lessor's Public Works Director, or his or her written designee, detailed plans and specifications of proposed work, an explanation of the needs and reasons for the work, and a plan of full payment of the costs of the work. Lessor shall notify Lessee of its approval or objections no later than 30 days after receiving the information described in the previous sentence. In approving or objecting, Lessor shall be acting in its proprietary function and not its regulatory function, any such approval in this proprietary function does not relieve Lessee of any obligation to obey the law. Nothing in this Section shall be interpreted to prevent Lessee from removing at the termination of this Lease any improvements or personal property as described in Section 1.4.

### **Section 3.3 Rights of Access to Property**

(a) Lessor reserves for itself and any public utility company the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of opening, inspecting, repairing, replacing, reconstructing, maintaining, or servicing the public utilities, if any, located on the Subject Property, as well as for the purposes of constructing or installing new public utilities. Lessor also reserves for itself and the Alaska Department of Environmental Conservation the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of regulation and enforcement of this Lease. Lessor also reserves for itself the right to access the Subject Property at all reasonable times in a reasonable manner for the purposes of (1) inspection of all work being performed in connection with the construction of improvements; (2) showing Subject Property or exhibiting Subject Property in connection with renting or leasing Subject Property in a matter that will not unreasonably interfere with Lessee's business; and (3)

placing "For Sale" or "For Rent" signs on Subject Property. Lessee shall not charge for any of the access allowed in the situations described in this subsection.

(b) Lessee shall not construct any permanent improvements over or within the boundary lines of any easement for public utilities without receiving the written prior consent of Lessor and any applicable utility company.

(c) Lessee acknowledges that the Subject Property is or shall be subject to agreements for ingress and egress, utilities, parking, and maintenance. Lessee agrees that it shall comply with the terms of such cooperative agreements, in accordance with the terms of such agreements, those portions of such maintenance expenses that are attributable to the Subject Property, as more fully set forth therein.

#### **Section 3.4 Additional Conditions of Lease.**

Lessee recognizes and shall cause all beneficiaries of Lessee and all permitted successors in interest in or to any part of the Subject Property to recognize that:

(a) Lessee will cooperate with Lessor and will notify Lessor of any maintenance deficiencies that require maintenance or repair. Lessee will be provided a 24 hour telephone number to notify Lessor of any event that requires immediate response by Lessor.

(b) Lease payments will be made in annual installments in advance in cash or by check, bank draft or money order made available to the City and Borough of Sitka, Alaska. Installments to be delivered or mailed to 100 Lincoln Street, Sitka, Alaska 99835, by or on the first day of each calendar month.

(c) Lease payments shall become delinquent if not paid within ten (10) days after the due date. Delinquent payments are subject to a late charge of \$25 and interest accrued from the due date at 12% per annum.

(d) The charges and fees paid by Lessee to Lessor must be separated according to Lessor's accounting standards.

(e) Lessor will only invoice if Lease payments are delinquent. Lessor will only invoice if failure to make Lease payment within thirty (30) days of due date. Lessor, at its option, can terminate the Lease for Lessee's failure to make payment, and in accordance with this Lease.

(f) Lessee covenants and agrees that as it relates to use of the Subject Property, it will not, on the grounds of race, color or national origin, discriminate or permit discrimination against any person or group of person in any manner prohibited by Federal, State or local laws or regulations promulgated under such laws, and Lessee further grants Lessor the right to take such action to enforce such covenant as it deems necessary or as it is directed pursuant to any Federal, State or local laws or regulations.

(g) Lessor may, upon at least ten (10) days prior written notice to Lessee, temporarily suspend the supply of water, wastewater service, the supply of electric power, the use of pipelines, or the use



of the Improvements in order to perform routine maintenance and, in all events, subject to unavoidable delays. Such interruptions shall be of as short duration as necessary to perform such maintenance, and Lessor shall not be responsible for any such costs or expenses as a result of suspending such utilities.

(h) Lessee shall timely pay the Lessor Fire Marshal or Building Inspector fees and other building permit fees, and shall also timely file and pay all applicable property taxes and assessments. These include any Local Improvement District costs that may be assessed.

(i) Lessee shall be responsible for taking any measures that Lessee deems necessary to provide security for their property. Lessor is not responsible for theft or vandalism.

(j) Lessor sales tax applies to Rent. Sales tax rates, limits, exemptions, and exclusions are subject to change by Lessor Assembly.

(k) Lessee shall timely pay all other Lessor billings (i.e., utilities, taxes, etc.).

(l) Failure of Lessee to file and pay such Lessor taxes, and pay utilities, assessment payments, and all other Lessor billings, may subject this Lease to be terminated.

### **Section 3.5 Control of Rodents and Other Creatures on Subject Property.**

Lessee shall take reasonable affirmative measures to ensure that its operations do not attract to Subject Property any of the following creatures: rodents, vermin, insects, eagles, crows, ravens, seagulls, mink, otters, or bears.

## **ARTICLE IV UTILITY SERVICES AND RATES**

### **Section 4.1 Provision of Utility Services.**

Lessee will pay for utilities, if available.

### **Section 4.2 Rates for Utility Services Provided by Lessor.**

Utility rates charged by Lessor for utility services shall be those set forth in Sitka's Customer Service Policies and/or Sitka General Code. Lessee acknowledges the requirements of Section 9.4 as to utility lines. The Sitka Assembly may change utility rates from time to time by amending the Customer Service Policies and/or Sitka General Code.

### **Section 4.3 Lessee to Pay for Utility Services.**

Lessee will pay, or cause to be paid, all proper charges for any of the following, if available: electricity and solid waste; sewer and water; and for all other public or private utility services, which shall be used by or supplied to the Subject Property at any time during the Term of this Lease. In the event that any charge, cost, or expense for any of the above-mentioned utility services or for any of the other above-mentioned services shall not be paid when due and payable, Lessor shall have the right, but shall not be obligated, to pay it, with the understanding that amounts paid by Lessor shall constitute additional Rent due and payable under this Lease, and shall be repaid to Lessor by Lessee immediately on rendition of a bill by Lessor. Interest at the highest rate allowable



by law shall be added as a charge for unpaid utility bills paid by Lessor on behalf of Lessee. Lessor reserves the right to suspend utility services if Lessee does not pay for utility services. Failure to timely pay utility services may also result in Lessor terminating this Lease.

#### **Section 4.4 Lessor Not Liable for Failure of Utilities.**

Except to the extent that any such failure, injury, or other casualty is due to Lessor's negligence or breach of any obligation under this Lease, Lessor shall not be liable for any failure of water supply, sewer, or electric current, or for any injury or damages to person or property caused by or resulting from any natural disaster, natural condition, gasoline, oil, steam, gas, electricity, or hurricane, tornado, flood, wind or similar storms or disturbances, or water, rain, or snows which may leak or flow from the street, or the Subject Property, or leakage of gasoline or gas from pipes, sewer, or plumbing works or from any other place. Lessor shall not be held responsible or liable for any claim or action due to or arising from any suspension of operation, breakage, unavoidable accident or injury of any kind occurring to, or caused by the sewer mains by an act of God or Nature, beyond Lessor's control, or caused by the elements, strikes, riots, or a terrorist or terrorists.

#### **Section 4.5. Requirement Regarding Potable Water Services.**

All potable water services will be metered and protected by approved backflow prevention in accordance with Customer Service Policies and/or Sitka General Code.

### **ARTICLE V LIABILITY**

#### **Section 5.1 Limits on Lessor Liability Limitation.**

Lessee agrees to indemnify, defend, and hold harmless Lessor against and from any and all claims by or on behalf of any person, firm, or entity arising, other than due to acts or omissions of Lessor, from the conduct or management of or from any work or thing whatsoever done in or about the Subject Property and structures and improvements, including liability arising from products produced on the property. Lessee also agrees to indemnify, defend, and save Lessor harmless against and from any and all claims and damages arising, other than due to acts or omissions of Lessor, during the term of this Lease from: (a) any condition of the Subject Property or improvements placed on it; (b) any breach or default on the part of Lessee regarding any act or duty to be performed by Lessee pursuant to the terms of this Lease; and (c) any act or negligence of Lessee or any of its agents, contractors, servants, employees or licensees. Lessee agrees to indemnify, defend, and hold harmless Lessor from and against all costs, counsel and legal fees, expenses, and liabilities incurred, other than due to acts or omissions of Lessor, in any claim or action or proceeding brought asserting claims of or asserting damages for any alleged act, negligence, omission, conduct, management, work, thing, breach, default, accident, injury, or damage described in the previous two sentences. The above agreements of indemnity are in addition to and not by way of limitation of any other covenants in this Lease to indemnify or compensate Lessor. The agreements of indemnity by Lessee do not apply to any claims of damage arising out of the failure of Lessor to perform acts or render services in its municipal capacity.

#### **Section 5.2 Limits on Lessee Liability.**

Except to the extent of liabilities arising from Lessee's acts or omissions, Lessor indemnifies, defends, and holds Lessee harmless for liabilities to the extent that they were incurred by reason of conditions existing on the site as of the date of execution of this Lease or by reasons of Lessor's

acts or omissions. Lessor also agrees to indemnify, defend, and save Lessee harmless against and from any and all claims and damages arising, other than due to acts or omissions of Lessee, during the term of this Lease from (a) any condition of the Subject Property or improvements placed on it; (b) any breach or default on the part of Lessor regarding any act or duty to be performed by Lessor pursuant to the terms of the Lease; and (c) any act or negligence of Lessor or any of its agents, contractors, servants, employees, or licensees. Lessor agrees to indemnify, defend, and save harmless Lessee from and against all costs, counsel and legal fees, expenses, and liabilities incurred, other than due to acts or omissions of Lessee, in any claim or action or proceeding brought asserting claims of or asserting damages for any alleged act, negligence, omission, conduct, management, work, thing, breach, default, accident, injury, or damage described in the previous two sentences. The above agreements are in addition to and not by way of limitation of any other covenants in this Lease to indemnify or compensate Lessee.

### **Section 5.3 Reimbursement of Costs of Obtaining Possession.**

Each Party agrees to pay and to indemnify the other Party prevailing in any dispute under this Lease against, all costs and charges, including but not limited to, full reasonable counsel and legal fees lawfully and reasonably incurred in enforcing any provision of this Lease including obtaining possession of the Subject Property and establishing Lessor's title free and clear of this Lease upon expiration or earlier termination of this Lease.

## **GENERAL PROVISIONS**

### **ARTICLE VI DEFINITIONS**

#### **Section 6.1 Defined Terms.**

For the purposes of this Lease, the following words shall have the meanings attributed to them in this Section:

- (a) "Event of Default" means the occurrence of any action specified in Section 14.1.
- (b) "Imposition" means all of the taxes, assessments, fees, utility rates or charges, levies and other governmental charges, levied or assessed against the Subject Property; any part of the Subject Property, or any right or interest or any rent, taxes and income received, including sales taxes on rent.
- (c) "Improvements" or "improvements" means all buildings, structures and improvements of any nature now or in the future located upon the Subject Property, as well as all apparatus and equipment necessary for the complete and comfortable use, occupancy, enjoyment and operation of the Subject Property, including fittings, appliances, machinery, garage equipment, heating equipment, lighting equipment, cooling equipment, air conditioning and ventilating equipment, wiring, controls, communications equipment, plumbing, switchboards, antennae, floor coverings, refrigerating equipment, hot water heating and all other appliances and equipment; excepting only in each case articles of personal property appurtenances and fixtures (including trade fixtures) owned by Lessee, sublessees, or others, which can be removed without defacing or materially injuring the improvements remaining on the Subject Property, with the portion of the Subject

Property from which such items are removed being returned to a condition at least as good as that existing on the date of this Lease.

(d) "Personal Property" means tangible personal property owned or leased and used by Lessee or any sublessee of Lessee, in connection with and located upon the Subject Property.

(e) "Premises" means the "Subject Property."

(f) "Rent" means the lease rate, which is the amount Lessee periodically owes and is obligated to pay Lessor as lease payments under this Lease for the use of the Subject Property.

(g) "Subject Property" is the area leased as shown on Exhibit A.

(h) "Sublessee" means any sublessee, concessionaire, licensee, or occupant of space in or on the Subject Property holding by or through Lessee; the term "lease" shall mean any lease, license, concession or other agreement for the use and occupancy of any part of the Subject Property made by any Person holding by or through Lessee, which has been approved by Lessor Assembly.

(i) "Term" means the period of time Lessee rents or leases the Subject Property from Lessor.

## **ARTICLE VII INSURANCE**

### **Section 7.1 Insurance**

Lessee shall have and maintain property damage and comprehensive general liability insurance in the amount of one million dollars (\$1,000,000), including leasehold improvements. Lessor shall be named as an additional insured. Additionally, Lessee shall have the statutory amount of any Worker's Compensation insurance.

### **Section 7.2 Notification of Claim, Loss, or Adjustment**

Lessee shall advise Lessor of any claim, loss, adjustment, or negotiations and settlements involving any loss on the Subject Property under all policies of the character described in Section 7.1.

### **Section 7.3 Waiver of Subrogation**

The Party insured (or so required) releases the other Party from any liability the other Party may have on account of loss, cost, damage or expense to the extent of any amount recoverable by reason of insurance and waives any right of subrogation which might otherwise exist in or accrue to any person on account of the following circumstances: (i) any loss, cost, damage or expense resulting from fire, explosion or any other casualty or occurrence is incurred by either of the Parties to this Lease, or anyone claiming under it in connection with the Subject Property or improvements; and (ii) the Party is then covered in whole or in part by insurance with respect to loss, cost, damage or expense or is required under this Lease to be insured. The release of liability and waiver of the right of subrogation shall not be operative in any case where the effect is to invalidate the insurance coverage or increase its cost. In the case of increased cost, the other Party shall have the right, within thirty (30) days following written notice, to pay the increased cost keeping the release and waiver in full force and effect.



## **ARTICLE VIII RESTRICTIONS REGARDING ASSIGNMENT, LEASES, AND TRANSFERS OF SUBJECT PROPERTY**

### **Section 8.1 Lessee Without Power to Assign, Lease, or Encumber Subject Property.**

Lessee has no power without Lessor Assembly approval under this Lease to assign the Lease. Lessee has no power under this Lease to transfer the Subject Property. Lessee has no power to encumber Subject Property or pledge its interest in Subject Property as collateral for a loan or mortgage, or allow any liens to be filed against the Subject Property. Any such actions under this section may cause termination of the Lease.

### **Section 8.2 Limitations on Leases.**

Lessee shall not sublease the Subject Property or any portion of it without the prior written approval of Lessor Assembly. All subleases entered into demising all or any part of the Improvements or the Subject Property shall be expressly subject and subordinate to this Lease. Lessor's consent to a sublease of the Subject Property shall not release Lessee from its obligations under the Lease. Lessor's consent to a sublease shall not be deemed to give any consent to any subsequent subletting.

## **ARTICLE IX USE AND PROTECTION OF THE SUBJECT PROPERTY**

### **Section 9.1 Property As Is - Repairs.**

Lessee acknowledges that it has examined the Subject Property and the present improvements including any public improvements presently located there, and knows the condition of them, and accepts them in their present condition without any representations or warranties of any kind or nature whatsoever by Lessor as to their condition or as to the use or occupancy which may be made of them. Lessee assumes the sole responsibility for the condition of the improvements located on the Subject Property. The foregoing shall not be deemed to relieve Lessor of its general municipal obligations, or of its obligations under Section 3.1 above.

### **Section 9.2 Compliance with Laws.**

Lessee shall throughout any term of this Lease, at Lessee's sole expense, promptly comply with all the laws and ordinances and the orders, rules, regulations, and requirements of all federal, state, and municipal governments and appropriate departments, commissions, boards, and officers and all other legal requirements that may be applicable to the Subject Property and its use. Nothing in the foregoing sentence shall be deemed to relieve Lessee of its general obligations to Lessor in its municipal capacity.

### **Section 9.3 Notification of Lessor's Public Works Director of Discovery of Contamination.**

Lessee shall promptly notify Lessor's Public Works Director within 24 hours if any contaminated soils or other contaminated materials that require special handling are encountered during construction or other activities.

### **Section 9.4 Use of Utility Lines.**

Lessee shall connect or otherwise discharge to such utility lines as approved by the Lessor's Public Works Director and/or Electric Department, and shall obtain any permits and comply with any

conditions specified by the Lessor's Public Works Director and/or Electric Department for such connections.

**Section 9.5 Permits and Approvals for Activities.**

Lessee shall be responsible for obtaining all necessary permits and approvals, including food processing, for its activities unless otherwise specifically allowed by Lessor. Not less than ten (10) days in advance of applying for permits to any public entity other than Lessor, Lessee shall provide copies of all permit applications and associated plans and specifications to Lessor's Public Works Director to facilitate review by departments of Lessor. Lessor is not obligated to comment on the permit applications and plans, and the result of any review by Lessor does not affect Lessee's obligation to comply with any applicable laws.

**ARTICLE X LESSOR'S RIGHT TO PERFORM LESSEE'S COVENANTS; REIMBURSEMENT OF LESSOR FOR AMOUNTS SO EXPENDED**

**Section 10.1 Performance of Lessee's Covenants To Pay Money.**

Lessee covenants that if it shall at any time default resulting in the Lease being in a condition of default as described in Article XIV or shall fail to timely make any other payment (other than Rent), and the failure shall continue for ten (10) days after written notice to Lessee, then Lessor may, but shall not be obligated so to do, and without further notice to or demand upon Lessee and without releasing Lessee from any obligations of Lessee under this Lease, make any other payment in a manner and extent that Lessor may deem desirable.

**Section 10.2 Lessor's Right To Cure Lessee's Default.**

If there is a default involving the failure of Lessee to keep the Subject Property in good condition and repair in accordance with the provisions of this Lease, to make any necessary renewals or replacements or to remove any dangerous condition in accordance with the requirements of this Lease or to take any other action required by the terms of this Lease, then Lessor shall have the right, but shall not be required, to make good any default of Lessee. Lessor shall not in any event be liable for inconvenience, annoyance, disturbance, loss of business, or other damage of or to Lessee by reason of bringing materials, supplies and equipment into or through the building during the course of the work required to be done to make good such default. The obligations of Lessee under this Lease shall remain unaffected by such work, provided that Lessor uses reasonable care under the circumstances prevailing to avoid unnecessary inconvenience, annoyance, disturbance, loss of business, or other damage to Lessee.

**Section 10.3 Reimbursement of Lessor and Lessee.**

All sums advanced by Lessor pursuant to this Article and all necessary and incidental costs, expenses and attorney's fees in connection with the performance of any acts, together with interest at the highest rate of interest allowed by law from the date of the making of advancements, shall be promptly payable to Lessor by Lessee in the respective amounts so advanced. This reimbursement shall be made on demand, or at the option of Lessor, may be added to any Rent then due or becoming due under this Lease. Lessee covenants to pay the sum or sums with interest. Lessor shall have, in addition to any other right or remedies, the same rights and remedies in the event of the nonpayment by Lessee as in the case of default by Lessee in the payment of any installment of Rent.

Conversely, Lessee shall be entitled to receive from Lessor prompt payment or reimbursement on any sums due and owing from Lessor to Lessee, together with interest at the highest rate allowed by law. However, nothing contained in this Lease shall entitle Lessee to withhold any Rent due to Lessor or to offset or credit any sums against rent, except with respect to unpaid Rent due from Lessor to Lessee under any sublease of Subject Property.

## **ARTICLE XI [RESERVED]**

### **Section 11.1 [RESERVED]**

## **ARTICLE XII MECHANIC'S LIENS**

### **Section 12.1 Discharge of Mechanics' Liens.**

Lessee shall neither suffer nor permit any mechanics' liens to be filed against the title to the Subject Property, nor against Lessee's interest in the Subject Property, nor against the improvements by reason of work, labor, services or materials supplied or claimed to have been supplied to Lessee or anyone having a right to possession of the Subject Property or Improvements as a result of an agreement with or the assent of Lessee. If any mechanics' lien shall be filed against the Subject Property, including the Improvements, Lessee shall cause it to be discharged of record within 30 days after the date that Lessee has knowledge of its filing. Failure to comply may subject the Lease to be terminated.

## **ARTICLE XIII LIEN FOR RENT AND OTHER CHARGES**

### **Section 13.1 Lien for Rent.**

The whole amount of the Rent and each and every installment, and the amount of all taxes, assessments, utility payments, insurance premiums and other charges, fees and impositions paid by Lessor under the provisions of this Lease, and all costs, attorney's fees and other expenses which may be incurred by Lessor in enforcing the provisions of this Lease or on account of any delinquency of Lessee in carrying out any of the provisions of this Lease, shall be and they are declared to constitute a valid and prior lien against property of Lessee, except the Subject Property, and may be enforced by law and equitable remedies, including the appointment of a receiver.

## **ARTICLE XIV DEFAULT PROVISIONS**

### **Section 14.1 Events of Default.**

Each of the following events is defined as an "Event of Default":

- (a) Failure of Lessee to pay any installment of Rent, or any other payments or deposits of money, or furnish receipts for deposits as required, when due and the continuance of the failure for a period of ten (10) days after notice in writing from Lessor to Lessee.
- (b) Failure of Lessee to perform any of the other covenants, conditions and agreements under this Lease, including filing tax forms and/or payment of taxes, fees, utilities, and the continuance of failure for a period of thirty (30) days after Lessor's notice in writing. The notice shall specify the



respects in which Lessor contends that Lessee has failed to perform any of the covenants, conditions and agreements. With respect to any default which cannot be cured within thirty (30) days, Lessee, or any person holding by, through or under Lessee, in good faith, promptly after receipt of written notice, shall have commenced and shall continue diligently and reasonably to prosecute all action necessary to cure the default within an additional sixty (60) days.

(c) The filing of an application by Lessee (the term, for this purpose, to include any approved transferee other than a sublessee of Lessee's interest in this Lease): (i) for a consent to the appointment of a receiver, trustee or liquidator of itself or all its assets; (ii) of a voluntary petition in bankruptcy or the filing of a pleading in any court of record admitting in writing of its inability to pay its debts as they come due; (iii) of a general assignment for the benefit of creditors; or (iv) of an answer admitting the material allegations of, or its consenting to, or defaulting in answering, a petition filed against it in any bankruptcy proceeding.

(d) The entry of an order, judgment or decree by any court of competent jurisdiction, adjudicating Lessee a bankrupt, or appointing a receiver, trustee or liquidator of it or of its assets, and this order, judgment or decree continuing unstayed and in effect for any period of sixty (60) consecutive days, or if this Lease is taken under a writ of execution.

#### **Section 14.2 Assumption or Assignment of Lease to Bankruptcy Trustee.**

In the event that this Lease is assumed by or assigned to a trustee pursuant to the provisions of the Bankruptcy Reform Act of 1978 (referred to as "Bankruptcy Code") (11 U.S.C. § 101 et seq.), and the trustee shall cure any default under this Lease and shall provide adequate assurances of future performance of this Lease as are required by the Bankruptcy Code (including but not limited to, the requirement of Code § 365(b)(1)) (referred to as "Adequate Assurances"), and if the trustee does not cure such defaults and provide such adequate assurances under the Bankruptcy Code within the applicable time periods provided by the Bankruptcy Code, then this Lease shall be deemed rejected automatically and Lessor shall have the right immediately to possession of the Subject Property immediately and shall be entitled to all remedies provided by the Bankruptcy Code for damages for breach or termination of this Lease.

#### **Section 14.3 Remedies in Event of Default.**

Lessor may treat any one or more of the Events of Default as a breach of this Lease. At its option, by serving written notice on Lessee and each Secured Party and Leasehold Mortgagee of whom Lessor has notice (such notice not to be effective unless served on each such person) of the Event of Default, Lessor shall have, in addition to other remedies provided by law, one or more of the following remedies:

(a) Lessor may terminate this Lease. In such an event, Lessor may repossess the entire Subject Property and Improvements, and be entitled also to recover as damages a sum of money equal to the value as of the date of termination of this Lease, of the Rent due from Lessee for the balance of the stated term of this Lease, and any other sum of money and damages due under the terms of this Lease to Lessor. Any personal property not removed after such termination shall be addressed as provided for in Section 1.4 above.

(b) Lessor may terminate Lessee's right of possession and may repossess the entire Subject Property and Improvements by forcible entry and detainer suit or otherwise, without demand or notice of any kind to Lessee (except as above expressly provided for) and without terminating this Lease. In such event, Lessor may, but shall be under no obligation to do so, relet all or any part of the Subject Property for rent and upon terms as shall be satisfactory in the judgment reasonably exercised by Lessor (including the right to relet the Subject Property for a term greater or lesser than that remaining under the stated term of this Lease). For the purpose of reletting, Lessor may make any repairs, changes, alterations or additions in or to the Subject Property and Improvements that may be reasonably necessary or convenient in Lessor's judgment reasonably exercised. If Lessor shall be unable, after a reasonable effort to do so, to relet the Subject Property, or if the Subject Property and building are relet and a sufficient sum shall not be realized from reletting after paying all of the costs and expenses of repairs, change, alterations and additions and the expense of reletting and the collection of the Rent accruing from it, to satisfy the Rent above provided to be paid, then Lessee shall pay to Lessor as damages a sum equal to the amount of the Rent reserved in this Lease for the period or periods as and when payable pursuant to this Lease. If the Subject Property or any part of it has been relet, Lessee shall satisfy and pay any deficiency upon demand from time to time. Lessee acknowledges that Lessor may file suit to recover any sums falling due under the terms of this section from time to time, and that any suit or recovery of any portion due Lessee shall be no defense to any subsequent action brought for any amount not reduced to judgment in favor of Lessor. Any personal property not removed after such termination shall be addressed as provided for in Section 1.4 above.

(c) In the event of any breach or threatened breach by Lessee of any of the terms, covenants, agreements, provisions or conditions in this Lease, Lessor shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as through reentry, summary proceedings, and other remedies not specifically provided for in this Lease.

(d) Upon the termination of this Lease, or upon the termination of Lessee's right of possession, whether by lapse of time or at the option of Lessor, Lessee will at once surrender possession of the Subject Property and dispose of personal property and Improvements as described in Section 1.4. If possession is not immediately surrendered, Lessor may reenter the Subject Property and Improvements and repossess itself of it as of its former estate and remove all persons and their personal property, without being deemed guilty of any manner of trespass or forcible entry or detainer. Lessor may at its option seek expedited consideration to obtain possession if Lessor determines that the Lease has terminated as described in the first sentence of this paragraph, and Lessee agrees not to oppose such expedited consideration.

(e) In the event that Lessee shall fail to make any payment required to be made provided for in this Lease or defaults in the performance of any other covenant or agreement which Lessee is required to perform under this Lease during the period when work provided for in this Lease shall be in process or shall be required by the terms of this Lease to commence, Lessor may treat the default as a breach of this Lease and, in addition to the rights and remedies provided in this Article, but subject to the requirements of service of notice pursuant to this Lease, Lessor shall have the right to carry out or complete the work on behalf of Lessee without terminating this Lease.



**Section 14.4 Waivers and Surrenders To Be In Writing.**

No covenant or condition of this Lease shall be deemed to have been waived by Lessor unless the waiver be in writing, signed by Lessor, or Lessor's agent duly authorized in writing and shall apply only with respect to the particular act or matter to which the consent is given. It shall not relieve Lessee from the obligation, wherever required under this Lease, to obtain the consent of Lessor to any other act or matter.

**ARTICLE XV LESSOR'S TITLE AND LIEN****Section 15.1 Lessor's Title and Lien Paramount.**

Lessor will hold title to the Subject Property.

**Section 15.2 Lessee Not To Encumber Lessor's Interest.**

Lessee shall have no right or power to and shall not in any way encumber the title of Lessor regarding the Subject Property. The fee-simple estate of Lessor in the Subject Property shall not be in any way subject to any claim by way of lien or otherwise, whether claimed by operation of law or by virtue of any express or implied lease or contract or other instrument made by Lessee. Lessee's interest in the Improvements shall in all respects be subject to the paramount rights of Lessor in the Subject Property.

**ARTICLE XVI REMEDIES CUMULATIVE****Section 16.1 Remedies Cumulative.**

No remedy conferred upon or reserved to Lessor shall be considered exclusive of any other remedy, but shall be cumulative and shall be in addition to every other remedy given under this Lease or existing at law or in equity or by statute. Every power and remedy given by this Lease to Lessor may be exercised from time to time and as often as occasion may arise or as may be deemed expedient by Lessor. No delay or omission of Lessor to exercise any right or power arising from any default shall impair any right or power, nor shall it be construed to be a waiver of any default or any acquiescence in it.

**Section 16.2 Waiver of Remedies Not To Be Inferred.**

No waiver of any breach of any of the covenants or conditions of this Lease shall be construed to be a waiver of any other breach or to be a waiver of, acquiescence in, or consent to any further or succeeding breach of it or similar covenant or condition.

**Section 16.3 Right to Terminate Not Waived.**

Neither the rights given to receive, sue for or distrain from any Rent, moneys or other payments, or to enforce any of the terms of this Lease, or to prevent the breach or nonobservance of it, nor the exercise of any right or of any other right or remedy shall in any way impair or toll the right or power of Lessor to declare ended the term granted and to terminate this Lease because of any event of default.

## **ARTICLE XVII SURRENDER AND HOLDING OVER**

### **Section 17.1 Surrender at End of Term.**

On the last day of the last Lease year of the original Term, or on the earlier termination of the Term, Lessee shall peaceably and quietly leave, surrender and deliver the entire Subject Property to Lessor, subject to the provisions of Section 1.4, in good repair, order, and condition, reasonable use, wear and tear excepted, free and clear of any and all mortgages, liens, encumbrances, and claims. At the time of the surrender, Lessee shall also surrender any and all security deposits and rent advances of Sublessees to the extent of any amounts owing from Lessee to Lessor. If the Subject Property is not so surrendered, Lessee shall repay Lessor for all expenses which Lessor shall incur by reason of it, and in addition, Lessee shall indemnify, defend and hold harmless Lessor from and against all claims made by any succeeding Lessee against Lessor, founded upon delay occasioned by the failure of Lessee to surrender the Subject Property.

### **Section 17.2 Rights Upon Holding Over.**

At the termination of this Lease, by lapse of time or otherwise, Lessee shall yield up immediately possession of the Subject Property to Lessor and failing to do so agrees at the option of Lessor, to pay to Lessor for the whole time such possession is withheld, a sum per day equal to one hundred and seventy-five percent (175%) times 1/30th of the aggregate of the Rent paid or payable to Lessor during the last month of the term of the Lease. The provisions of this Article shall not be held to be a waiver by Lessor of any right or reentry as set forth in this Lease, nor shall the receipt of a sum, or any other act in apparent affirmance of the tenancy, operate as a waiver of the right to terminate this Lease and the Term granted for the period still unexpired for any breach of Lessee under this Lease.

## **ARTICLE XVIII MODIFICATION**

### **Section 18.1 Modification.**

None of the covenants, terms or conditions of this Lease to be kept and performed by either Party to this Lease shall in any manner be waived, modified, changed or abandoned except by a written instrument duly signed, acknowledged, and delivered by both Lessor and Lessee.

## **ARTICLE XIX INVALIDITY OF PARTICULAR PROVISIONS**

### **Section 19.1 Invalidity of Provisions.**

If any provision of this Lease or the application of it to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Lease, or the application of such provision to persons or circumstance other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

## **ARTICLE XX APPLICABLE LAW AND VENUE**

### **Section 20.1 Applicable Law.**

This Lease shall be construed and enforced in accordance with the laws of the State of Alaska. The forum and venue for any action seeking to interpret, construe, or enforce this Lease shall be only in the Superior Court for the State of Alaska at Sitka, Alaska.

## **ARTICLE XXI NOTICES**

### **Section 21.1 Manner of Mailing Notices.**

In every case where under any of the provisions of this Lease or otherwise it shall or may become necessary or desirable to make or give any declaration or notice of any kind to Lessor or Lessee, it shall be sufficient if a copy of any declaration or notice is sent by United States Postal Service, postage prepaid, return receipt requested, addressed: If to Lessor at: Municipal Administrator, City and Borough of Sitka, Alaska, of 100 Lincoln Street, Sitka, Alaska 99835, with a copy to: Municipal Clerk at address listed above; and if to Lessee, at: the address set out in the Preamble. Each party from time to time may change its address for purposes of receiving declarations or notices by giving written notice of the changed address, to become effective seven (7) days following the giving of notice.

### **Section 21.2 Notice to Leasehold Mortgagee and Secured Parties.**

Lessor shall provide each Leasehold Mortgagee and Secured Party, who has so requested, copies of all notices from Lessor to Lessee relating to existing or potential default under, or other noncompliance with the terms of this Lease. All notices, demands or requests which may be required to be given by Lessor or Lessee to any Leasehold Mortgagee and Secured Parties shall be sent in writing, by United States Postal Service, registered or certified mail or express mail, postage prepaid, addressed to the Leasehold Mortgagee at a place as the Leasehold Mortgagee may from time to time designate in a written notice to Lessor and Lessee.

### **Section 21.3 Sufficiency of Service.**

Service of any demand or notice as in this Article provided shall be sufficient for all purposes.

### **Section 21.4 When Notice Deemed Given or Received.**

Whenever a notice is required by this Lease to be given by any Party to the other Party or by any Party to a Leasehold Mortgagee, the notice shall be considered as having been given when a registered or certified notice is placed in the United States Post Office mail as provided by this Article. It shall be deemed received on the third business day thereafter. For all purposes under this Lease of starting any time period after notice, the time period shall be conclusively deemed to have commenced three (3) business days after the giving of notice, whether or not it is provided that a time period commences after notice is given or after notice is received.

## **ARTICLE XXII MISCELLANEOUS PROVISIONS**

### **Section 22.1 Captions.**

The captions of this Lease and the index preceding it are for convenience and reference only and in no way define, limit or describe the scope or intent of this Lease, nor in any way affect this Lease.

### **Section 22.2 Conditions and Covenants.**

All the provisions of this Lease shall be deemed and construed to be "conditions" as well as "covenants," as though the words specifically expressing or importing covenants and conditions were used in each separate provision.

### **Section 22.3 Entire Agreement.**

This Lease contains the entire agreement between the Parties and shall not be modified in any manner except by an instrument in writing executed by the Parties or their respective successors or assigns in interest.

### **Section 22.4 Time of Essence as to Covenants of Lease.**

Time is of the essence as to the covenants in this Lease.

## **ARTICLE XXIII COVENANTS TO BIND AND BENEFIT RESPECTIVE PARTIES AND TO RUN WITH THE SUBJECT PROPERTY**

### **Section 23.1 Covenants to Run with the Subject Property.**

All covenants, agreements, conditions and undertakings in this Lease shall extend and inure to the benefit of and be binding upon the successors and assigns of each of the Parties, the same as if they were in every case named and expressed, and they shall be construed as covenants running with the Subject Property. Wherever in this Lease reference is made to any of the Parties, it shall be held to include and apply to, wherever applicable, also the officers, directors, successors and assigns of each Party, the same as if in each and every case so expressed.

## **ARTICLE XXIV ADDITIONAL GENERAL PROVISIONS**

### **Section 24.1 Absence of Personal Liability.**

No member, official, or employee of Lessor shall be personally liable to Lessee, its successors and assigns, or anyone claiming by, through or under Lessee or any successor in interest to the Subject Property, in the event of any default or breach by Lessor or for any amount which may become due to Lessee, its successors and assigns, or any successor in interest to the Subject Property, or on any obligation under the terms of this Lease. No member, official, or employee of Lessee shall be personally liable to Lessor, its successors and assigns, or anyone claiming by, through, or under Lessor or any successor in interest to the Subject Property, in the event of any default or breach by Lessee or for any amount which become due to Lessor, its successors and assigns, or any successor in interest to the Subject Property, or on any obligation under the terms of this Lease.



**Section 24.2 Lease Only Effective As Against Lessor Upon Assembly Approval.**

This Lease is effective as against Lessor only upon the approval of such Lease by the Sitka Assembly.

**Section 24.3 Binding Effects and Attorneys Fees.**

This Lease shall be binding up and inure to the benefit of the respective successors and assigns of the Parties hereto. In the event of litigation over this Lease, the Parties agree that the prevailing party shall receive full reasonable attorney's fees.

**Section 24.4 Duplicate Originals.**

This Lease may be executed in any number of copies, each of which shall constitute an original of this Lease. The warranties, representations, agreements and undertakings shall not be deemed to have been made for the benefit of any person or entity, other than the Parties.

**Section 24.5 Declaration of Termination.**

With respect to Lessor's rights to obtain possession of the Subject Property or to revest title in itself with respect to the leasehold estate of Lessee in the Subject Property, Lessor shall have the right to institute such actions or proceedings as it may deem desirable to effectuate its rights including, without limitation, the right to execute and record or file with the Recorder of the Sitka Recording District, a written declaration of the termination of all rights and title of Lessee in the Subject Property, and the revesting of any title in Lessor as specifically provided in this Lease.

**Section 24.6 Authority.**

Lessor and Lessee represent to each other that each has, and has exercised, the required power and authority and has complied with all applicable legal requirements necessary to adopt, execute and deliver this Lease and perform its obligations. Both parties also represent that this Lease has been duly executed and delivered by each and constitutes a valid and binding obligation of each enforceable in accordance with its terms, conditions, and provisions.

**Section 24.7 Recordation.**

The parties agree that the Lease will be no be recorded. At the request of either party, the parties shall execute a memorandum of the Lease for recording purposes in lieu of recording this Lease in such form as many be satisfactory to the parties or their respective attorneys. Each party shall bear their own related expenses, including attorney fees. Lessor shall pay for all recording fees.

**[SIGNATURES AND ACKNOWLEDGEMENTS ON NEXT PAGE]**

**CITY AND BOROUGH OF SITKA, ALASKA**

\_\_\_\_\_  
Date

\_\_\_\_\_  
By: P. Keith Brady  
Its: Municipal Administrator

STATE OF ALASKA                    )  
  ) ss.  
FIRST JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by P. Keith Brady, Municipal Administrator of the CITY AND BOROUGH OF SITKA, ALASKA, an Alaska home rule municipality, on behalf of the municipality.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My commission expires: \_\_\_\_\_

**TRIDENT SEAFOODS CORPORATION**

\_\_\_\_\_  
Date

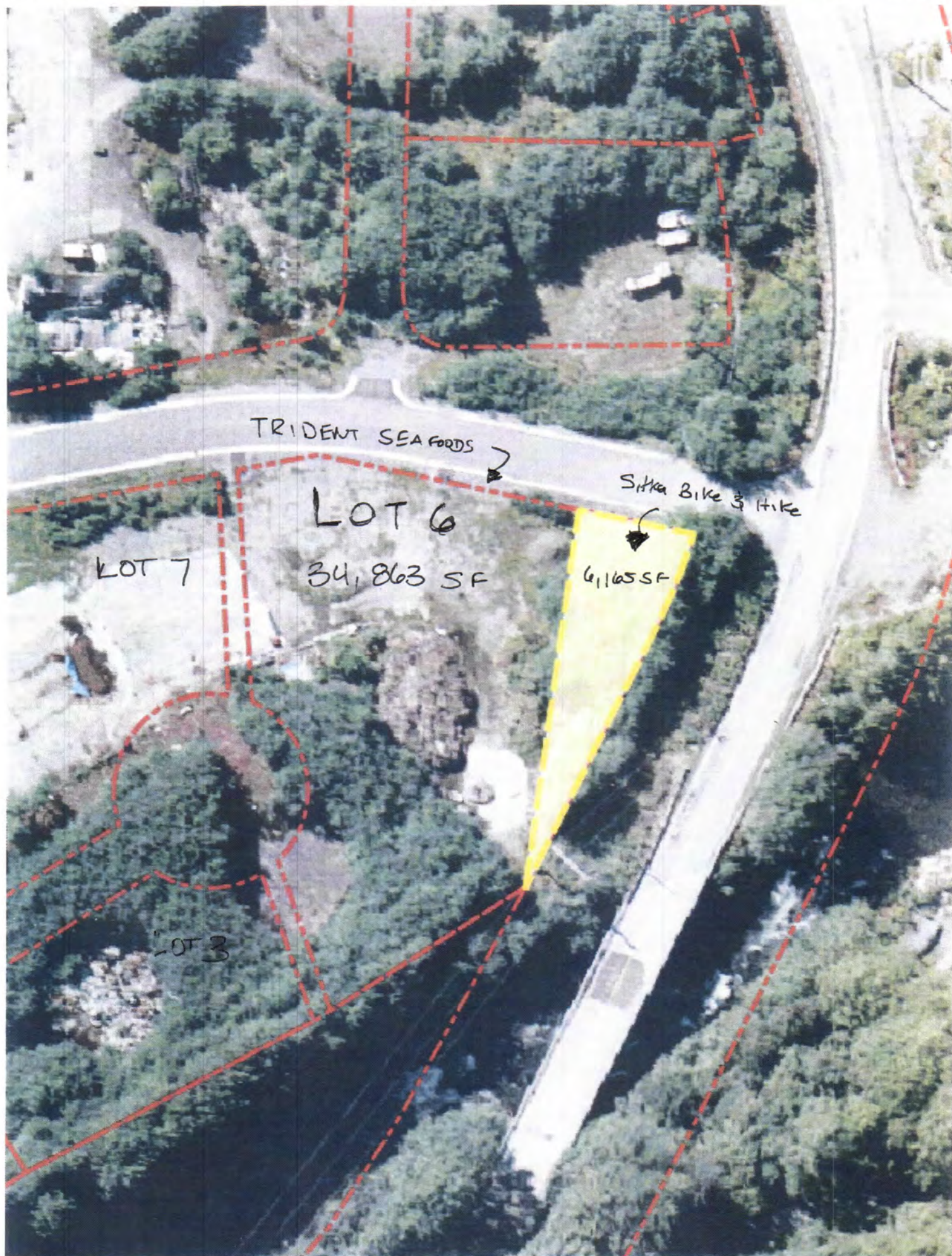
\_\_\_\_\_  
By: John Webby  
Its: Southeast Alaska General Manager

STATE OF ALASKA                    )  
  ) ss.  
FIRST JUDICIAL DISTRICT        )

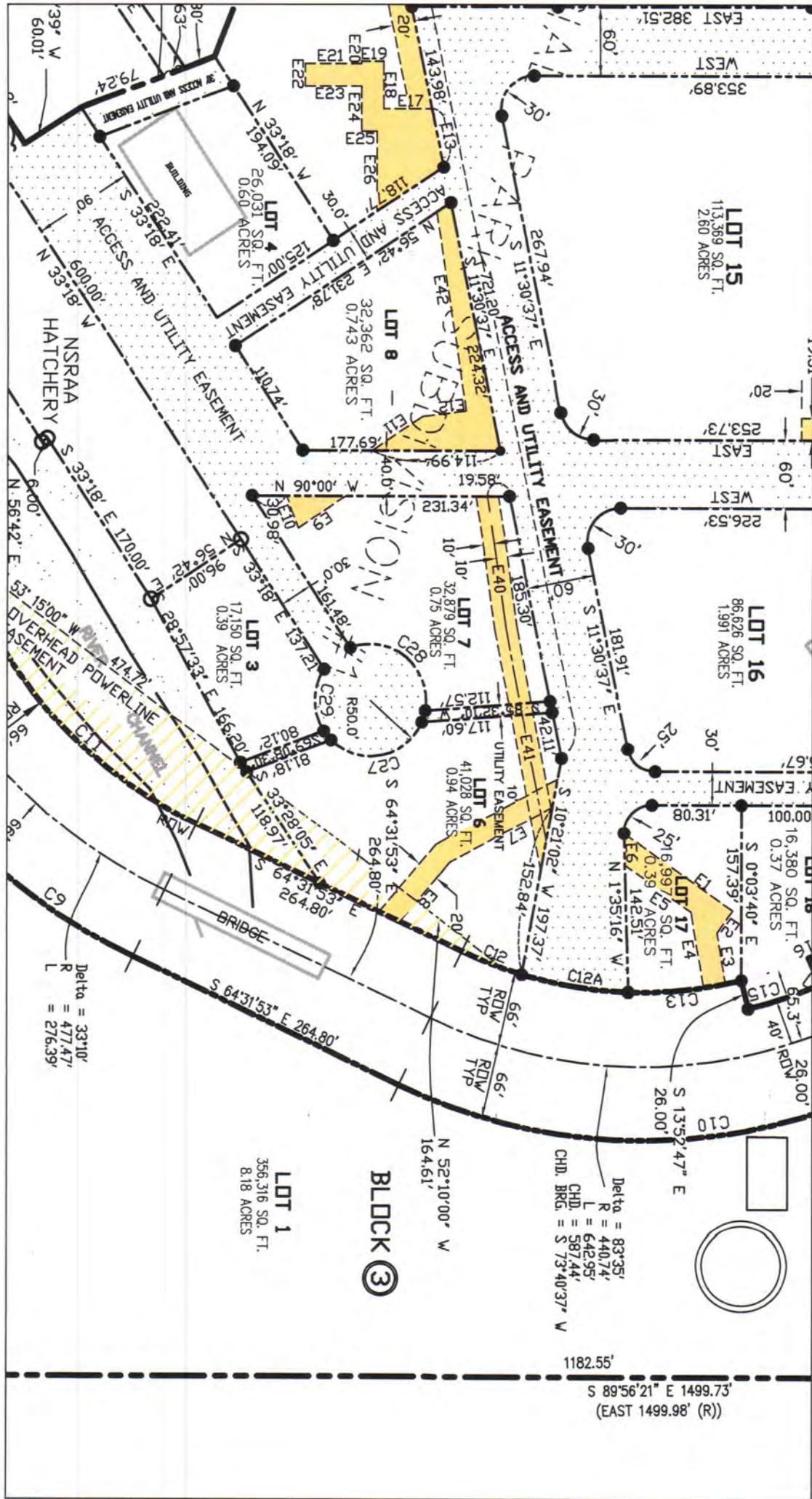
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of June \_\_\_\_\_, 2018, by John Webby, Southeast Alaska General Manager for Trident Seafoods, Corporation, an Alaska corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for the State of Alaska  
My commission expires: \_\_\_\_\_









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

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

## ENTITY DETAILS

### Name(s)

Type	Name
Legal Name	TRIDENT SEAFOODS CORPORATION

**Entity Type:** Business Corporation

**Entity #:** 39760F

**Status:** Good Standing

**AK Formed Date:** 3/6/1987

**Duration/Expiration:** Perpetual

**Home State:** WASHINGTON

**Next Biennial Report Due:** 1/2/2019

**Entity Mailing Address:** 5303 SHILSHOLE AVE NW, SEATTLE, WA 98107

**Entity Physical Address:** 5303 SHILSHOLE AVE NW, SEATTLE, WA 98107

### Registered Agent

**Agent Name:** DWT Alaska Corp.

**Registered Mailing Address:** 188 W NORTHERN LIGHTS BLVD., SUITE 1100, ANCHORAGE, AK  
99503-3985

**Registered Physical Address:** 188 W NORTHERN LIGHTS BLVD., SUITE 1100, ANCHORAGE, AK  
99503-3985

### Officials

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former
			Owned

AK Entity #	Name	Titles	Owned
	Allen Kimball	Vice President	
	Arne Ness	Director	
	Brant Rigby	Vice President	
	Buell Herzig	Director	
	Charles Bundrant	Director, Shareholder	79.58
	Estate of Kaare Ness	Shareholder	20.28
	James McManus	Director	
	Jeff Thompson	President	
	Jill Dulcich	Director	
	Joseph Bundrant, CEO	Director, President	
	Julie Bundrant Rhodes	Director	
	Leif Mannes	Director	
	Randy Furtner, CFO	Secretary	
	Stephen Rummel	Director	
	Steven Okerlund	Assistant Secretary	
	Thomas Moore	Treasurer	
	Victor Scheibert	President	

## Filed Documents

Date Filed	Type	Filing	Certificate
3/06/1987	Creation Filing	Click to View	
1/03/1989	Biennial Report		
12/13/1990	Biennial Report		
2/29/1992	Biennial Report		
12/28/1992	Biennial Report		
1/25/1995	Biennial Report	Click to View	
12/20/1996	Biennial Report	Click to View	
12/28/1998	Biennial Report	Click to View	
1/31/2001	Biennial Report	Click to View	
11/14/2001	Merger	Click to View	
5/09/2002	Entity Address Change	Click to View	
2/01/2003	Biennial Report	Click to View	
6/02/2003	Agent Change	Click to View	
3/14/2005	Biennial Report	Click to View	
12/18/2006	Survivor	Click to View	Click to View
12/20/2006	Biennial Report	Click to View	
12/29/2006	Correction	Click to View	Click to View

Date Filed	Type	Filing	Certificate
12/26/2008	Biennial Report	<a href="#">Click to View</a>	
11/16/2010	Biennial Report	<a href="#">Click to View</a>	
3/15/2013	Biennial Report	<a href="#">Click to View</a>	
4/15/2013	Agent Change	<a href="#">Click to View</a>	
7/29/2013	Agent Change	<a href="#">Click to View</a>	
12/19/2014	Biennial Report	<a href="#">Click to View</a>	
10/22/2015	Certificate of Compliance		<a href="#">Click to View</a>
8/30/2016	Certificate of Compliance		<a href="#">Click to View</a>
12/28/2016	Biennial Report	<a href="#">Click to View</a>	

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[EMAIL THE WEBMASTER](#)



THE STATE

of  
**ALASKA**

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806  
(907) 465-2550 • Email: [corporations@alaska.gov](mailto:corporations@alaska.gov)  
Website: [Corporations.Alaska.gov](http://Corporations.Alaska.gov)

AK Entity #: 39760F  
Date Filed: 12/28/2016  
State of Alaska, DCCED

FOR DIVISION USE ONLY

### Business Corporation

#### 2017 Biennial Report

For the period ending December 31, 2016

Web-12/28/2016 3:35:28 PM

- This report is due on January 02, 2017
- \$200.00 if postmarked before February 02, 2017
- \$247.50 if postmarked on or after February 02, 2017

**Entity Name:** TRIDENT SEAFOODS CORPORATION  
**Entity Number:** 39760F  
**Home Country:** UNITED STATES

**Home State/Province:** WASHINGTON

#### Registered Agent

**Name:** DWT Alaska Corp.  
**Physical Address:** 188 W NORTHERN LIGHTS  
BLVD., SUITE 1100,  
ANCHORAGE, AK 99503-3985  
**Mailing Address:** 188 W NORTHERN LIGHTS  
BLVD., SUITE 1100,  
ANCHORAGE, AK 99503-3985

**Entity Physical Address:** 5303 SHILSHOLE AVE NW, SEATTLE, WA 98107

**Entity Mailing Address:** 5303 SHILSHOLE AVE NW, SEATTLE, WA 98107

**Please include all officials.** Check all titles that apply. Must use titles provided. Please include all officials of the foreign business corporation. The entity must also list any alien affiliates and those shareholders that hold 5% or more of the issued shares.

Name	Address	% Owned	Titles
Randy Furtner, CFO	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Secretary
Allen Kimball	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Vice President
Brant Rigby	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Vice President
Arne Ness	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Victor Scheibert	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		President
Thomas Moore	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Treasurer
Estate of Kaare Ness	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107	20.28	Shareholder
Jeff Thompson	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		President
Buell Herzig	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Steven Okerlund	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Assistant Secretary
Stephen Rummel	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
James McManus	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Jill Dulcich	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Julie Bundrant Rhodes	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Leif Mannes	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director
Charles Bundrant	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107	79.58	Director, Shareholder
Joseph Bundrant, CEO	5303 SHILSHOLE AVE NW, SEATTLE, WA 98107		Director, President

**Purpose:** COMMERCIAL FISHING

**NAICS Code:** 114111 - FINFISH FISHING

**New NAICS Code (optional):**

Complete the below stock information on record with the Department. You may not change your authorized shares with this form. An amendment is required. Fill in number of shares issued.

Class	Series	Authorized	Par Value	Amount Issued
Common	A	100000	\$0.01	95042
Common	B	100000	\$0.01	100000

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

**Name:** S. Hampshire



# **Gary Paxton Industrial Park (GPIP)**

## **Strategic Plan**

Adopted by the GPIP Board  
July 31, 2017

### **Introduction**

The GPIP Board developed this Strategic Plan at planning sessions held in Winter/Spring of 2017. The GPIP Board recognizes that multi-purpose dock and future infrastructure improvements within the park will influence the future development of the site.

### **Guiding principles**

1. Preserve public access and marshalling areas to the waterfront, as it is the most commercially viable waterfront left in Sitka.
2. Make lease, buy/sell or other land use decisions based on the mission of the Park – to create family wage jobs for Sitkans in a financially responsible manner.
3. Consistent with principles 1 & 2, identify and create a positive cash flows to the City from the operation of the Park.

### **Plan Priority Items**

The GPIP Board plans to address the following items. (Items are listed in random order)



❖ **Develop a Port Facility to accommodate the Maritime Industry.**

- Continue with development of multi-purpose dock.
- Develop a water access ramp in the northern portion of Lot 9A.
- Develop a tariff schedule to include fees for tideland and upland use.
- Designate and retain Lots 3, 7, 8, 9a, 9C, & 15 in public ownership, to be developed as uplands to support marine services sector and multi-purpose dock.
- Designate and promote Lot 6 for future private or public development to support maritime industry.
- Designate and utilize Lot 9b to support management of port facility.
- Research Utility Dock and adjacent uplands for further re-purpose or sale.
- Research additional development opportunities for tidelands seaward of GPIIP Uplands.
- Research if existing dolphins in the tidelands can be useful or need to be removed.
- Develop a marketing plan that presents the park to local, regional and national markets with a web-based advertising program, supplemented with other media as appropriate.
- Determine the MARSEC rules for fencing at the GPIIP.

❖ **Develop and Market remaining uplands outside of Port Facility**

- Advertise to sell or lease Lots 17, 16b, 19 and 20 in the industrial park.
- Establish access point for Lots 19 and 20.
- Release RFP for sale of the Administration Building lot.
- Remove area of GPIIP sign from Administration Building lot.
- Dispose of remaining rock at GPIIP by bringing interested parties together for discussion.

❖ **Market Sitka's Water Export Asset to the world**

- Continue to work with potential partners in exporting Sitka's water in Bulk.
- Continue to work with potential partners that wish to establish water bottling facilities in Sitka.
  - Identify property in vicinity of the park to locate water bottling facilities.
- Continue to research and track water export ventures around the globe.

- Investigate alternative methods of marketing water and water purchase agreements.
- Investigate additional infrastructure needed to transport, load, and off load water.

❖ **Research the development of a rock quarry in the Sawmill Cove vicinity.**

*This quarry would generate revenue for the City as well as provide less expensive rock for use on Park projects.*

- Market Lot 1 / blk 2 as a rock source and Lot 3 / blk3 as possible rock source.

❖ **Continue to pursue the development of a private marina in Herring Cove.**

❖ **Develop Exit Strategy for existing GPIIP Development Board.**

- Research different management concepts and entities.





# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: RES 18-06A    Version: 1    Name:

Type: Resolution    Status: AGENDA READY

File created: 4/19/2018    In control: City and Borough Assembly

On agenda: 6/12/2018    Final action:

Title: Increasing Grid, Eliason Harbor Load Zone, and Work Float Charges and Fees (this amends Resolution 2018-06 approved on April 25, 2018)

Sponsors:

Indexes:

Code sections:

Attachments: [Motion Memo Res 2018-06A.pdf](#)  
[APPROVED Res 2018-06.pdf](#)

Date	Ver.	Action By	Action	Result
4/24/2018	1	City and Borough Assembly	APPROVED	Pass

## **POSSIBLE MOTION**

**I MOVE TO** approve Resolution 2018-06A on  
first and final reading.

Note:

- This amends Resolution 2018-06 approved on April 25, 2018



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

---

## MEMORANDUM

**To:** Mayor Hunter and Assembly Members  
Keith Brady, Municipal Administrator

**From:** Stan Eliason, Harbor Master

**Date:** June 6, 2018

**Subject:** Approve Resolution 2018-06A

---

Resolution 2018-06 was approved by the Assembly on April 25, 2018. I would like to recommend the resolution be amended to eliminate fees for the work float and drive down load zone from September 15<sup>th</sup> thru March 15<sup>th</sup>. This will hopefully persuade boat owners to conduct major repairs during the off season, as it should be.

Fishermen's Work Float was specifically built for gear work and the drive down load zone was built specifically for loading and unloading with a 2 hour time limit. Often individuals will use either facility for its non-intended purpose. This creates a bottle neck for those needing to tend to their gear in a timely fashion and get back to fishing.

Persons desiring to use the drive down load zone will be required to make reservations through the Harbor Department. This guarantees space alongside with vehicle parking. First continuous 24 hours, no charge. Vessels up to 50' will be charged \$.80 a foot per day (transient daily rates will apply) 51'and above \$1.00 a foot per day.

Fishermen's Work Float.

First continuous 24 hours, no charge. Vessels up to 50' will be charged \$.80 a foot per day (transient daily rates will apply) 51'and above \$1.00 a foot per day. Reservations will not be required. In the event that this facility is completely occupied, vessels can use the Gary Paxton Industrial Park Dock. No free grace time. Vessels up to 50' will be charged \$.80 a foot per day (transient daily rates will apply) 51'and above \$1.00 a foot per day. Notification to the Harbor Department will be required.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2018-06A

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA  
INCREASING GRID, ELIASON HARBOR LOAD ZONE, AND WORK FLOAT  
CHARGES AND FEES**

**WHEREAS**, Sitka General Code Section 13.06.010, entitled "Moorage charges and fees", subsection A states; "Moorage fees and charges shall be established by resolution and approved by the Assembly"; and

**WHEREAS**, the Port and Harbors Commission has reviewed at its regular meeting of October 19, 2017, the moorage charges and fees established under SGC 13.06.010 and has established by resolution increased grid charges and work float charges which it seeks approval by the Assembly.

**NOW, THEREFORE, BE IT RESOLVED** that the Assembly of the City and Borough of Sitka, Alaska, hereby approves the following moorage charges and fees, effective as stated:

Grid fee rates (*effective July 1, 2018*):

Vessels 50 feet in length and under at \$.80 per foot, per day.

Vessels 51 feet in length and above at \$1.00 per foot, per day.

Eliason Harbor Load Zone and Fishermen's work float fee rates (*effective July 1, 2018 to September 15, 2018 and every year thereafter from March 15-September 15*):

All Vessels no charge for first 24 hours.

Vessels 50 feet in length and under at \$.80 per foot, per day.

Vessels 51 feet in length and above at \$1.00 per foot, per day.

**PASSED, APPROVED AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this 12<sup>th</sup> day of June, 2018.

---

Matthew Hunter, Mayor

ATTEST:

---

Sara Peterson, MMC  
Municipal Clerk

Previously approved 4/25/18

Amended resolution 1<sup>st</sup> and final reading 6/12/18



Approved April 25, 2018

**CITY AND BOROUGH OF SITKA**

**RESOLUTION NO. 2018-06**

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA, ALASKA, INCREASING GRID, ELIASON HARBOR LOAD ZONE, AND WORK FLOAT CHARGES AND FEES**

**WHEREAS**, Sitka General Code Section 13.06.010, entitled "Moorage charges and fees", subsection A states; "Moorage fees and charges shall be established by resolution and approved by the Assembly"; and

**WHEREAS**, the Ports and Harbor Commission has reviewed at its regular meeting of October 19, 2017, the moorage charges and fees established under SGC 13.06.010 and has established by resolution increased grid charges, Eliason Harbor load zone, and work float charges which it seeks approval by the Assembly;

**NOW, THEREFORE, BE IT RESOLVED** that the Assembly of the City and Borough of Sitka, Alaska, hereby approves the following moorage charges and fees, effective as stated:

Grid fee rates (effective July 1, 2018):

Vessels 50 feet in length and under at \$.80 per foot, per day.

Vessels above 50 feet in length at \$1.00 per foot, per day.


Eliason Harbor load zone and Fishermen's work float fee rates (effective July 1, 2018):

All Vessels no charge for first 24 hours.


Vessels 50 feet in length and under at \$.80 per foot, per day.

Vessels above 50 feet in length at \$1.00 per foot, per day.

**PASSED, APPROVED AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska on this 25<sup>th</sup> day of April, 2018.

  
Matthew Hunter, Mayor

ATTEST:

  
Melissa Henshaw, CMC  
Acting Municipal Clerk

1<sup>st</sup> and final reading 4/25/18



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 18-112      Version: 1      Name:

Type: Item      Status: AGENDA READY

File created: 6/6/2018      In control: City and Borough Assembly

On agenda: 6/12/2018      Final action:

Title: Direct the Administrator to explore Pittman-Robertson funding opportunities and prepare a grant application for potential cabin development on City and Borough of Sitka property

Sponsors:

Indexes:

Code sections:

Attachments: [Memo grant app municipal cabins project.pdf](#)  
[Tom Young Cabin Revenue FY2016 \(1\).pdf](#)  
[Tom Young Cabin Revenue FY2017 \(2\).pdf](#)  
[Tom Young Cabin Revenue FY2018 \(1\).pdf](#)  
[AK\\_Sitka\\_LandOwnership\\_CenterThird\\_200 reduced file size.pdf](#)

Date	Ver.	Action By	Action	Result
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# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Assembly Members Knox, Wein, Miyasato, Bean, and Potrzuski

**From:** Mayor Hunter and Deputy Mayor Eisenbeisz

**Date:** June 6, 2018

**Subject:** Direct the Administrator to prepare a grant application for a municipal cabins project

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### Background:

The State of Alaska has a surplus of federal Pittman-Robertson funds available to build infrastructure that improves access to hunting and wildlife viewing. (These funds are collected through taxes on the sale of firearms and ammunition.) Grants require a 25% non-federal match. Pittman-Robertson funds are administered by the Alaska Department of Fish and Game (ADF&G). Third parties such as the City and Borough of Sitka can work with ADF&G staff to submit projects for federal review. Project grant applications are considered on a case-by-case basis at the state and federal levels. Approved grants generally allow up to five years for project planning and implementation.

### Our Proposal:

We have a rare opportunity to expand our highly-popular recreation infrastructure in Sitka using predominantly federal funds. New public-use cabins would likely generate operational profit to pay back a local match.

At a 3:1 match, Pittman-Robertson funds would increase a CBS outlay of \$50,000 to a project total of \$200,000, providing a budget large enough to build two cabins on municipal land. Once the cabins are operational, we expect the revenue would easily reimburse the original funding source within five to ten years.

The Tom Young Memorial Cabin provides a model for a successful CBS cabin facility. Thanks to the help of dedicated volunteers, the City is able to allocate only a small amount to cover maintenance costs. In recent years, the cabin has generated roughly \$8,000 in annual revenue. Future cabins can seek to replicate this strong community ownership. (See attached financial statements for Tom Young Cabin.)

At present, demand for cabins far exceeds supply throughout the summer months. Additional cabins would improve quality of life for Sitkans and help attract independent travelers. Cabin use could be further increased if we moved to a digital reservation system, removing the onerous process of visiting city hall in order to reserve a cabin. (IS staff report that this will be very easy to do without new software systems.)

**Assembly Action:**

We ask for the assembly to give the administrator direction to prepare a grant application for a municipal cabins project.

## City of Sitka

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G/L Account Inquiry - 100-300-360 3606.000 - Rent-Tom Young Cabin

8/1/16

Summary Detail Five Year Trend Budget Analysis Budget History

Fiscal Year 2016

G/L Account

Search Reset

- 100 - General Fund
  - 300 - Revenue
    - 301 - Property Tax
    - 302 - Sales Tax
    - 303 - Bed Tax
    - 304 - Other Local Taxes
    - 310 - State Revenue
    - 315 - Federal Revenue
    - 320 - Licenses & Permits
    - 330 - Services
    - 340 - Operating Revenue
    - 360 - Uses of Prop & Investment
      - 3601.000 Rent - Land
      - 3602.000 Rent - Building
      - 3603.000 Rent-Centennial Building
      - 3603.001 Rent-Centennial Bldg 5%
      - 3604.000 Rent-Senior Center
      - 3605.000 Rent-House
      - 3606.000 Rent-Tom Young Cabin
      - 3608.000 Hanes PE Center
      - 3610.000 Interest Income
      - 3612.000 Change in FMV - Investmnt
      - 3615.000 Gain(Loss)on Investments
      - 3620.000 Sale of Fixed Assets
      - 3621.000 Cost of Fixed Assets Sold
      - 3635.000 Gravel & Rock Royalties

Annual Totals YTD <input checked="" type="checkbox"/> Reclass Journal Type <input type="checkbox"/> Prior Year <input checked="" type="checkbox"/> Include <input checked="" type="checkbox"/>					
Classification Uses of Property & Investments					
Fiscal Year 2016					
Amended Budget	Revenues	YTD Balance	Percent Received		
\$3,500.00	\$8,224.00	-\$4,724.00	235%		
Month	Budget	Amendments	Revenues	Current YTD Balance	Percent Received
July	\$3,500.00	\$0.00	\$318.00	\$3,182.00	9 %
August	\$0.00	\$0.00	\$259.00	\$2,923.00	16 %
September	\$0.00	\$0.00	\$345.00	\$2,578.00	26 %
October	\$0.00	\$0.00	\$419.00	\$2,159.00	38 %
November	\$0.00	\$0.00	\$803.00	\$1,356.00	61 %
December	\$0.00	\$0.00	\$180.00	\$1,176.00	66 %
January	\$0.00	\$0.00	\$450.00	\$726.00	79 %
February	\$0.00	\$0.00	\$410.00	\$316.00	91 %
March	\$0.00	\$0.00	\$1,760.00	-\$1,444.00	141 %
April	\$0.00	\$0.00	\$1,470.00	-\$2,914.00	183 %
May	\$0.00	\$0.00	\$1,160.00	-\$4,074.00	216 %
June	\$0.00	\$0.00	\$650.00	-\$4,724.00	235 %
Total	\$3,500.00	\$0.00	\$8,224.00	-\$4,724.00	235 %

## City of Sitka

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## G/L Account Inquiry - 100-300-360 3606.000 - Rent-Tom Young Cabin

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Fiscal Year 2017

G/L Account

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Summary Detail Five Year Trend Budget Analysis Budget History

Annual Totals YTD ☒ Reclass Journal Type ☐ Prior Year ☒ Include ☒

Classification Uses of Property &amp; Investments

Fiscal Year 2017

	Amended Budget	Revenues	YTD Balance	Percent Received	
	\$3,500.00	\$8,042.00	-\$4,542.00	230%	
Month	Budget	Amendments	Revenues	Current YTD Balance	Percent Received
July	\$3,500.00	\$0.00	\$300.00	\$3,200.00	9 %
August	\$0.00	\$0.00	\$700.00	\$2,500.00	29 %
September	\$0.00	\$0.00	\$20.00	\$2,480.00	29 %
October	\$0.00	\$0.00	\$656.00	\$1,824.00	48 %
November	\$0.00	\$0.00	\$1,010.00	\$814.00	77 %
December	\$0.00	\$0.00	\$256.00	\$558.00	84 %
January	\$0.00	\$0.00	\$670.00	-\$112.00	103 %
February	\$0.00	\$0.00	\$700.00	-\$812.00	123 %
March	\$0.00	\$0.00	\$1,220.00	-\$2,032.00	158 %
April	\$0.00	\$0.00	\$1,650.00	-\$3,682.00	205 %
May	\$0.00	\$0.00	\$710.00	-\$4,392.00	225 %
June	\$0.00	\$0.00	\$150.00	-\$4,542.00	230 %
Total	\$3,500.00	\$0.00	\$8,042.00	-\$4,542.00	230 %

## City of Sitka

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G/L Account Inquiry - 100-300-360 3606.000 - Rent-Tom Young Cabin

Fiscal Year **2018**

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Summary    Detail    Five Year Trend    Budget Analysis    Budget History

Annual Totals YTD ☒ Reclass Journal Type  Prior Year ☒ Include ☒

Classification **Uses of Property & Investments** Fiscal Year **2018**

Amended Budget	Revenues	YTD Balance	Percent Received
\$3,500.00	\$4,032.00	-\$532.00	115%

Month	Budget	Amendments	Revenues	Current YTD Balance	Percent Received
July	\$3,500.00	\$0.00	\$416.00	\$3,084.00	12 %
August	\$0.00	\$0.00	\$520.00	\$2,564.00	27 %
September	\$0.00	\$0.00	\$700.00	\$1,864.00	47 %
October	\$0.00	\$0.00	\$306.00	\$1,558.00	55 %
November	\$0.00	\$0.00	\$0.00	\$1,558.00	55 %
December	\$0.00	\$0.00	\$510.00	\$1,048.00	70 %
January	\$0.00	\$0.00	\$260.00	\$788.00	77 %
February	\$0.00	\$0.00	\$1,320.00	-\$532.00	115 %
March	\$0.00	\$0.00	\$0.00	-\$532.00	115 %
April	\$0.00	\$0.00	\$0.00	-\$532.00	115 %
May	\$0.00	\$0.00	\$0.00	-\$532.00	115 %
June	\$0.00	\$0.00	\$0.00	-\$532.00	115 %
Total	\$3,500.00	\$0.00	\$4,032.00	-\$532.00	115 %



Land Ownership Map  
Center of the Borough

Prepared for:  
City & Borough of Sitka, AK  
Planning Department

Print Date: 3/1/13



Land Ownership Classification

- BIA
- BLM - Forest Service
- Dept. of Transportation
- Federal
- Haida Corporation
- Mental Health
- Municipal
- Municipal Tideland
- Municipal Tideland - ATS15
- Native Allotment
- Native selected
- Private
- Sealaska
- Shee Atika
- State - DOE/MEHS
- State Owned
- USCG
- University of Alaska

